Australian Government

DEFEO209C Control explosive ordnance engineering and logistics processes

Release 2

INDUSTRY
SKILLS
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DEFEO209C Control explosive ordnance engineering and logistics processes

Modification History

Release	TP version	Comments
2	DEF12 V2	Layout adjusted.
1	DEF12 V1	First release.

Unit Descriptor

This unit covers the competency required to control a number of work teams involved in performing explosive ordnance processes.

Application of the Unit

This competency normally applies to the individual who is required to control a number of work teams involved in performing explosive ordnance processes.

A controller of explosive ordnance processes will have some authority and influence in the chain of command/authority, being capable of independent decision making, requiring only routine supervision.

The unit applies to explosive ordnance processes conducted in installations involved in the storage, distribution and maintenance of explosive ordnance, however it may also apply to research and development establishments, and proof and experimental establishments.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Identify processes and resources**	1.1 *Explosive ordnance processes* to be performed, *resources* required for their performance, constraints imposed and any special requirements for their conduct are determined
	1.2 Policies and procedures applying to the processes and issues of concern/shortfall are identified
	1.3 Identified problems are documented and reported in accordance with procedures and instructions
2. **Plan for processes**	2.1 Method of performing the processes is planned, addressing the guidance provided and the resources provided for the task, including contingency arrangements
	2.2 Resource shortfall is identified and measures for their sourcing are initiated
	2.3 Availability and appropriateness of drawings, work procedures and associated documentation is ascertained
	2.4 Materials required are identified, sourced and delivery is programmed
	2.5 Facilities are assessed for suitability against current instructions, policies and procedures, and defects/shortfalls are reported in accordance with procedures
	2.6 Plant, equipment and tools are assessed for availability, function and serviceability, and remedial action is taken in accordance with procedures
	2.7 Process supervisors are identified and briefed on the requirement
	2.8 *Work health and safety* (*WHS*) *policies* addressing the processes are identified and applied for the duration in all associated activities
3. **Control processes**	3.1 Explosive ordnance processes are controlled and monitored to ensure efficiency of their performance, quality of products and objectives are achieved
	3.2 Operations of the explosive ordnance processes are coordinated as required, and resources are reallocated/adjusted to meet requirements
	3.3 Liaison with supervisors, suppliers, clients and superiors is conducted as required
	3.4 Reported defects/problems are actioned in

ELEMENT	PERFORMANCE CRITERIA
	accordance with procedures and instructions
	3.5 Support requirements are ascertained and either provided or requested in accordance with *organisational* procedures
4. **Conclude processes**	4.1 Explosive ordnance products are processed in accordance with current instructions and procedures
	4.2 Supervisors are debriefed on the performance of their process
	4.3 Explosive ordnance process is documented in accordance with current instructions and procedures

Required Skills and Knowledge

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

Required Skills

- communicate with supervisors, suppliers, clients and subordinates
- control the processes efficiently and safely to provide quality product
- direct, brief, coordinate and monitor personnel
- identify and allocate resources required for the processes
- monitor and coordinate the activities within and between processes
- organise activities in order to meet work priorities
- participate in and facilitate teams
- plan the conduct of processes
- report and prepare appropriate documentation
- use appropriate information technology and software
- use a variety of verbal and non-verbal communication techniques including body language, language style, active listening
- write reports

Required Knowledge

- activities within those explosive ordnance processes
- competencies required by the personnel involved in the performance of the process
- composition of teams and roles and responsibilities of team members
- explosive ordnance processes to be performed
- instructions and procedures relating to the performance of the processes
- WHS requirements
- operational safety associated with the explosive ordnance process
- reporting requirements and procedures of the organisation
- resource and other requirements for each of the processes
- team work principles and strategies
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others/team members
- use of tools, equipment and materials involved in the processes
- verbal and non-verbal communication techniques including language, language style, active listening

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: • adhere to relevant WHS requirements and operational safety • plan processes • identify requirements • acquire resources and adjust as necessary to ensure effective/efficient performance of the processes Assessment must also confirm the ability to initiate and monitor processes, initiate any remedial action required, communicate with supervisors, suppliers, clients and subordinates, prepare and provide relevant reports and documentation, and effectively and efficiently control explosive ordnance processes. **Consistency in performance** Competency should be demonstrated in a range of actual or simulated explosive ordnance contexts.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed in the workplace or under conditions which accurately simulate a realistic workplace in accordance with all relevant legislation and organisational requirements. **Specific resources for assessment** Access to: • facilities and resources used in the packaging, storage, distribution and maintenance of explosive ordnance, including a licensed explosive site
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.

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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.

Explosive ordnance processes may include:	- Inspection - Loading and unloading of vehicles/platforms - Modification - Packing and unpacking - Repair
Resources may include:	- Explosive ordnance - Facilities - Funding/budget - Materials - Plant, tools and equipment, including vehicles - Work teams
Work health and safety policies may include:	- Those aspects of operational safety relevant to the explosive ordnance - Those contained in legislation
Organisation may include:	- Defence organisation - Enterprises that work with explosive ordnance - Other government departments or instrumentalities that work with explosive ordnance

Unit Sector(s)

Not applicable.