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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

PUA20119 Certificate II in Public Safety (Aquatic Rescue)

Modification History

Release 1. This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA20119 Certificate II in Public Safety (Aquatic Rescue) is designed for introductory level participants in aquatic rescue activities. This will include rescuing, resuscitating and performing basic first aid in aquatic incidents that may involve oceans, rivers, swimming pools and vessels operating in coastal areas.

The role of an aquatic rescuer is to recognise and rescue a person experiencing difficulty in the water, to identify and use different types of rescue equipment and to communicate with community members and other agencies in the event of an aquatic emergency. This may include undertaking basic patrol duties and developing surf awareness to be able to participate in lifesaving operations.

This qualification includes the units of competency required by aquatic rescuers to perform a range of activities such as responding to rescue incidents and conducting patrols. It typically involves working as a team member, under guidance, in aquatic rescue operations.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 8 units of competency comprising

- **6 core units** listed below; plus
- **2 elective units** from the general elective units listed

Choose a minimum of 1 elective unit from the elective list below.

Select the remaining 1 elective unit from the elective unit list below or elsewhere in this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher.

Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units

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specified are complied with.

Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

By default, all prerequisites listed with ∟ become part of the core and elective units of this qualification.

Core units

HLTAID002	Provide basic emergency life support
PUACOM001	Communicate in the workplace
PUASAR012	Apply surf awareness and self-rescue skills
PUASAR013	Participate in an aquatic rescue operation
PUATEA001	Work in a team
PUATEA004	Work effectively in a public safety organisation

General elective units

MARF029	Meet work, health and safety requirements
MARF006	Observe personal safety and social responsibility
MARF008	Prevent and fight fires on board a vessel
MARK008	Manoeuvre a vessel up to 24 metres within near coastal waters
PUACOM002	Provide services to clients
PUAEQU001	Prepare, maintain and test response equipment
PUAOPE009	Navigate in an aquatic environment
PUAOPE013	Operate communications systems and equipment
PUASES012	Work as a team member in an emergency operations centre
PUAVEH001	Drive vehicles under operational conditions

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PUAWHS001	Follow defined work, health and safety policies and procedures
SISCAQU002	Perform basic water rescues
SISCAQU006	Supervise clients in aquatic locations
SISCAQU012	Assist participants with a disability during aquatic activities

Qualification Mapping Information

This qualification replaces but is not equivalent to PUA21012 Certificate II in Public Safety (Aquatic Rescue)

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

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PUA20219 Certificate II in Public Safety (SES)

Modification History

Release 1. This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA20219 Certificate II in Public Safety (SES) is designed for introductory level community, volunteer and emergency service organisational personnel to develop the knowledge and skills required to assist in emergency response situations.

State Emergency Services (SES) assist with emergency responses to floods, storms, earthquakes and tsunamis. They also assist in road accidents, search and rescue operations and often play a support role during major bushfire responses. The SES also assists in the development and implementation of local emergency management plans and the provision of community education programs.

This qualification includes the units of competency required by SES personnel to perform a range of varied activities including responding to disasters and assisting in search and rescue operations. It typically involves working as a team member, under direction, in responding to incidents, selecting equipment and applying contingency measures.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 10 units of competency comprising

- **6 core units** listed below; plus
- **4 elective units** from the general elective units listed

Choose a minimum of 2 elective units from the elective unit list below

Select the remaining 2 units from either the elective list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher.

Elective units selected must not duplicate content already covered by other units in this qualification.

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Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Prerequisites attached to any of the units must be undertaken and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by this symbol ∟.

By default, all prerequisites listed with ∟ become part of the core and elective units of this qualification.

Core units

PUACOM001	Communicate in the workplace
PUACOM002	Provide services to clients
PUAWHS001	Follow defined work, health and safety policies and procedures
PUATEA001	Work in a team
PUATEA004	Work effectively in a public safety organisation
PUAOPE013	Operate communications systems and equipment

General elective units

PUAEQU001	Prepare, maintain and test response equipment
PUALAW001	Protect and preserve incident scene
PUAWHS002	Maintain safety at an incident scene
PUASAR022	Participate in a rescue operation ∟ HLTAID003 Provide first aid
PUASES012	Work as a team member in an emergency operations centre
TLIH2001	Interpret road maps and navigate predetermined routes

Qualification Mapping Information

This qualification replaces and is not equivalent to PUA21312 Certificate II in Public Safety (SES).

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Links

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PUA20619 Certificate II in Public Safety (Firefighting and Emergency Operations)

Modification History

Release 2.0 This is the second release of this qualification in the PUA - Public Safety Training Package.

Editorial adjustments and electives updated.

Release 1.0 This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA20619 Certificate II in Public Safety (Firefighting and Emergency Operations) is designed for introductory level firefighting and emergency response professionals who respond to disasters and/or incidents that endanger life, property and the environment, as a member of a firefighting team.

The role of a firefighter at this level is to suppress and extinguish fires, undertake rescue, respond to hazardous materials incidents, to protect lives and to prevent the destruction of property and the environment. To prevent fires from starting and to improve community safety, a firefighter's duties may include participating in community education programs about fire and community safety and contributing to fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to respond to urban fire incidents and to perform a range of other related activities. At this level, firefighters generally work under supervision and have limited discretion in selecting equipment, and determining tactics

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

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- **8 core units** listed below**;** plus
- **3 elective units** from the elective units listed

Choose a minimum of 1 elective unit from the elective unit list below.

Choose the remaining 2 elective units from the elective unit lists below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

HLTAID003	Provide first aid
PUAEQU001	Prepare, maintain and test response equipment ∟ PUAFIR210 Prevent injury
PUAFIR203	Respond to urban fire ∟ PUAFIR207 Operate breathing apparatus open circuit
PUAFIR207	Operate breathing apparatus open circuit ∟ PUAFIR210 Prevent injury
PUAFIR210	Prevent injury
PUAOPE013	Operate communications systems and equipment
PUASAR022	Participate in a rescue operation ∟ HLTAID003 Provide first aid
PUATEA001	Work in a team

Elective units

FWPCOT2256	Trim and cut felled trees
PUACOM001	Communicate in the workplace

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PUACOM002	Provide services to clients
PUAFIR015	Undertake helicopter winch operations ∟ PUAFIR017 Work safely around aircraft
PUAFIR016	Undertake hover-exit operations from helicopter ∟ PUAFIR017 Work safely around aircraft
PUAFIR017	Work safely around aircraft
PUAFIR204	Respond to wildfire ∟ PUAFIR210 Prevent injury
PUAFIR205	Respond to aviation incident (specialist) ∟ PUAFIR203 Respond to urban fire
PUAFIR206	Check installed fire safety systems
PUAFIR208	Participate in community safety activities
PUAFIR212	Rappel from helicopter ∟ PUAFIR017 Work safely around aircraft
PUAFIR220	Respond to isolated structure fire ∟ PUAFIR210 Prevent injury
PUAFIR309	Operate pumps ∟ PUAEQU001 Prepare, maintain and test response equipment *and one of the following: ∟ PUAFIR203 Respond to urban fire ∟ PUAFIR204 Respond to wildfire ∟ PUAFIR205 Respond to aviation incident (specialist) ∟ PUAFIR220 Respond to isolated structure fire
PUALAW001	Protect and preserve incident scene
PUASAR001	Perform land based swiftwater and floodwater rescue and recovery ∟ HLTAID003 Provide first aid
PUASAR023	Participate in a first response urban search and rescue Category 1 ∟ HLTAID003 Provide first aid

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PUATEA004 Work effectively in a public safety organisation

PUAWHS001 Follow defined work, health and safety policies and procedures

Qualification Mapping Information

This qualification replaces and is equivalent to PUA20613 Certificate II in Public Safety (Firefighting and Emergency Operations)

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA20719 Certificate II in Public Safety (Firefighting Operations)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial adjustments and electives updated.

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA20719 Certificate II in Public Safety (Firefighting Operations) is designed for introductory level firefighting professionals who respond to disasters and/or incidents that endanger life, property and the environment, as a member of a firefighting team.

The role of a firefighter is to suppress and extinguish fires, to protect lives and to prevent the destruction of property and the environment. To prevent fires from starting and to improve community safety a firefighter's duties may include participating in community education programs about fire safety and contributing to fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to respond to wildfire incidents and to perform a range of other related activities. At this level, firefighters generally work under supervision and have limited discretion in selecting equipment and determining tactics.

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **4 core units** listed below; plus
- **7 elective units** from the elective units listed

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Choose a minimum of 5 elective units from the elective unit lists below.

Choose the remaining 2 elective units from the elective units lists below or elsewhere within this training package or another endorsed training package or accredited course.

A maximum of 2 elective units may be chosen from Group B.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUAEQU001	Prepare, maintain and test response equipment ∟ PUAFIR210 Prevent injury
PUAFIR204	Respond to wildfire ∟ PUAFIR210 Prevent injury
PUAFIR210	Prevent injury
PUATEA001	Work in a team

Group A: Elective units

FWPCOT3259	Operate a four wheel drive on unsealed roads
HLTAID003	Provide first aid
PUACOM001	Communicate in the workplace
PUACOM002	Provide services to clients
PUAFIR015	Undertake helicopter winch operations ∟ PUAFIR017 Work safely around aircraft
PUAFIR016	Undertake hover-exit operations from helicopter
PUAFIR017	Work safely around aircraft ∟ PUAFIR017 Work safely around aircraft

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PUAFIR201	Assist with prescribed burning ∟ PUAFIR210 Prevent injury
PUAFIR202	Use Class A foam in wildfire operations and non-structural applications ∟ PUAFIR204 Respond to wildfire
PUAFIR203	Respond to urban fire ∟ PUAFIR207 Operate breathing apparatus open circuit
PUAFIR205	Respond to aviation incident (specialist) ∟ PUAFIR203 Respond to urban fire
PUAFIR206	Check installed fire safety systems
PUAFIR207	Operate breathing apparatus open circuit ∟ PUAFIR210 Prevent injury
PUAFIR208	Participate in community safety activities
PUAFIR212	Rappel from helicopter ∟ PUAFIR017 Work safely around aircraft
PUAFIR220	Respond to isolated structure fire ∟ PUAFIR210 Prevent injury
PUAFIR301	Undertake community safety activities
PUALAW001	Protect and preserve incident scene
PUAOPE013	Operate communications systems and equipment
PUASAR001	Perform land based swiftwater and floodwater rescue and recovery ∟ HLTAID003 Provide first aid
PUASAR022	Participate in a rescue operation ∟HLTAID003 - Provide first aid
PUASAR023	Participate in a first response urban search and rescue Category 1 ∟ HLTAID003 Provide first aid
PUATEA004	Work effectively in a public safety organisation
PUAWHS001	Follow defined work, health and safety policies and procedures

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Group B: Elective units

AHCMOM213	Operate and maintain chainsaws
FWPCOT2253	Fall trees manually (basic)
FWPCOT2254	Maintain chainsaws
FWPCOT2256	Trim and cut felled trees

Qualification Mapping Information

This qualification replaces and is equivalent to PUA20713 Certificate II in Public Safety (Firefighting Operations)

Links

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PUA30319 Certificate III in Public Safety (Aquatic Search and Rescue)

Modification History

Release 1. This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA30319 Certificate III in Public Safety (Aquatic Search and Rescue) is designed for participants performing aquatic search and rescue operations. Aquatic search and rescue personnel can participate in the search and rescue for missing persons either in the water, or on nearby land.

The role of an aquatic search and rescue team member is to prepare for search and rescue operations, recognise when a rescue response is required, perform complex patient rescues including the search and rescue of a missing person and demonstrate recovery and stand down processes. This may include undertaking patrol duties and surf awareness to be able to participate in lifesaving operations.

