Assessment Requirements for PUACOM013 Administer a local public safety group

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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

- administering organisation finances
- arranging and conducting audits
- distributing organisational information
- evaluating resource usage
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- interpreting and monitoring financial reports
- managing administrative functions
- monitoring resource allocation and usage
- operating recognised filing system
- performing equipment stocktakes
- planning work activities and setting priorities
- preparing budgets and strategic plans
- producing resource reports
- undertaking safety audits

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

- administrative functions including preparation of correspondence, requests for information are actioned, authorisation of equipment requisitions and expenditure and maintenance of records and the collection of statistics
- equipment and stock handling
- finance and budget processes
- financial records and reports
- legislative requirements
- management information systems

- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and budget development and financial management procedures
- privacy principles
- resources
- safety audit and risk mitigation processes
- strategic plans
- tools to keep records and produce resource 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.

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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 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, 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