



**Australian Government**

# **PUAOPE015 Conduct briefings and debriefings**

**Release: 1**

# 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

Elements describe the essential outcomes.

#### **1 Plan and prepare for briefing and debriefing**

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 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

	<b>1.4</b>	Safe and appropriate location for the briefing and debriefing is selected
<b>2 Conduct briefing and debriefing</b>	<b>2.1</b>	Purpose and structure of the briefing and debriefing is outlined to incident personnel
	<b>2.2</b>	Understanding is sought and clarifications are provided, as required
	<b>2.3</b>	Contributions during the debriefing and evaluation by personnel of their anticipated or actual roles in the activity is encouraged
	<b>2.4</b>	Briefing is conducted using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
	<b>2.5</b>	Briefing and debriefing checklist is used, as appropriate, in accordance with organisational policies and procedures
<b>3 Conclude briefing and debriefing</b>	<b>3.1</b>	Contributions of personnel are acknowledged in a positive way
	<b>3.2</b>	Briefing and debriefing follow up action is identified and acted upon in a timely manner
	<b>3.3</b>	Debriefing activity is reviewed against the policies, procedures and training of the organisation to identify lessons learnt and opportunities for continuous improvement
	<b>3.4</b>	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

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>