



Australian Government

Assessment Requirements for POLAUX025

Perform policing administrative duties

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

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 time and prioritising tasks
- communicating effectively within the range of situations required for the job role
- operating police communications equipment required to perform tasks of the job role
- transmitting, receiving and documenting communications accurately using police communications protocols, systems and equipment
- identifying opportunities to improve own performance
- completing administrative duties and documentation required for the job role.

Knowledge Evidence

Evidence 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 information security policies and procedures
- organisational communication policy, processes and systems for use within own job role
- range of communications equipment, procedures and techniques for use in police liaison
- range of workplace documentation relevant to job role
- communication, time management and prioritisation techniques relevant to job role.

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, such

as in situations that can affect safety or occur only rarely, assessment can 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 (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>