This qualification includes the units of competency required by aquatic search and rescue personnel to perform a range of activities such as responding to search and rescue incidents and undertaking recovery operations. It typically involves working as a team member, under guidance, in aquatic search and rescue operations.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **6 core units** listed below; plus
- **5 elective units** from the general elective units listed

Choose a minimum of 3 elective units from the list below.

Choose the remaining 2 elective units from either the elective unit lists below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher.

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Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

By default, all prerequisites listed with ∟ become part of the core and elective units of this qualification.

Core units

HLTAID003	Provide first aid
PUACOM001	Communicate in the workplace
PUAOPE013	Operate communications systems and equipment
PUASAR011	Search as a member of an aquatic search team
PUATEA004	Work effectively in a public safety organisation
PUAWHS002	Maintain safety at an incident scene

General elective units

BSBFLM312	Contribute to team effectiveness
HLTAID005	Provide first aid in remote situations
HLTAID006	Provide advanced first aid
HLTAID007	Provide advanced resuscitation
PUACOM002	Provide services to clients
PUAEME003	Administer oxygen in an emergency ∟ PUAEME001 Provide emergency care
PUAEME004	Provide emergency care for suspected spinal injury ∟ HLTAID003 Provide first aid
PUAEME005	Provide pain management

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	∟ HLTAID003 Provide first aid
PUAEMR005	Treat operational risk ∟ PUAEMR006 Assess operational risk
PUAEMR006	Assess operational risk
PUAEQU001	Prepare, maintain and test response equipment
PUAOPE009	Navigate in an aquatic environment
PUAOPE010	Operate an automated external defibrillator in an emergency ∟ HLTAID003 Provide basic first aid
PUAOPE012	Control a Level 1 incident
PUAOPE027	Undertake beach safety management activities
PUASAR014	Operate and maintain a small powercraft and motor for rescue operations
PUASAR015	Crew small powercraft in a rescue operation
PUASAR016	Operate and maintain a personal water craft for rescue operations
PUASAR017	Undertake advanced surf rescue ∟ PUACOM001 Communicate in the workplace ∟ PUASAR012 Apply surf awareness and self-rescue skills ∟ PUASAR013 Participate in an aquatic rescue operation
PUASES012	Work as a team member in an emergency operations centre
PUATEA002	Work autonomously
PUAVEH001	Drive vehicles under operational conditions
PUAWHS001	Follow defined work, health and safety policies and procedures
PMAWHS214	Undertake helicopter safety and escape
SISCAQU002	Perform basic water rescues
SISCAQU006	Supervise clients in aquatic locations

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SISCAQU007 Perform advanced water rescues

SISCAQU012 Assist participants with a disability during aquatic activities

Qualification Mapping Information

This qualification replaces and is equivalent to PUA31312 Certificate III in Public Safety (Aquatic Search and Rescue)

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

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PUA30420 Certificate III in Public Safety (SES Rescue)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA30420 Certificate III in Public Safety (SES Rescue) is designed for experienced community, volunteer and emergency service organisational personnel to develop the knowledge and skills required to assist in emergency response rescue situations.

State Emergency Services (SES) assist with emergency responses to floods, storms, earthquakes and tsunamis. They also assist in road accidents, search and rescue operations and often play a support role during major bushfire responses. The SES also assists in the development and implementation of local emergency management plans and the provision of community education programs.

This qualification includes the units of competency required by SES personnel to perform a range of activities including participating in the application of rescue techniques during search and rescue operations, responding to disasters, assisting in search and rescue operations, identifying and mitigating hazards, maintaining communication, selecting and using equipment and responding to incidents with rescue objectives. It typically involves working as a team member, under direction, in responding to incidents.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **4 core units** listed below; plus
- **7 elective units** from the general elective units listed

Choose a minimum of 5 elective units from the general and technical elective unit lists, at least 1 unit must be from the technical units listed.

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Select the remaining 2 elective units from the lists below or elsewhere within this training package or anther endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be undertaken and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by this symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUALAW001	Protect and preserve incident scene
PUAOPE013	Operate communications systems and equipment
PUAOPE014	Navigate to an incident
PUAWHS002	Maintain safety at an incident scene

Technical elective units

PUASAR024	Undertake road crash rescue ∟ HLTAID003 Provide first aid ∟ PUASAR022 Participate in a rescue operation
PUASAR027	Undertake land search rescue
PUASAR028	Undertake rescue from a partial structural collapse ∟ PUASAR023 Participate in a first response urban search and rescue Category 1
PUASAR032	Undertake vertical rescue ∟ PUASAR022 Participate in a rescue operation
PUASES008	Undertake storm and water damage operations
PUASES009	Undertake inland floodboat operations
PUASES013	Undertake storm and water damage operations performed at heights ∟ PUASES008 Undertake storm and water damage operations
PUASES014	Apply flood and fast moving water safety techniques ∟ HLTAID003 Provide first aid

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PUASES015	Operate over-snow vehicle
PUASES016	Apply snowcraft skills when performing search operations
PUAVEH001	Drive vehicles under operational conditions

General elective units

FWPCOT2256	Trim and cut felled trees
FWPFGM3216	Fall trees manually (intermediate)
FWPFGM3217	Fall trees manually (advanced)
HLTAID003	Provide first aid
HLTAID007	Provide advanced resuscitation
PUAAMS001	Work in an aviation environment
PUAAMS002	Search as a member of an air search team
PUAAMS003	Conduct stores dropping operations
PUACOM002	Provide services to clients
PUACOM003	Manage information
PUACOM005	Foster a positive organisational image in the community
PUAEMR032	Design emergency management exercises
PUAEMR036	Manage and evaluate emergency management exercises ∟ PUAEMR032 Design emergency management exercises
PUALAW002	Conduct initial investigation at incident scene
PUALAW003	Give evidence in a judicial or quasi-judicial setting
PUAMAN002	Administer allocation of resources
PUAOPE012	Control a Level 1 incident
PUAOPE015	Conduct briefings and debriefings
PUASES001	Assess trees at emergency incidents
PUASES002	Develop work plan for tree stabilisation and removal ∟PUASES001 Assess trees at emergency incidents

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PUASES003	Stabilise and remove trees during emergency incidents ∟ PUASES002 Develop work plan for tree stabilisation and removal
PUASES010	Plan, activate and maintain a communications network ∟ PUAOPE013 Operate communications systems and equipment
PUASES012	Work as a team member in an emergency operations centre
PUATEA002	Work autonomously

Qualification Mapping Information

This qualification replaces and is equivalent to PUA30419 Certificate III in Public Safety (SES Rescue)

Links

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PUA30519 Certificate III in Public Safety (SES Operations)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA30519 Certificate III in Public Safety (SES Operations) is designed for experienced community, volunteer and emergency service organisational personnel to develop the knowledge and skills required to assist in emergency response operations.

State Emergency Services (SES) assist with emergency responses to floods, storms, earthquakes and tsunamis. They also assist in road accidents, search and rescue operations and often play a support role during major bushfire responses. The SES also assists in the development and implementation of local emergency management plans and the provision of community education programs.

This qualification includes the units of competency required by SES personnel to perform a range of activities including participating in the allocation and use of personnel and resources to achieve operational objectives, maintaining operational information, utilising resources to achieve operational plans and reviewing operational performance to identify improvements. It typically involves working as a team member, under direction, to respond to an incident.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **7 core units** listed below; plus
- **5 elective units** from the general elective units listed

Choose a minimum of 3 elective units from the elective list below.

Choose the remaining 2 elective units from elective unit list below or from elsewhere within this training package or another endorsed training package or accredited course.

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All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be undertaken and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by this symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM003	Manage information
PUACOM007	Liaise with other organisations
PUAMAN002	Administer allocation of resources
PUAOPE014	Navigate to an incident
PUAOPE015	Conduct briefings and debriefings
PUATEA002	Work autonomously
PUAWHS001	Follow defined work, health and safety policies and procedures

General elective units

PUACOM002	Provide services to clients
PUACOM006	Plan and conduct a public awareness program
PUACOM008	Develop and organise public safety awareness programs
PUACOM012	Liaise with media at a local level
PUACOM013	Administer a local public safety group
PUAEMR032	Design emergency management exercises
PUAEMR036	Manage and evaluate emergency management exercises ∟ PUAEMR032 Design emergency management exercises
PUALAW001	Protect and preserve incident scene

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PUALAW002	Conduct initial investigation at incident scene
PUALAW003	Give evidence in a judicial or quasi-judicial setting
PUAOPE012	Control a Level 1 incident
PUASES010	Plan, activate and maintain a communications network ∟ PUAOPE013 Operate communications systems and equipment
PUAVEH001	Drive vehicles under operational conditions

Qualification Mapping Information

This qualification replaces and is equivalent to PUA30512 Certificate III in Public Safety (SES Operations)

Links

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PUA30619 Certificate III in Public Safety (Firefighting and Emergency Operations)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial adjustments and upgrade to electives.

Release 1.0 This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA30619 Certificate III in Public Safety (Firefighting and Emergency Operations) is designed for experienced firefighting and emergency response professionals who respond to disasters and/or incidents that endanger life, property and the environment.

The role of a firefighter is to suppresses and extinguish fires, undertake rescues, respond to hazardous materials incidents, protect lives and to prevent the destruction of property and the environment. At this level, firefighters are expected to make informed, timely and confident decisions working as a member of a firefighting team under limited supervision.

To prevent fires from starting and to improve community safety a firefighter's duties may include conducting community education programs about fire safety and undertaking fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to suppress urban fires and respond to hazardous materials and to perform a range of other related activities. It typically involves some discretion in selecting equipment and determining tactics.

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **7 core units** listed below; plus

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- **4 elective units** from the general elective units listed

Choose a minimum of 2 elective units the elective list below.

Choose the remaining 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package, or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

HLTAID007	Provide advanced resuscitation
PUAFIR302	Suppress urban fire ∟HLTAID003 Provide first aid ∟PUAFIR203 Respond to urban fire
PUAFIR308	Employ personal protection at a hazardous materials incident ∟ PUAFIR207 Operate breathing apparatus open circuit
PUAFIR309	Operate pumps ∟ PUAEQU001 Prepare, maintain and test response equipment *and one of the following: ∟ PUAFIR203 Respond to urban fire ∟ PUAFIR204 Respond to wildfire ∟ PUAFIR205 Respond to aviation incident (specialist) ∟ PUAFIR220 Respond to isolated structure fire
PUAFIR324	Render hazardous materials incidents safe ∟ PUAFIR207 Operate breathing apparatus open circuit
PUAVEH001	Drive vehicles under operational conditions
PUAWHS002	Maintain safety at an incident scene ∟ PUAFIR210 Prevent injury

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Elective units

BSBCMM411	Make presentations
HLTAID006	Provide advanced first aid
PUACOM005	Foster a positive organisational image in the community ∟ PUATEA004 Work effectively in a public safety organisation
PUACOM006	Plan and conduct a public awareness program ∟ PUACOM005 Foster a positive organisational image in the community
PUAFIR007	Operate aerial drip torch ∟PUAFIR013 Supervise incendiary operations during aerial ignition
PUAFIR008	Operate aerial ignition equipment in an aircraft ∟ PUAFIR017 Work safely around aircraft
PUAFIR010	Operate small equipment to prepare and load product into aircraft ∟PUAFIR017 Work safely around aircraft
PUAFIR011	Operate state air desk ∟PUAOPE013 Operate communications systems and equipment
PUAFIR301	Undertake community safety activities
PUAFIR303	Suppress wildfire ∟ PUAFIR204 Respond to wildfire
PUAFIR304	Respond to marine emergencies ∟ PUAFIR207 Operate breathing apparatus open circuit
PUAFIR305	Respond to aviation incidents (general) *one of the following: ∟ PUAFIR203 Respond to urban fire ∟ PUAFIR220 Respond to isolated structure fire
PUAFIR306	Identify, detect and monitor hazardous materials at an incident ∟ PUAFIR207 Operate breathing apparatus open circuit
PUAFIR307	Operate aerial appliance ∟ PUAEQU001 Prepare, maintain and test response equipment

