



**Australian Government**

# **Assessment Requirements for PUAEMR013 Design emergency management exercises**

**Release: 1**

# 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

- 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.

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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 contexts or exercise styles, including at least

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>