



**Australian Government**

# **PUATEA002 Work autonomously**

**Release: 1**

# PUATEA002 Work autonomously

## Modification History

**Release 1.** This is the first release of this unit of competency in the Public Safety Training Package.

## Application

This unit of competency involves the skills and knowledge required to work as a member of a team, or as an individual for periods of time without direct supervision, and to mentor and coach either in an operational or nonoperational environment.

The unit applies to personnel working in public safety but is particularly pertinent to new staff seeking to understand and apply organisational expectations and limits with regards to decision making.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUATEA001 Work in a team

## Competency Field

Team work

## Unit Sector

Not applicable

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

- |                                       |   |
|---------------------------------------|---|
| <b>1 Undertake work activities</b>    | <b>1.1</b> Work requirements are identified, and activities are undertaken, in accordance with organisational procedures  |
|                                       | <b>1.2</b> Instructions and directions are identified and implemented   |
|                                       | <b>1.3</b> Communication is maintained with team leader or supervisor advising of progress of task activity   |
|                                       | <b>1.4</b> Personal safety and the safety of others is maintained, in accordance with organisational procedures   |
|                                       | <b>1.5</b> Legal requirements and/or the ramifications of work activities are communicated to the team leader or supervisor   |
|                                       | <b>1.6</b> Work area is determined or selected, in accordance with organisational procedures  |
|                                       | <b>1.7</b> Equipment is operated, in accordance with manufacturers' specifications  |
|                                       | <b>1.8</b> Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and organisational policies and procedures are applied                                |
| <b>2 Accept responsibilities</b>      | <b>2.1</b> Responsibilities are accepted, in accordance with organisational policies and procedures   |
|                                       | <b>2.2</b> Team leader is appraised of the outcome of work task activity  |
|                                       | <b>2.3</b> Any activity that exceeds the scope of the defined task is referred to the team leader or supervisor   |
| <b>3 Set performance requirements</b> | <b>3.1</b> Performance requirements are based on organisational objectives and goals and agreed to with the team leader or supervisor                               |
|                                       | <b>3.2</b> Performance requirements are reviewed with the team leader or supervisor   |
| <b>4 Maintain team performance</b>    | <b>4.1</b> Individual performance is monitored against organisational performance requirements and appropriate action is taken to maintain performance, as required |

- 4.2 Performance of others is monitored, in accordance with organisational procedures and appropriate action is taken through coaching and mentoring to ensure team objectives and goals are met
  - 4.3 Feedback and constructive advice is provided to the supervisor or team leader
  - 4.4 Issues which cannot be rectified or addressed are referred to the supervisor or team leader for action, in accordance with organisational policies and procedures
  - 4.5 Supervisor or team leader is advised of any changes in work priorities or tasks
  - 4.6 Documentation relevant to team and individual performance is completed, in accordance with organisational procedures
- 5 Act as a team leader**
- 5.1 Responsibility for the performance of the team is accepted
  - 5.2 Work goals are set, tasks are identified and are presented to team members
  - 5.3 Instructions and directions are communicated to team members clearly and unambiguously
  - 5.4 Team members' concerns and queries are recognised, discussed and dealt with
  - 5.5 Legal requirements or ramifications of work activities are communicated to team members
  - 5.6 Duties, rosters and responsibilities are allocated to team members having regard to the competency required to undertake assignments or tasks, in accordance with organisational policies and procedures
  - 5.7 Feedback on own performance is sought
  - 5.8 Level of authority is recognised and adhered to when acting as a team leader
  - 5.9 Operational debriefing is conducted, in accordance with the organisational procedures

## 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.

## Unit Mapping Information

This unit replaces and is equivalent to PUATEA002B Work autonomously.

## 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>