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	∟ PUAFIR210 Prevent injury ∟ PUAVEH001 Drive vehicles under operational conditions
PUAFIR310	Operate specialist appliance
PUAFIR311	Dispatch rappel personnel and equipment from a helicopter ∟ PUAFIR212 Rappel from helicopter
PUAFIR314	Utilise installed fire safety systems ∟ PUAFIR206 Check installed fire safety systems
PUALAW002	Conduct initial investigation at incident scene
PUAOPE014	Navigate to an incident
PUAOPE020	Lead a crew
PUASAR002	Undertake swiftwater and floodwater rescue and recovery ∟ PUASAR001 Perform land based swiftwater and floodwater rescue and recovery
PUASAR018	Select and maintain canines to be part of a canine search team for USAR incidents
PUASAR019	Train canines to work in a USAR environment
PUASAR020	Develop a canine search team for USAR incidents ∟ PUASAR018 Select and maintain canines to be part of a canine search team for USAR incidents ∟ PUASAR019 Train canines to work in a USAR environment ∟ PUASAR023 Participate in a first response urban search and rescue Category 1
PUASAR021	Search as part of a canine search team at USAR incidents ∟ PUASAR020 Develop a canine search team for USAR incidents
PUASAR024	Undertake road crash rescue ∟ HLTAID003 Provide first aid ∟ PUASAR022 Participate in a rescue operation
PUASAR025	Undertake confined space rescue ∟ PUAFIR306 Identify, detect and monitor hazardous materials at an incident

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	∟ PUASAR022 Participate in a rescue operation
PUASAR026	Undertake industrial and domestic rescue
PUASAR027	Undertake land search rescue ∟ PUAFIR210 Prevent injury
PUASAR028	Undertake rescue from a partial structural collapse ∟ PUASAR023 Participate in a first response urban search and rescue Category 1
PUASAR029	Undertake a complex transport rescue ∟ HLTAID003 Provide first aid
PUASAR030	Undertake trench rescue ∟ PUASAR022 Participate in a rescue operation
PUASAR031	Undertake an urban search and rescue Category 2 rescue technician ∟ PUASAR023 Participate in a first response urban search and rescue Category 1
PUASAR032	Undertake vertical rescue ∟ PUASAR022 Participate in a rescue operation
PUATEA002	Work autonomously ∟ PUATEA001 Work in a team
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification replaces and is equivalent to PUA30613 Certificate III in Public Safety (Firefighting and Emergency Operations)

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA30719 Certificate III in Public Safety (Firefighting Operations)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial adjustments and electives updated.

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA30719 Certificate III in Public Safety (Firefighting Operations) is designed for experienced firefighting professionals who respond to disasters or incidents endangering life, property and the environment. This includes the use of firefighting assets and making informed, timely and confident decisions at an incident as a member of a firefighting team.

The role of a firefighter is to suppress and extinguish fires, to protect lives and to prevent the destruction of property and the environment. To prevent fires from starting, a firefighter's duties may include conducting community education programs about fire safety and undertaking fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to suppress wildfires or urban fires and to perform a range of other related activities. It typically involves some discretion in selecting equipment, services and contingency measures.

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **3 core units** listed below; plus
- **9 elective units** from the elective units listed

Choose a minimum of 7 elective units from the elective unit lists below.

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A minimum of 1 elective unit must be from Group A that relates to either urban fire or fire and land management agencies

Only 1 elective unit may be chosen from Group B

Only 2 elective units may be chosen from Group C

Choose the 2 remaining elective units from the elective unit lists below or elsewhere in this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUAFIR309	Operate pumps
	∟ PUAEQU001 Prepare, maintain and test response equipment
	* and one of the following:
	∟ PUAFIR203 Respond to urban fire
	∟ PUAFIR204 Respond to wildfire
	∟ PUAFIR205 Respond to aviation incident (specialist)
	∟ PUAFIR220 Respond to isolated structure fire
PUATEA002	Work autonomously
	∟ PUATEA001 Work in a team
PUAWHS002	Maintain safety at an incident scene
	∟ PUAFIR210 Prevent injury

Group A: Elective units

PUAFIR302	Suppress urban fire
	∟ HLTAID003 Provide first aid
	∟ PUAFIR203 Respond to urban fire
PUAFIR303	Suppress wildfire
	∟ PUAFIR204 Respond to wildfire

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Group B: Elective units

HLTAID003 Provide first aid

HLTAID005 Provide first aid in remote situations

HLTAID007 Provide advanced resuscitation

Group C: Elective units

AHCMOM213 Operate and maintain chainsaws

FWPCOT2256 Trim and cut felled trees

FWPFGM3216 Fall trees manually (intermediate)

FWPFGM3217 Fall trees manually (advanced)

Group D: Elective units

CPPSIS3011 Produce basic maps

CPPSIS3015 Collect basic surveying data

FWPFGM3215 Perform complex 4x4 operations

PUACOM005 Foster a positive organisational image in the community
- PUATEA004 Work effectively in a public safety organisation

PUACOM006 Plan and conduct a public awareness program
- PUACOM005 Foster a positive organisational image in the community

PUAFIR003 Manage aviation support operations at air base
- PUAFIR017 Work safely around aircraft
- PUAOPE020 Lead a crew
- PUAOPE013 Operate communications systems and equipment

PUAFIR007 Operate aerial drip torch
- PUAFIR013 Supervise incendiary operations during aerial ignition

PUAFIR008 Operate aerial ignition equipment in an aircraft
- PUAFIR017 Work safely around aircraft

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PUAFIR010	Operate small equipment to prepare and load product into aircraft ∟ PUAFIR017 Work safely around aircraft
PUAFIR011	Operate state air desk ∟ PUAOPE013 Operate communications systems and equipment
PUAFIR301	Undertake community safety activities
PUAFIR304	Respond to marine emergencies ∟ PUAFIR207 Operate breathing apparatus open circuit
PUAFIR305	Respond to aviation incident (specialist) *one of the following: ∟ PUAFIR203 Respond to urban fire ∟ PUAFIR220 Respond to isolated structure fire
PUAFIR306	Identify, detect and monitor hazardous materials at an incident ∟PUAFIR207 Operate breathing apparatus open circuit
PUAFIR307	Operate aerial appliance ∟PUAEQU001 Prepare, maintain and test response equipment ∟PUAFIR210 Prevent injury ∟PUAVEH001 Drive vehicles under operational conditions
PUAFIR308	Employ personal protection at a hazardous materials incident ∟PUAFIR207 Operate breathing apparatus open circuit
PUAFIR310	Operate specialist appliance
PUAFIR311	Dispatch rappel personnel and equipment from a helicopter ∟PUAFIR212 Rappel from helicopter
PUAFIR314	Utilise installed fire safety systems ∟PUAFIR206 Check installed fire safety systems
PUAFIR018	Navigate from an aircraft ∟PUAFIR017 Work safely around aircraft
PUAFIR323	Take local weather observations
PUAFIR324	Render hazardous materials incidents safe ∟ PUAFIR207 Operate breathing apparatus open circuit

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PUAFIR325	Operate heavy plant in fire control operations
PUAFIR326	Push trees with machines in forest fire control operations
PUALAW002	Conduct initial investigation at incident scene
PUAOPE014	Navigate to an incident
PUAOPE020	Lead a crew
PUASAR002	Undertake swiftwater and floodwater rescue and recovery ∟PUASAR001 Perform land based swiftwater and floodwater rescue and recovery
PUASAR024	Undertake road crash rescue ∟HLTAID003 Provide first aid ∟PUASAR022 Participate in a rescue operation
PUASAR025	Undertake confined space rescue ∟PUAFIR306 Identify, detect and monitor hazardous materials at an incident ∟PUASAR022 Participate in a rescue operation
PUASAR026	Undertake industrial and domestic rescue
PUASAR028	Undertake rescue from a partial structural collapse ∟PUASAR023 Participate in a first response urban search and rescue Category 1
PUASAR029	Undertake a complex transport rescue ∟ HLTAID003 Provide first aid
PUASAR030	Undertake trench rescue ∟PUASAR022 Participate in a rescue operation
PUASAR031	Undertake an urban search and rescue Category 2 rescue technician ∟PUASAR023 Participate in a first response urban search and rescue Category 1
PUASAR032	Undertake vertical rescue ∟PUASAR022 Participate in a rescue operation
PUAVEH001	Drive vehicles under operational conditions

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TAEDEL301 Provide work skill instruction

Qualification Mapping Information

This qualification replaces and is equivalent to PUA30713 Certificate III in Public Safety (Firefighting Operations).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA30819 Certificate III in Public Safety (Emergency Communications Centre Operations)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Minor upgrade to Group A: Work, Health and Safety electives.

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA30819 Certificate III in Public Safety (Emergency Communications Centre Operations) provides individuals with general and specialist skills to operate effectively in a range of emergency communication centres roles.

The role of an operator in an emergency communications centre is to receive incident information, enter details into the computer aided dispatch system, and alert the most appropriate resources to respond to the incident. This may include the dissemination of information to members of the public and emergency services agencies.

The qualification includes the units of competency required by emergency communication centre operators to perform a range of activities such as communicating with callers and providing support to emergency service personnel at incidents.

Individuals working at this level will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters. Emergency communication centre operations typically involve work as a team member, under limited supervision, in emergency communication centre operations.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **3 core units** listed below; plus
- **8 elective units** selected from the general or specialist elective unit lists below using a minimum of 6 elective units

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1 elective unit from Group A Work, Health and Safety elective units listed

1 elective unit from Group B Teamwork elective units listed

1 elective unit from Group C Emergency communication centre specialist elective units listed

The additional units are to be selected from the general or specialist elective unit lists below.

Imported elective units must contribute to the vocational outcomes of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

General Elective Stream

At least 3 elective units from Groups D, E, F and/or G elective units listed below; and

No more than 2 elective units from Group H general units listed below or 2 imported units.

Call Taking Specialist Stream

1 elective unit from the Group D Call Taking specialist elective units listed; and

At least 2 elective units from the Group E Call Taking general elective units listed; and

No more than 2 elective units from Group H general units listed below or 2 imported units.

Dispatch Specialist Stream

2 elective units from Group F Dispatch specialist elective units listed; and

At least 1 elective unit from Group G Dispatch general elective units listed; and

No more than 2 elective units from Group H general units listed below or 2 imported units.

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Qualification	**Generalist stream**	**Specialist stream**	**Specialist stream**
Certificate III	Certificate III in Public Safety (Emergency Communications Centre Operations)	Certificate III in Public Safety (Emergency Communications Centre Operations -Call Taking)	Certificate III in Public Safety (Emergency Communications Centre Operations - Dispatch)
Core units	3	3	3
Elective units	8	8	8
Group A – Work Health and Safety	Select 1	Select 1	Select 1
Group B – Teamwork	Select 1	Select 1	Select 1
Group C – Emergency communication centre	Select 1	Select 1	Select 1
Group D – Call Taking specialist	Select at least 3 from Groups D, E, F and/or G	Select 1	N/A
Group E – Call Taking general		Select at least 2	N/A
Group F – Dispatch specialist		N/A	Select 2
Group G – Dispatch general		N/A	Select at least 1
Group H – General units or imported units	Select no more than 2		
Total units for packaging	11	11	11

Additional qualification advice

Where a defined specialist stream is completed, the resultant testamur should be titled;

- Certificate III in Public Safety (Emergency Communications Centre Operations - Call Taking)
- Certificate III in Public Safety (Emergency Communications Centre Operations - Dispatch)

Core units

PUACOM001 Communicate in the workplace

PUAECO001 Operate telephony systems

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PUAECO002 Process emergency incident calls and enquiries

Group A: Work, Health and Safety

BSBWHS301 Maintain workplace safety

BSBWHS307 Apply knowledge of WHS legislation in the workplace

BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control

BSBWHS309 Participate effectively in WHS communication and consultation processes

PUAWHS001 Follow defined work, health and safety policies and procedures

Group B: Team work

PUASES012 Work as a team member in an emergency operations centre

PUATEA001 Work in a team

Group C: Emergency communications centre

PUAECO004 Operate computer aided dispatch system

PUAECO006 Read and interpret maps

Group D: Call taking specialist

PUAECO004 Operate computer aided dispatch system

PUAECO006 Read and interpret maps

Group E: Call taking general

BSBCUE203 Conduct customer engagement

BSBCUE301 Use multiple information systems

BSBCUE307 Work effectively in customer engagement

BSBWOR203 Work effectively with others

PUATEA002 Work autonomously

PUATEA004 Work effectively in a public safety organisation

Group F: Dispatch specialist

PUAECO003 Operate and control radio networks

PUAECO005 Dispatch resources from within an emergency communications centre

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Group G: Dispatch general

PUATEA002	Work autonomously
PUATEA004	Work effectively in a public safety organisation

Group H: General

BSBWOR201	Manage personal stress in the workplace
HLTAID002	Provide basic emergency life support
HLTAID003	Provide first aid
HLTWHS006	Manage personal stressors in the work environment
PUAECO007	Respond to and maintain monitored automatic notification system
PUAECO008	Receive and action notification of uncontrolled hazardous materials situations
PUAEME001	Provide emergency care
PUAFIR323	Take local weather observations
PUAOPE013	Operate communications systems and equipment

Qualification Mapping Information

This qualification replaces and is not equivalent to PUA33012 Certificate III in Public Safety (Emergency Communications Centre Operations).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA30919 Certificate III in Public Safety (Biosecurity Emergency Response Operations)

Modification History

Release 1. This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA30919 Certificate III in Public Safety (Biosecurity Emergency Response Operations) provides individuals with the skills and knowledge to work in a biosecurity emergency response. Pests and diseases entering, emerging, establishing or spreading in Australia pose a risk to the economy, environment and community. Biosecurity involves the mitigation and management of these risks.

The role of a biosecurity emergency responder is to carry out actions within a biosecurity emergency response to an animal, plant, aquatic, environmental or other biosecurity threat. Biosecurity emergency responder's duties may include activities in the field and/or working in an operations centre (the term operations centre is used in accordance with the Biosecurity Incident Management System).

This qualification includes the units of competency required by biosecurity emergency responders to work safely and effectively as part of a response team. The range of activities that may be performed include contributing to response planning, implementing disease or pest surveillance and associated sampling protocols, ensuring effective quarantine and movement controls and undertaking disease or pest control procedures at infected premises.

Individuals will demonstrate autonomy and judgement whilst following instructions in known and stable contexts within established parameters.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 10 units of competency comprising

- **5 core units** listed below; plus
- **5 elective units** from the general elective units listed

Choose a minimum of 3 elective units from the list below

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Select the remaining 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher and must contribute to the vocational outcome of the qualification.

Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Core units

AHCBER301	Work effectively in an emergency disease or plant pest response
PUACOM001	Communicate in the workplace
PUACOM003	Manage information
PUATEA001	Work in a team
PUAWHS001	Follow defined work, health and safety policies and procedures

General elective units

PUABIO001	Conduct planning in a biosecurity emergency response
PUAEQU001	Prepare, maintain and test response equipment
PUAOPE013	Operate communications systems and equipment
PUAOPE015	Conduct briefings and debriefings
PUAOPE020	Lead a crew
PUASES012	Work as a team member in an emergency operations centre
AHCBIO202	Follow site quarantine procedures
AHCBIO302	Identify and report unusual disease or plant pest signs
AHCBER303	Carry out emergency disease or plant pest control procedures at infected premises

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AHCBER304	Carry out movement and security procedures
AHCBER402	Carry out field surveillance for a specific emergency disease or plant pest
AHCNAR302	Collect and preserve biological samples
PSPGEN038	Identify and treat risks

Qualification Mapping Information

This qualification replaces and is not equivalent to PUA33112 Certificate III in Public Safety (Biosecurity Response Operations)

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

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PUA31419 Certificate III in Public Safety (Community Safety)

Modification History

Release 3.0 Modifications have been made to:

- Unit AHCCCF413 deleted due to zero enrolment
- Unit PUAEMR019 Contribute to an emergency management process, updated elective unit title to reflect current endorsed name

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA31419 Certificate III in Public Safety (Community Safety) is designed for emergency service and public safety personnel who participate in developing and delivering community safety programs. Community safety programs seek to build and enhance community resilience and health and wellbeing as it relates to feeling protected from threats, harm, risks or injury.

The role of community safety personnel is to build community safety partnerships, improve individual and community resilience, actively partner and listen to communities, understand community needs and deliver outcomes for at risk communities. This may include implementing community safety advertising, creating awareness campaigns and developing relationships with a diverse range of community members.

This qualification includes the units of competency required by community safety personnel to perform a range of activities such as delivering programs and campaigns that improve community resilience whilst engaging with a broad range of community members. It typically involves some discretion in the delivery of community safety programs.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **3 core units** listed below; plus

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- **9 elective units** from the general elective units listed

Choose a minimum of 7 elective units from the elective unit lists below

Select the remaining 2 elective units from the elective unit lists or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM001 Communicate in the workplace

PUACOM002 Provide services to clients

PUATEA004 Work effectively in a public safety organisation

General elective units

CHCCDE001 Support participative planning processes

CHCCDE004 Implement participation and engagement strategies

CHCGRP001 Support group activities

PUACOM014 Contribute to community safety

PUACOM015 Conduct community safety activities

∟ PUATEA004 Work effectively in a public safety organisation

PUAEME001 Provide emergency care

PUAEME002 Manage injuries at emergency incident

∟ PUAEME001 Provide emergency care

PUAEMR005 Treat operational risk

∟ PUAEMR006 Assess operational risk

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PUAEMR006	Assess operational risk
PUAEMR019	Contribute to an emergency management process
PUAFER001	Identify, prevent and report potential facility emergency situations
PUAFER004	Respond to facility emergencies
PUAFER008	Confine small emergencies in a facility
PUAFIR206	Check installed fire safety systems
PUAFIR208	Participate in community safety activities
PUAFIR301	Undertake community safety activities
PUAFIR314	Utilise installed fire safety systems
PUALAW001	Protect and preserve incident scene
PUATEA001	Work in a team
PUATEA002	Work autonomously
PUATEA005	Manage own professional performance
PUAWHS001	Follow defined work, health and safety policies and procedures
PUAWHS002	Maintain safety at an incident scene
SITXMPR002	Create a promotional display or stand
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification replaces and is equivalent to PUA31412 Certificate III in Public Safety (Community Safety)

Links

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PUA40119 Certificate IV in Public Safety (Emergency Communications Centre Operations)

Modification History

Release 2.0 This is the second release of this qualification in the PUA Public Safety Training Package.

Minor upgrade to Group A: Work, Health and Safety and Group C: General electives.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA40119 Certificate IV in Public Safety (Emergency Communications Centre Operations) provides individuals with general and specialist skills to operate effectively in an emergency communication centre supervisory role. The qualification includes the units of competency required by individuals who have a senior operator, team leader or supervisory role within an emergency communications centre.

The role of a supervisor in an Emergency Communications Centre is to manage the flow of timely and accurate information in response to emergency and non-emergency situations. This may include the dissemination of information to members of the public and emergency services agencies.

Individuals working at this level will apply knowledge and skills to demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **3 core units** listed below; plus
- **8 elective units** from the general elective unit lists below

Select at least 6 elective units from the elective lists below

1 elective unit from Group A

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1 elective unit from Group B

At least 4 elective units from Group C and/or D, of which no more than 3 elective units may be selected from Group D.

Select the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package or from another endorsed training package or from an accredited course.

Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Imported elective units must contribute to the vocational outcomes of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Core units

PUAECO009	Coordinate emergency communications centre operations
PUAECO010	Maintain standards of emergency service delivery
PUACOM001	Communicate in the workplace

Group A: Work, Health and Safety

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWHS412	Assist with workplace compliance with WHS laws
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes
BSBWHS414	Contribute to WHS risk management
BSBWHS416	Contribute to workplace incident response

Group B: Supervision

BSBMGT401	Show leadership in the workplace
PUATEA003	Lead, manage and develop teams

Group C: General

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BSBCON401	Work effectively in a business continuity context
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
BSBWHS520	Manage implementation of emergency procedures
HLTWHS006	Manage personal stressors in the work environment
PUAAMS006	Coordinate search and rescue resources
PUAAMS007	Coordinate search and rescue operations
PUAAMS008	Manage search and rescue operations
PUACOM012	Liaise with media at a local level
PUAECO011	Support logistics in the field
PUAOPE015	Conduct briefings and debriefings

Group D: Training and Assessment

TAEASS301	Contribute to assessment
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction
TAEDEL404	Mentor in the workplace

Qualification Mapping Information

This qualification replaces and is not equivalent to PUA42712 Certificate IV in Public Safety (Emergency Communications Centre Operations).

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Links

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PUA40219 Certificate IV in Public Safety (SES Leadership)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA40219 Certificate IV in Public Safety (SES Leadership) is designed for experienced community, volunteer and emergency service organisational personnel to develop the knowledge and skills required to lead in emergency response situations.

State Emergency Services (SES) assist with emergency responses to floods, storms, earthquakes and tsunamis. They also assist in road accidents, search and rescue operations and often play a support role during major bushfire responses. The SES also assists in the development and implementation of local emergency management plans and the provision of community education programs.

This qualification includes the units of competency required by SES personnel to perform a range of leadership activities in responding to disasters and search and rescue operations. It typically involves leadership of teams, selecting equipment and resources and applying contingency measures.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **5 core units** listed below; plus
- **7 elective units** from the general elective units listed

Choose a minimum of 5 elective units from the elective unit list below.

Choose the remaining 2 elective units from either the elective list below or from elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational

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outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be undertaken and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by this symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM003	Manage information
PUACOM005	Foster a positive organisational image in the community
PUAMAN002	Administer allocation of resources
PUAOPE015	Conduct briefings and debriefings
PUATEA003	Lead, manage and develop teams

General elective units

PUAAMS007	Coordinate search and rescue operations
PUACOM002	Provide services to clients
PUACOM008	Develop and organise public safety awareness programs
PUACOM012	Liaise with media at a local level
PUACOM013	Administer a local public safety group
PUAEMR032	Design emergency management exercises
PUAEMR036	Manage and evaluate emergency management exercises ∟ PUAEMR032 Design emergency management exercises
PUALAW001	Protect and preserve incident scene
PUALAW002	Conduct initial investigation at incident scene
PUALAW003	Give evidence in a judicial or quasi-judicial setting

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PUAPRO001	Promote a learning environment in the workplace
PUASES010	Plan, activate and maintain a communications network ∟ PUAOPE013 Operate communications systems and equipment
PUAVEH001	Drive vehicles under operational conditions
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification replaces and is equivalent to PUA40212 Certificate IV in Public Safety (SES Leadership).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA40319 Certificate IV in Public Safety (Firefighting Supervision)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial and upgrade to electives.

Release 1.0 This is the first release of this qualification in the PUA - Public Safety Training Package.

Qualification Description

The PUA40319 Certificate IV in Public Safety (Firefighting Supervision) is designed for firefighting professionals who lead firefighting teams. This will include the coordination of resources and the supervision of personnel at an incident.

The role of a firefighter at this level is to manage incidents, protect lives and prevent the destruction of property and the environment. To prevent incidents from occurring and to improve community safety a firefighter's duties may include conducting community education programs about fire and community safety and undertaking fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to control an incident and to perform a range of related activities. It typically involves some discretion in selecting equipment, services and contingency measures.

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **3 core units** listed below; plus
- **8 elective units** from the elective unit lists

Choose a minimum of 6 elective units from the elective unit lists below.

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1 elective unit (maximum) may be chosen from Group B

2 elective units (maximum) in total may be chosen from Groups B and C

Choose the remaining 2 elective units from the elective unit lists below or elsewhere within this training package or another endorsed training package, or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUAOPE012	Control a Level 1 incident *one of the following: ∟PUAFIR302 Suppress urban fire ∟ PUAFIR303 Suppress wildfire
PUAOPE015	Conduct briefings and debriefings
PUATEA003	Lead, manage and develop teams ∟ PUATEA002 Work autonomously

Group A: Elective units

BSBCMM411	Make presentations
BSBLDR411	Demonstrate leadership in the workplace
CPPSIS4026	Digitally enhance and process image data
PUACOM006	Plan and conduct a public awareness program ∟PUACOM005 Foster a positive organisational image in the community
PUACOM011	Develop community awareness networks ∟PUAFIR301 Undertake community safety activities
PUACOM012	Liaise with media at a local level
PUAEMR001	Establish context for emergency risk assessment

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PUAFIR003 Manage aviation support operations at air base

∟ PUAFIR017 Work safely around aircraft

∟ PUAOPE013 Operate communications systems and equipment

∟ PUAOPE020 Lead a crew

PUAFIR005 Observe fire from an aircraft

∟PUAFIR017 Work safely around aircraft

∟PUAFIR303 Suppress wildfire

∟PUAOPE013 Operate communications systems and equipment

∟PUAOPE014 Navigate to an incident

PUAFIR006 Observe non-fire incident from an aircraft

∟PUAFIR017 Work safely around aircraft

∟PUAOPE013 Operate communications systems and equipment

∟PUAOPE014 Navigate to an incident

PUAFIR009 Operate airborne intelligence system

∟PUAFIR005 Observe fire from an aircraft

PUAFIR013 Supervise incendiary operations during aerial ignition

∟ PUAFIR303 Suppress wildfire

∟ PUAFIR005 Observe fire from an aircraft

∟ PUAOPE020 Lead a crew

PUAFIR014 Supervise preparation and loading of product into aircraft

PUAFIR401 Obtain incident intelligence

PUAFIR402 Conduct simple prescribed burns

∟PUAFIR303 Suppress wildfire

PUAFIR403 Assess building plans

∟PUAFIR314 Utilise installed fire safety systems

PUAFIR404 Inspect dangerous goods facilities

∟ PUAFIR403 Assess building plans

PUAFIR405 Collect, analyse and provide regulatory information

PUAFIR406 Develop simple prescribed burn plans

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	∟PUAFIR303 Suppress wildfire
PUAFIR407	Interpret and analyse fire weather information
PUAFIR410	Provide safety advice at a rural/land management incident
PUAFIR411	Provide safety advice at an urban incident
PUAFIR417	Supervise machinery use in wildfire operations ∟PUAFIR303 Suppress wildfire
PUAFIR418	Supervise specialist response to aviation accidents and incidents ∟PUAFIR205 Respond to aviation incident (specialist)
PUAMAN002	Administer allocation of resources
PUAOPE016	Manage a multi-team sector *one of the following: ∟ PUAFIR302 Suppress urban fire ∟ PUAFIR303 Suppress wildfire
PUATEA006	Lead a functional unit at an incident

Group B: Elective units

TAEASS301	Contribute to assessment
TAEASS402	Assess competence

Group C: Elective units

TAEASS401	Plan assessment activities and processes
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction
TAEDEL401	Plan, organise and deliver group based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDEL404	Mentor in the workplace

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Qualification Mapping Information

This qualification replaces and is equivalent to PUA40313 Certificate IV in Public Safety (Firefighting Supervision).

Links

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PUA40419 Certificate IV in Public Safety (Biosecurity Emergency Response Leadership)

Modification History

Release 1. This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA40419 Certificate IV in Public Safety (Biosecurity Emergency Response Leadership) provides individuals with the skills and knowledge to perform a leadership role in a biosecurity emergency response. Pests and diseases entering, emerging, establishing or spreading in Australia pose a risk to the economy, environment and community. Biosecurity involves the mitigation and management of these risks.

The role of a biosecurity emergency response leader is to supervise, direct and oversee teams undertaking assigned actions within a response to an animal, plant, aquatic, environmental or other biosecurity threat. Biosecurity emergency response leader's duties may include leading field teams undertaking activities such as investigations, movement controls or infected premises operations and/or leading teams within an operations centre (the term operations centre is used in accordance with the Biosecurity Incident Management System).

This qualification includes the units of competency required by biosecurity emergency response leaders to direct and oversee teams of biosecurity emergency responders, ensuring all team activities safely, effectively and efficiently implement the relevant aspects of the incident action plan. The range of activities may include coordination of, and contribution to, planning and operational strategy development and logistics relevant to response activities, ensuring appropriate information management, communication with relevant stakeholders and managing the human resource aspects of the team.

Individuals will demonstrate autonomy and judgement in known or changing contexts within established parameters.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **5 core units** listed below; plus

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- **6 elective units** from the general elective units listed

Choose a minimum of 4 elective units from the elective unit list below.

Select the remaining 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher and must contribute to the vocational outcome of the qualification.

Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Core units

PUAMAN002	Administer allocation of resources
PUAOPE015	Conduct briefings and debriefings
PUAOPE020	Lead a crew
PSPGEN038	Identify and treat risks
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

General elective units

AHCBER501	Manage active operational emergency disease or plant pest sites
PUACOM006	Plan and conduct a public awareness program
PUAOPE012	Control a Level 1 incident
PUAOPE016	Manage a multi-team sector
PUAOPE003	Manage the public information function at an incident
PUAOPE022	Manage logistics for a complex incident
PUAOPE023	Manage operations for a Level 2 incident
PUAOPE025	Manage planning for a complex incident

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AHCBER401	Plan and supervise control activities on infected premises
AHCPMG510	Develop a pest survey strategy
PUABIO001	Conduct planning in a biosecurity emergency response
PUACOM002	Provide services to clients

Qualification Mapping Information

This qualification replaces and is not equivalent to PUA42912 Certificate IV in Public Safety (Biosecurity Response Leadership).

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

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PUA41019 Certificate IV in Public Safety (Leadership)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA41019 Certificate IV in Public Safety (Leadership) is designed for emergency service and public safety personnel who undertake work in collaborative leadership roles. Individuals in emergency service and public safety leadership positions will be required to manage personnel, supplies and equipment as well as incidents and/or disasters as they arise.

The role of a public safety leader involves the ability to implement change by inspiring individuals, teams and organisations, establishing and sharing a clear vision, providing information and methods to realise that vision whilst balancing the conflicting interests of key stakeholders. This may include negotiating with other organisations, communicating with personnel, consensus building and developing strategic plans.

This qualification includes the units of competency required by emergency service and public safety personnel to perform in a range of leadership activities based on decision making, prioritisation, problem solving and guidance in difficult situations. It typically involves leading teams and/or organisations.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **5 core units** listed below, plus
- **7 elective units** from the general and technical elective units listed

Choose 5 elective units from the elective unit lists below, a minimum of 1 must be from the technical elective units listed.

Select the remaining 2 elective units from either the elective units listed below or elsewhere

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within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM001	Communicate in the workplace
PUACOM003	Manage information
PUACOM005	Foster a positive organisational image in the community
PUAMAN002	Administer allocation of resources
PUAOPE015	Conduct briefings and debriefings

Technical elective units

BSBLDR414	Lead team effectiveness
PUATEA003	Lead, manage and develop teams

General elective units

BSBPMG429	Apply project stakeholder engagement techniques
PUAAMS007	Coordinate search and rescue operations
PUACOM002	Provide services to clients
PUACOM012	Liaise with media at a local level
PUACOM013	Administer a local public safety group
PUAEMR005	Treat operational risk ∟ PUAEMR006 Assess operational risk

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PUAEMR010	Plan and implement a treatment measure
PUAEMR019	Contribute to an emergency risk management process
PUAEMR032	Design emergency management exercises
PUAEMR036	Manage and evaluate emergency management exercises ∟ PUAEMR032 Design emergency management exercises
PUALAW001	Protect and preserve incident scene
PUALAW002	Conduct initial investigation at incident scene
PUALAW003	Give evidence in a judicial or quasi-judicial setting
PUAMAN007	Manage financial resources
PUAMAN008	Manage physical resources ∟ PUAMAN002 Administer allocation of resources
PUAPRO001	Promote a learning environment in the workplace
PUASES010	Plan, activate and maintain a communications network ∟ PUAOPE013 Operate communications systems and equipment
PUASES012	Work as a team member in an emergency operations centre
PUAVEH001	Drive vehicles under operational conditions
TAEASS301	Contribute to assessment
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification replaces and is equivalent to PUA41012 Certificate IV in Public Safety (Leadership).

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Links

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PUA41120 Certificate IV in Public Safety (Community Safety)

Modification History

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA41120 Certificate IV in Public Safety (Community Safety) is designed for emergency service and public safety personnel who develop, implement and deliver community safety programs. Community safety programs seek to build and enhance community resilience, health and wellbeing as it relates to feeling protected from threats, harm, risks or injury.

The role of community safety personnel is to build community safety partnerships, improve individual and community resilience, actively partner and listen to communities, understand community needs and deliver outcomes for at risk communities. This may include implementing community safety advertising, creating awareness campaigns and developing relationships with a diverse range of community members.

This qualification includes the units of competency required by community safety personnel to perform a range of activities such as delivering programs and campaigns that improve community resilience whilst engaging with a broad range of community members and working closely with local governments. It typically involves discretion in the development and delivery of community safety programs.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **4 core units** listed below; plus
- **8 elective units** from the general elective units listed

Choose a minimum of 6 elective units from the elective unit list below.

Select the remaining 2 elective units from elsewhere in this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units

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must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM003	Manage information
PUACOM005	Foster a positive organisational image in the community
PUACOM007	Liaise with other organisations
PUAEMR019	Contribute to an emergency risk management process

General elective units

AHCCCF406	Facilitate ongoing group development
AHCILM506	Operate within Community cultures and goals
BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
CHCDFV003	Promote community awareness of domestic and family violence
CHCGRP002	Plan and conduct group activities
PSPPCY001	Contribute to policy development
PSPREG004	Promote client compliance
PUACOM006	Plan and conduct a public awareness program ∟ PUACOM005 Foster a positive organisational image in the community
PUACOM011	Develop community awareness networks
PUACOM012	Liaise with media at a local level
PUACOM015	Conduct community safety activities ∟ PUATEA004 Work effectively in a public safety organisation

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PUAEMR005	Treat operational risk ∟ PUAEMR006 Assess operational risk
PUAEMR006	Assess operational risk
PUAEMR010	Plan and implement a treatment measure
PUAFER005	Operate as part of an emergency control organisation
PUAFER009	Participate as a member of a facility emergency response team
PUAFIR301	Undertake community safety activities
PUAFIR403	Assess building plans
PUAFIR404	Inspect dangerous goods facilities
PUAFIR405	Collect, analyse and provide regulatory information
PUAFIR507	Inspect building fire safety systems
PUAFIR509	Implement prevention strategies
PUAFIR510	Inspect for legislative compliance
PUALAW001	Protect and preserve incident scene
PUALAW003	Give evidence in a judicial or quasi-judicial setting
PUALAW004	Represent the organisation in a judicial or quasi-judicial setting
PUAMAN002	Administer allocation of resources
PUAMAN005	Manage projects
PUAOPE011	Inspect property and facilities
PUAOPE015	Conduct briefings and debriefings
PUATEA003	Lead, manage and develop teams
SITXMPR001	Coordinate production of brochures and marketing materials

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TAEASS301	Contribute to assessment
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification replaces and is equivalent to PUA41119 Certificate IV in Public Safety (Community Safety)

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA42619 Certificate IV in Public Safety (Aquatic Search and Rescue Management)

Modification History

Release 2.0 Modifications have been made to:

- Unit SISCAQU013 deleted due to zero enrolment

Release 1. This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA42619 Certificate IV in Public Safety (Aquatic Search and Rescue Management) is designed for aquatic search and rescue personnel undertaking management duties. Aquatic search and rescue personnel can manage the search and rescue for missing persons either in the water, or on nearby land.

The role of aquatic search and rescue management personnel is to organise and manage search and rescue aquatic personnel on the scene, ensure approved rescue techniques are utilised and to liaise with members of the community. This may include communicating with other rescue personnel and agencies.

This qualification includes the units of competency required by aquatic search and rescue personnel to perform a range of management activities such as providing oversight of search and rescue incidents and recovery operations. It typically involves leading teams as a manager in aquatic search and rescue operations.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **5 core units** listed below; plus
- **7 elective units** from the general elective units listed

Choose a minimum of 5 elective units from the elective unit list.

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Select 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher.

Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

By default, all prerequisites listed with ∟ become part of the core and elective units of this qualification.

Core units

PUACOM001	Communicate in the workplace
PUACOM003	Manage Information
PUAMAN002	Administer allocation of resources
PUAOPE015	Conduct briefings and debriefings
PUATEA003	Lead, manage and develop teams

General elective units

PUAAMS007	Coordinate search and rescue operations
PUACOM002	Provide services to clients
PUACOM005	Foster a positive organisational image in the community
PUACOM007	Liaise with other organisations
PUACOM012	Liaise with media at a local level
PUACOM013	Administer a local public safety group
PUAEMR006	Assess operational risk

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PUAEMR005	Treat operational risk ∟ PUAEMR006 Assess operational risk
PUAOPE012	Control a Level 1 incident
PUAOPE027	Undertake beach safety management activities
PUASAR011	Search as a member of an aquatic search team
PUAWHS001	Follow defined work, health and safety policies and procedures
PUAWHS002	Maintain safety at an incident scene
SISCAQU001	Test pool water quality
SISCAQU004	Develop and implement pool water maintenance procedures
SISCAQU005	Develop and implement aquatic facility maintenance procedures

Qualification Mapping Information

This qualification replaces and is equivalent to PUA42612 Certificate IV in Public Safety (Aquatic Search and Rescue Management).

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

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PUA50120 Diploma of Public Safety (Emergency Management)

Modification History

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA50120 Diploma of Public Safety (Emergency Management) is designed for personnel undertaking emergency management responsibilities at an incident, emergency or disaster. This will include the coordination of resources, personnel and entities as well as the coordination of activities with other organisations.

The role of personnel is to assist in the management for an incident, emergency or disaster. Personnel undertaking emergency management responsibilities may work in multi-organisational teams.

This qualification includes the units of competency required by personnel for performing a range of activities such as planning and the coordination of activities for an incident, emergency or disaster. This supports prevention of, preparedness for, response to and recovery from such events.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 10 units of competency comprising

- **5 core units** listed below; plus
- **5 elective units** from the general elective units listed

Choose a minimum of 3 elective units from the general elective unit list below.

Choose 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or any accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

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Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM007	Liaise with other organisations
PUAEMR032	Design emergency management exercises
PUAEMR038	Work within an emergency management context
PUAMAN005	Manage projects
PUAOPE017	Coordinate resources for a multi-agency incident

General elective units

PUACOM008	Develop and organise public safety awareness programs
PUAEMR014	Deliver recovery services
PUAEMR034	Establish and manage a recovery centre
PUAEMR035	Facilitate community involvement in recovery
PUAMAN003	Manage human resources
PUAMAN007	Manage financial resources
PUAMAN008	Manage physical resources
PUAOPE016	Manage a multi-team sector
PUAOPE018	Control a Level 2 incident
PUAOPE022	Manage logistics for complex incident
PUAOPE023	Manage operations for a Level 2 incident
PUAOPE025	Manage planning for a complex incident

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Qualification Mapping Information

This qualification replaces and is not equivalent to PUA50119 Diploma of Public Safety (Emergency Management).

Links

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PUA50219 Diploma of Public Safety (Biosecurity Emergency Response Management)

Modification History

Release 3.0 This is the third release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Minor upgrade to electives.

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA50219 Diploma of Public Safety (Biosecurity Emergency Response Management) provides individuals with the skills and knowledge to manage a biosecurity emergency response. Pests and diseases entering, emerging, establishing or spreading in Australia pose a risk to the economy, environment and community. Biosecurity involves the mitigation and management of these risks.

The role of a biosecurity emergency response manager is to manage multiple teams to develop and carry out an appropriate response to an animal, plant, aquatic, environmental or other biosecurity threat. Biosecurity emergency response manager's duties may include directing and managing multiple teams undertaking coordinated biosecurity response functions such as field operations, planning, logistics, public information and/or finance and administration.

This qualification includes the units of competency required by biosecurity emergency response managers to manage multiple teams of biosecurity emergency responders, whilst ensuring all response activities are safely, effectively and efficiently implemented to meet all relevant aspects of the incident action plan. The range of activities may include formulating strategic plans, undertaking multi-organisation liaison and high level communication activities, overseeing complex resource coordination activities and taking overarching responsibility for safety, financial and human resource management within the relevant aspects of the role.

Individuals will demonstrate a high degree of autonomy, judgement and management responsibility in complex and changing contexts within broad but established parameters.

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

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

A total of 11 units of competency comprising

- **5 core units** listed below; plus
- **6 elective units** from the general elective units listed

Choose a minimum of 4 elective units from the general elective unit list below.

Select the remaining 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or any accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

AHCBER502	Manage the implementation of an emergency disease or plant pest control program
PUACOM007	Liaise with other organisations
PUAOPE015	Conduct briefings and debriefings
PUAOPE018	Control a Level 2 incident
PUATEA003	Lead, manage and develop teams

General elective units

AHCBER601	Plan and oversee an emergency disease or plant pest control program
BSBWHS521	Ensure a safe workplace for a work area
PSPGEN083	Manage public affairs
PUACOM004	Manage organisational communication strategies
PUACOM016	Manage media requirements at major incident

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PUAEMR037	Manage recovery functions and services
PUAMAN003	Manage human resources
PUAMAN004	Manage procurement
PUAMAN007	Manage financial resources
PUAMAN008	Manage physical resources
PUAOPE017	Coordinate resources for a multi-agency incident
PUAOPE024	Manage operations for a Level 3 incident
PUAOPE025	Manage planning for a complex incident

Qualification Mapping Information

This qualification replaces and is not equivalent to PUA52412 Diploma of Public Safety (Biosecurity Response Management).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA50419 Diploma of Public Safety (SES Operations Management)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA50419 Diploma of Public Safety (SES Operations Management) is designed for experienced community, volunteer and emergency service organisational personnel to develop the knowledge and skills required to manage SES operations in emergency response situations.

State Emergency Services (SES) assist with emergency responses to floods, storms, earthquakes and tsunamis. They also assist in road accidents, search and rescue operations and often play a support role during major bushfire responses. The SES also assists in the development and implementation of local emergency management plans and the provision of community education programs.

This qualification includes the units of competency required by SES personnel to perform a range of management activities in responding to disasters and search and rescue operations. It typically involves the management of teams, equipment, resources and contingency measures.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **8 core units** listed below; plus
- **4 elective units** from the general elective units listed

Choose a minimum of 2 elective units from the general elective list below.

Choose the remaining 2 elective units from the elective unit list below or from elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational

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outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM004	Manage organisational communication strategies
PUACOM007	Liaise with other organisations
PUACOM012	Liaise with media at a local level
PUACOM013	Administer a local public safety group
PUAEMR001	Establish context for emergency risk assessment
PUAMAN003	Manage human resources
PUASES011	Manage emergency operations
PUAWHS003	Implement and monitor organisational work, health and safety policies, procedures and programs

General elective units

PUAAMS008	Manage search and rescue operations
PUACOM016	Manage media requirements at major incident
PUACOM011	Develop community awareness networks
PUAEMR002	Assess emergency risk ∟ PUAEMR001 Establish context for emergency risk assessment
PUAEMR004	Manage risk treatment implementation
PUAEMR032	Design emergency management exercises
PUAEMR036	Manage and evaluate emergency management exercises

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PUALAW002	Conduct initial investigation at incident scene
PUALAW003	Give evidence in a judicial or quasi-judicial setting
PUAMAN005	Manage projects
PUAMAN006	Manage and facilitate change
PUAOPE012	Control a Level 1 incident
PUAOPE016	Manage a multi-team sector
PUAOPE017	Coordinate resources for a multi-agency incident
PUAOPE018	Control a Level 2 incident
PUAOPE019	Control a Level 3 incident
PUAPRO001	Promote a learning environment in the workplace

Qualification Mapping Information

This qualification replaces and is equivalent to PUA50412 Diploma of Public Safety (SES Operations Management).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA50519 Diploma of Public Safety (Firefighting Management)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial adjustments and upgrade to electives.

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA50519 Diploma of Public Safety (Firefighting Management) is designed for firefighting professionals undertaking a diverse range of management responsibilities. This will include the management of resources, personnel and stakeholders as well as the coordination of activities with other agencies.

The role of a firefighter at this level is to manage emergency incidents, protect lives and prevent the destruction of property and the environment. To prevent incidents from occurring and to improve community safety a firefighter's duties may include conducting community education programs about fire and community safety and undertaking fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to manage operations and a multi-team sector and to perform a range of related fire management activities. It typically involves the management of equipment, services and contingency measures.

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 13 units of competency comprising

- **7 core units** listed below; plus
- **6 elective units** from the general elective units listed

Choose a minimum of 4 elective units from the elective unit lists below.

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2 elective units (maximum) may be chosen from Group B

Choose the remaining 2 technical elective units from the elective unit lists below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM007	Liaise with other organisations ∟PUACOM005 Foster a positive organisational image in the community
PUAFIR502	Develop incident control strategies
PUAFIR509	Implement prevention strategies
PUAOPE016	Manage a multi-team sector *one of the following: ∟ PUAFIR302 Suppress urban fire ∟ PUAFIR303 Suppress wildfire
PUAOPE023	Manage operations for a Level 2 incident ∟ PUAOPE015 Conduct briefings and debriefings ∟ PUAOPE016 Manage a multi-team sector
PUAPRO001	Promote a learning environment in the workplace
PUAWHS003	Implement and monitor organisational work, health and safety policies, procedures and programs

Group A: Elective units

BSBINS501	Implement information and knowledge management systems
BSBLDR522	Manage people performance
BSBOPS505	Manage organisational customer service

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CPPSIS4035	Apply GIS software to solve spatial data problems
PUACOM008	Develop and organise public safety awareness programs ∟ PUACOM006 Plan and conduct a public awareness program
PUACOM016	Manage media requirements at major incident
PUAEMR002	Assess emergency risk ∟ PUAEMR001 Establish context for emergency risk assessment
PUAFIR002	Manage aviation resources for an incident ∟PUAFIR003 Manage aviation support operations at an air base
PUAFIR012	Supervise aerial firefighting operations ∟PUAFIR005 Observe fire from an aircraft
PUAFIR013	Supervise incendiary operations during aerial ignition ∟ PUAFIR303 Suppress wildfire ∟ PUAFIR005 Observe fire from an aircraft ∟ PUAOPE020 Lead a crew
PUAFIR501	Conduct fire investigation and analysis activities ∟ PUALAW001 Protect and preserve incident scene
PUAFIR503	Coordinate human resource management activities
PUAFIR504	Assist with formulation and implementation of plans and policies
PUAFIR505	Administer cost centre’s financial resources
PUAFIR506	Conduct complex prescribed burns ∟ PUAFIR303 Suppress wildfire
PUAFIR507	Inspect building fire safety systems ∟ PUAFIR302 Suppress urban fire ∟ PUAFIR314 Utilise installed fire safety systems
PUAFIR508	Develop and analyse the behaviour and suppression options for a wildfire
PUAFIR510	Inspect for legislative compliance
PUAFIR515	Develop complex prescribed burn plans

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∟ PUAFIR303 Suppress wildfire

PUAFIR516	Assess and evaluate a facility's fire and incident safety management systems ∟ PUAFIR404 Inspect dangerous goods facilities
PUAFIR517	Conduct an inspection of a performance based design building ∟ PUAFIR403 Assess building plans ∟ PUAFIR507 Inspect building fire safety systems
PUAFIR518	Conduct and record a bushfire attack level (BAL) assessment
PUAMAN004	Manage procurement ∟ PUAMAN002 Administer work group resources
PUAMAN005	Manage projects ∟ PUATEA003 Lead, manage and develop teams
PUAMAN007	Manage financial resources ∟ PUAFIR505 Administer cost centre's financial resources
PUAMAN008	Manage physical resources ∟ PUAMAN002 Administer allocation of resources
PUAOPE001	Manage the investigation function at an incident
PUAOPE002	Manage the finance function at an incident
PUAOPE003	Manage the public information function at an incident
PUAOPE004	Manage the intelligence function at an incident
PUAOPE017	Coordinate resources for a multi-agency incident
PUAOPE018	Control a Level 2 incident ∟ PUAOPE012 Control a Level 1 incident
PUAOPE022	Manage logistics for a complex incident ∟ PUAOPE015 Conduct briefings and debriefings
PUAOPE025	Manage planning for a complex incident ∟ PUAFIR502 Develop incident control strategies ∟ PUAOPE015 Conduct briefings and debriefings

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PUASAR003 Develop plans for deployment of a USAR team

- PUACOM007 Liaise with other organisations
- PUACOM012 Liaise with media at a local level
- PUAEMR002 Assess emergency risk
- PUAMAN007 Manage financial resources
- PUAOPE015 Conduct briefings and debriefings

PUASAR004 Implement and monitor USAR operation plans

- PUASAR003 Develop plans for deployment of a USAR team

PUASAR005 Review USAR team plans implemented at an incident

- PUASAR003 Develop plans for deployment of a USAR team
- PUASAR004 Implement and monitor USAR operation plans

Group B: Elective units

TAEASS502 Design and develop assessment tools

TAEDES502 Design and develop learning resources

TAETAS501 Undertake organisational training needs analysis

Qualification Mapping Information

This qualification replaces and is equivalent to PUA50513 Diploma of Public Safety (Firefighting Management).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA50919 Diploma of Public Safety (Search and Rescue - Coordination)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA50919 Diploma of Public Safety (Aquatic Search and Rescue Coordination) is designed for aquatic search and rescue coordination personnel. Aquatic search and rescue personnel can manage the search and rescue for missing persons either in the water, or on nearby land.

The role of aquatic search and rescue coordination personnel is to organise and coordinate search and rescue aquatic personnel on the scene, ensure rescue techniques are implemented and to liaise with Incident Controllers and/or other agency personnel. This may include coordinating and communicating with a variety of community members.

This qualification includes the units of competency required by aquatic search and rescue personnel to perform a range of coordination activities such as directing search and rescue incidents and recovery operations. It typically involves the coordination of teams, inclusive of other agency personnel, in aquatic search and rescue operations.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency comprising

- **6 core units** listed below; plus
- **5 elective units** from the general elective units listed

Choose 3 elective units from the general elective unit list below.

Select the remaining 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational

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outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUAAMS006	Coordinate search and rescue resources
PUAAMS007	Coordinate search and rescue operations
PUACOM001	Communicate in the workplace
PUACOM003	Manage information
PUAEMR006	Assess operational risk
PUAOPE015	Conduct briefings and debriefings

General elective units

LGAPLEM404A	Prepare and present geographic information systems data
MARK008	Manoeuvre a vessel up to 24 metres within near coastal waters
PUAAMS003	Conduct stores dropping operations
PUACOM007	Liaise with other organisations
PUACOM012	Liaise with media at a local level
PUACOM016	Manage media requirements at major incident
PUAEMR032	Design emergency management exercises
PUAEMR036	Manage and evaluate emergency management exercises
PUALAW003	Give evidence in a judicial or quasi-judicial setting
PUAOPE006	Control multi-agency emergency situations ∟PUAOPE007 Command organisational personnel within a multi-agency emergency response ∟PUAOPE016 Manage a multi-team sector
PUAOPE014	Navigate to an incident

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PUATEA001	Work in a team
PUATEA003	Lead, manage and develop teams
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS301	Contribute to assessment
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

This qualification replaces and is equivalent to PUA50912 Diploma of Public Safety (Search and Rescue - Coordination).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA51019 Diploma of Public Safety (Community Safety)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA51019 Diploma of Public Safety (Community Safety) is designed for emergency service and public safety personnel who coordinate community safety programs. Community safety programs seek to build and enhance community resilience, health and wellbeing as it relates to feeling protected from threats, harm, risks or injury.

The role of community safety personnel is to build community safety partnerships, improve individual and community resilience, actively partner and listen to communities, understand community needs and deliver outcomes for at risk communities. This may include implementing community safety advertising, creating awareness campaigns and developing relationships with a diverse range of community members.

This qualification includes the units of competency required by community safety personnel to perform a range of activities such as coordinating programs and campaigns that improve community resilience whilst engaging with a broad range of community members and working closely with local governments and other agencies. It typically involves discretion in the coordination of the development and delivery of community safety programs.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **1 core unit** listed below; plus
- **11 elective units** from the elective units listed

Choose a minimum of 9 elective units from the elective unit list below, 2 units must be from the technical units listed.

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Select the remaining 2 elective units from the elective unit lists below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUAMAN005	Manage projects

Technical elective units

PUAEMR033	Determine treatment options
PUAEMR010	Plan and implement a treatment measure
PUAFIR509	Implement prevention strategies
PUAFIR602	Manage the implementation of community safety strategies

General elective units

AHCCCF505	Contribute to regional planning process
BSBCMM411	Make presentations
BSBINS501	Implement information and knowledge management systems
BSBMKG431	Assess marketing opportunities
BSBMKG552	Design and develop marketing communication plans
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCYTH009	Support youth programs
LGACOM502B	Devise and conduct community consultations

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LGAEHRR504C	Implement public environment health education programs
LGAEHRH604B	Develop and implement environmental health education, promotion and awareness strategies
LGAPLEM403A	Attend requests for building and planning information and advice
LGAPLEM501A	Achieve an efficient and sustainable use of natural resources
LGAPLEM506A	Improve community knowledge and skills in environmental management practices
NWPGEN006	Implement and manage environmental management policies
PSPREG005	Assess compliance
PUACOM003	Manage information
PUACOM004	Manage organisational communication strategies
PUACOM008	Develop and organise public safety awareness programs
PUAEMR007	Develop emergency management plans
PUAEMR009	Facilitate emergency risk assessment
PUAEMR019	Contribute to an emergency risk management process
PUAFER002	Ensure facility emergency prevention procedures, systems and processes are implemented
PUAFER005	Operate as part of an emergency control organisation
PUAFER006	Lead an emergency control organisation ∟ PUAFER005 Operate as part of an emergency control organisation
PUAFER009	Participate as a member of a facility emergency response team
PUAFER010	Lead a facility emergency response team ∟ PUAFER009 Participate as a member of a facility emergency response team
PUAFIR403	Assess building plans

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PUAFIR404	Inspect dangerous goods facilities
PUAFIR501	Conduct fire investigation and analysis activities
PUAFIR504	Assist with formulation and implementation of plans and policies
PUAFIR507	Inspect building fire safety systems
PUAFIR516	Assess and evaluate a facility's fire and incident safety management systems
PUAFIR517	Conduct an inspection of a performance based design building
PUAMAN001	Manage the organisation's public safety responsibilities
PUALAW003	Give evidence in a judicial or quasi-judicial setting
PUALAW004	Represent the organisation in a judicial or quasi-judicial setting
PUAPRO001	Promote a learning environment in the workplace
PUAPRS205	Manage marketing requirements
PUAWHS003	Implement and monitor organisational work, health and safety policies, procedures and programs

Qualification Mapping Information

This qualification replaces and is equivalent to PUA51012 Diploma of Public Safety (Community Safety).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA60120 Advanced Diploma of Public Safety (Emergency Management)

Modification History

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA60120 Advanced Diploma of Public Safety (Emergency Management) is designed for personnel undertaking senior emergency management responsibilities at an organisational level. This will include the management of community programs, stakeholder engagement and the negotiation of interagency memorandums of understanding.

The role of senior personnel in the management of and planning for an incident, emergency or disaster may include undertaking senior management responsibilities for managing multi-organisational teams and activities.

This qualification includes the units of competency required by senior personnel to perform a range of activities such as working with the community and other key entities prior to, during and after an incident, emergency or disaster. This involves prevention of, preparedness for, response to and recovery from such events.

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

Entry Requirements

Prior to commencing this qualification individuals must be able to demonstrate the skills and knowledge to

- contribute to and assist with the management of an incident, emergency or disaster
- coordinate resources, personnel, entities and activities with other organisations
- take personal responsibility and demonstrate autonomy in performing technical operations
- make judgements required to organise self and plan, coordinate and evaluate the work of teams

These skills and knowledge may have been acquired through completion of the core units in the Diploma of Public Safety (Emergency Management) or relevant industry experience of no less than five years in the emergency management environment.

Packaging Rules

A total of 15 units of competency comprising

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- **10 core units** listed below, plus
- **5 elective units** from the general elective units listed

Choose a minimum of 3 elective units from the general elective unit list below.

Choose 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM007	Liaise with other organisations
PUAEMR009	Facilitate emergency risk assessment
PUAEMR020	Facilitate emergency planning processes
PUAEMR032	Design emergency management exercises
PUAEMR033	Determine treatment options
PUAEMR036	Manage and evaluate emergency management exercises
PUAEMR037	Manage recovery functions and services
PUAEMR038	Work within an emergency management context
PUAMAN005	Manage projects
PUAOPE017	Coordinate resources for a multi-agency incident

General elective units

AHCBUS615	Implement a monitoring, evaluation and reporting program
BSBCON601	Develop and maintain business continuity plans
CPCMCM8001	Plan and manage complex projects
PSPGEN057	Develop and use political nous
PSPGEN071	Prepare high level written communication

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PUACOM016	Manage media requirements at major incident
PUALAW004	Represent the organisation in a judicial or quasi-judicial setting
PUAMAN001	Manage the organisation's public safety responsibilities
PUAOPE003	Manage the public information function at an incident
PUAOPE019	Control a Level 3 incident
PUAOPE024	Manage operations for a Level 3 incident

Qualification Mapping Information

This qualification replaces and is not equivalent to PUA60119 Advanced Diploma of Public Safety (Emergency Management).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA60219 Advanced Diploma of Public Safety (Search and Rescue Management)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA – Public Safety Training Package.

Qualification Description

The PUA60219 Advanced Diploma of Public Safety (Aquatic Search and Rescue Management) is designed for senior management personnel in aquatic search and rescue organisations. Aquatic search and rescue personnel can manage the search and rescue for missing persons either in the water, or on nearby land.

The role of senior management personnel in aquatic search and rescue organisations is to develop and implement strategic plans, initiate and review policies and procedures, lead search and rescue aquatic personnel, implement advanced rescue methods and techniques and liaise with key stakeholders. This may include the management of financial budgets and ensuring compliance requirements are met.

This qualification includes the units of competency required by senior aquatic search and rescue management personnel to perform a range of activities such as the leadership of search and rescue organisations. It typically involves managing aquatic search and rescue organisations with oversight of personnel, budgets, planning and resourcing.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 10 units of competency comprising

- **7 core units** listed below; plus
- **3 elective units** from the general elective units listed

Choose a minimum of 2 elective unit from the general elective unit list below.

Select the remaining 1 unit from the elective unit list below or elsewhere within this training

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package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUAAMS008	Manage search and rescue operations
PUAEMR005	Treat operational risk ∟ PUAEMR006 Assess operational risk
PUAMAN003	Manage human resources
PUAOPE006	Control multi-agency emergency situations
PUAOPE007	Command organisational personnel within a multi-agency emergency response
PUAOPE016	Manage a multi-team sector
PUATEA003	Lead, manage and develop teams

General elective units

BSBLDR411	Demonstrate leadership in the workplace
LGAPLEM404A	Prepare and present geographic information systems data
MARK008	Manoeuvre a vessel up to 24 metres within near coastal waters
PUACOM012	Liaise with media at a local level
PUACOM016	Manage media requirements at major incident
PUAEMR032	Design emergency management exercises
PUAEMR036	Manage and evaluate emergency management exercises

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PUALAW004	Represent the organisation in a judicial or quasi-judicial setting
PUAMAN001	Manage the organisation's public safety responsibilities
PUAMAN006	Manage and facilitate change
PUAOPE014	Navigate to an incident
PUAOPE015	Conduct briefings and debriefings
PUAOPE016	Manage a multi-team sector
PUAWHS003	Implement and monitor organisational work, health and safety policies, procedures and programs

Qualification Mapping Information

This qualification replaces but is not equivalent to PUA60612 Advanced Diploma of Public Safety (Search and Rescue - Management).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA60519 Advanced Diploma of Public Safety (Firefighting Management)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial adjustments and upgrade to electives.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA60519 Advanced Diploma of Public Safety (Firefighting Management) is designed for firefighting professionals performing senior management responsibilities such as developing and implementing strategic plans, performing policy reviews and undertaking stakeholder engagement with government and non-government agencies.

The role of a firefighter at this level is to manage larger and/or complex emergency incidents, to protect lives and to prevent the destruction of property and the environment. To prevent incidents from occurring and to improve community safety, a firefighter's duties may include managing community safety and education strategies or programs and managing fire safety strategies and programs to ensure adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to perform senior firefighting management activities both in the workplace and in dealing with a variety of hazards. It typically involves the management of human resources, equipment, services and contingency measures.

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 11 units of competency are required for this qualification, comprising

- **4 core units** listed below; plus

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- **7 elective units** from the elective units listed

Choose a minimum of 5 elective units from the elective unit lists below

A minimum of 1 elective unit must be chosen from Group A that relates to either fire and land management or air service fire operation agencies.

Choose the remaining 1 elective unit from Group B or the elective unit lists below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM010 Promote the organisation's mission and services

∟ PUACOM007 Liaise with other organisations

PUAMAN001 Manage the organisation's public safety responsibilities

PUAMAN003 Manage human resources

∟ PUAFIR503 Coordinate human resource management activities

PUAMAN007 Manage financial resources

∟ PUAFIR505 Administer cost centre's financial resources

Group A: Elective units

*Fire and land management agencies require PUAOPE019 Control a Level 3 incident

*Air services require PUAOPE024 Manage operations for a Level 3 incident

PUAOPE019 Control a Level 3 incident

∟ PUAOPE018 Control a Level 2 incident

PUAOPE024 Manage operations for a Level 3 incident

∟ PUAOPE023 Manage operations for a Level 2 incident

Group B: Elective units

BSBINN502 Build and sustain an innovative work environment

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BSBLDR522	Manage people performance
PUACOM004	Manage organisational communication strategies
PUAFIR001	Coordinate state aerial operations
PUAFIR004	Manage complex aerial operations for an incident response
PUAFIR601	Develop and administer organisational policies, procedures and practices ∟ PUAFIR504 Assist with formulation and implementation of plans and policies
PUAFIR602	Manage the implementation of community safety strategies ∟ PUAFIR509 Implement prevention strategies
PUAOPE017	Coordinate resources for a multi-agency incident
PUAOPE026	Provide strategic safety advice at an incident
PUAPRS205	Manage marketing requirements
PUAWHS004	Establish and maintain the work, health and safety system

Qualification Mapping Information

This qualification replaces and is equivalent to PUA60513 Advanced Diploma of Public Safety (Firefighting Management).

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA60719 Advanced Diploma of Public Safety (Community Safety)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Electives updated.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA60719 Diploma of Public Safety (Community Safety) is designed for emergency service and public safety personnel who perform in senior management roles with responsibility for community safety programs. Community safety programs seek to build and enhance community resilience, health and wellbeing as it relates to feeling protected from threats, harm, risks or injury.

The role of community safety personnel is to build community safety partnerships, improve individual and community resilience, actively partner and listen to communities, understand community needs and deliver outcomes for at risk communities. This may include planning and managing community safety advertising and awareness campaigns and developing relationships with a diverse range of stakeholders and community members.

This qualification includes the units of competency required by community safety personnel to perform a range of activities such as strategically planning and managing programs and campaigns that improve community resilience whilst engaging with a broad range of community members and working closely with local governments and other agencies. It typically involves the management of community safety programs including budgets, personnel and resources.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 12 units of competency comprising

- **3 core units** listed below; plus
- **9 elective units** from the general elective units listed

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Choose a minimum of 7 elective units from the general elective unit list below.

Select the remaining 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

PUACOM004	Manage organisational communication strategies
PUACOM008	Develop and organise public safety awareness programs
PUAEMR009	Facilitate emergency risk assessment

General elective units

BSBMKG551	Create multiplatform advertisements for mass media
BSBMKG626	Develop advertising campaigns
BSBMKG627	Execute advertising campaigns
LGAPLEM606B	Develop ecologically sustainable land management systems
PSPREG027	Manage regulatory compliance
PSPREG028	Evaluate regulatory compliance
PUACOM007	Liaise with other organisations
PUAEMR007	Develop emergency management plans
PUAEMR010	Plan and implement a treatment measure
PUAEMR032	Design emergency management exercises

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PUAEMR033	Determine treatment options ∟ PUAEMR019 Contribute to an emergency risk management process ∟ PUAEMR009 Facilitate emergency risk assessment
PUAEMR036	Manage and evaluate emergency management exercises
PUAFER003	Manage and monitor facility emergency procedures, equipment and other resources
PUAFER006	Lead an emergency control organisation ∟ PUAFER005 Operate as part of an emergency control organisation
PUAFER007	Manage an emergency control organisation
PUAFER010	Lead a facility emergency response team ∟ PUAFER009 Participate as a member of a facility emergency response team
PUAFER011	Manage facility emergency response teams
PUAFIR509	Implement prevention strategies
PUAFIR602	Manage the implementation of community safety strategies
PUALAW004	Represent the organisation in a judicial or quasi-judicial setting
PUAMAN001	Manage the organisation's public safety responsibilities
PUAMAN003	Manage human resources
PUAMAN005	Manage projects
PUAMAN006	Manage and facilitate change
PUAMAN007	Manage financial resources
PUAMAN008	Manage physical resources
PUAPRO001	Promote a learning environment in the workplace
PUAPRS205	Manage marketing requirements
PUATEA003	Lead, manage and develop teams

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PUAWHS004 Establish and maintain the work, health and safety system

Qualification Mapping Information

This qualification replaces and is equivalent to PUA60712 Advanced Diploma of Public Safety (Community Safety)

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUA60919 Advanced Diploma of Public Safety (Fire Investigation)

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial adjustments and upgrade to electives.

Release 1.0 This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

The PUA60919 Advanced Diploma of Public Safety (Fire Investigation) is designed for firefighting professionals performing fire investigations. Fire investigation is the analysis of the origin and cause of unexplained or suspicious fires using basic fire science skills and knowledge.

The role of a fire investigator is to analyse fire related incidents to determine whether a crime has been committed. This includes reviewing the remains of a fire and seeking to obtain information to reconstruct the sequence of events leading up to the incident. Fires can involve a variety of ignition sources and fuels therefore, fire investigators need to have a working understanding of areas such as construction, electricity and mechanical devices.

This qualification includes the units of competency required by fire investigators to perform a range of activities such as conducting investigations, analysing fire origin and cause and attending judicial hearings. It typically involves the use of specialised equipment, resources and services.

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.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 15 units of competency is required for this qualification, comprising

- **12 core units** listed below; plus
- **3 elective units** from the general elective units listed

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Choose a minimum of 1 elective unit from Group A related to either fire and land management or air service fire operation agencies.

Choose the remaining 2 elective units from Group B or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must contribute to the vocational outcome of the qualification. Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with. Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Note:

Refer to the PUA Training Package Companion Volume Implementation Guide for information on fire prerequisites.

Core units

CPPSEC3028A	Compile investigative report
POLFOR021	Use and maintain specialist forensic equipment
PSPREG012	Gather information through interviews
PUAFIR605	Determine origin and cause of mobile property fire ∟ PUALAW001 Protect and preserve incident scene ∟ PUALAW002 Conduct initial investigation at incident scene
PUAFIR606	Apply principles of combustion and fire dynamics to fire scene investigation
PUAFIR607	Apply electrical/electronic knowledge to fire investigations ∟ PUAFIR605 Determine origin and cause of mobile property fire ∟ PUAFIR609 Collect, record and coordinate the analysis of physical evidence * and one of the following: ∟ PUAFIR603 Determine origin and cause of wildfire ∟ PUAFIR604 Determine origin and cause of structure fire
PUAFIR608	Investigate fatal fires ∟ PUAFIR605 Determine origin and cause of mobile property fire ∟ PUAFIR609 Collect, record and coordinate the analysis of physical evidence * and one of the following:

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∟ PUAFIR603 Determine origin and cause of wildfire

∟ PUAFIR604 Determine origin and cause of structure fire

PUAFIR609 Collect, record and coordinate the analysis of physical evidence

∟ PUALAW001 Protect and preserve incident scene

PUAFIR610 Manage imaging and electronic data

PUALAW003 Give evidence in a judicial or quasi-judicial setting

PUALAW004 Represent the organisation in a judicial or quasi-judicial setting

PUAWHS002 Maintain safety at an incident scene

∟ PUAFIR210 Prevent injury

Group A: Elective units

PUAFIR603 Determine origin and cause of wildfire

∟ PUAFIR303 Suppress wildfire

∟ PUALAW001 Protect and preserve incident scene

∟PUALAW002 Conduct initial investigation at incident scene

PUAFIR604 Determine origin and cause of structure fire

∟ PUAFIR302 Suppress urban fire

∟ PUALAW001 Protect and preserve incident scene

∟ PUALAW002 Conduct initial investigation at incident scene

Group B: Elective units

DEFFOR005 Compile and submit electronic media forensic documentation

PUACOM016 Manage media requirements at major incident

PUAFIR001 Coordinate state aerial operations

PUAFIR004 Manage complex aerial operations for an incident response

PUAFIR611 Process and analyse fire scene data and laboratory results

∟ PUAFIR609 Collect, record and coordinate the analysis of physical evidence

PUAFIR612 Undertake post incident analysis

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- CPPSEC3028A Compile investigative report
- PUAFIR605 Determine origin and cause of mobile property fire

*and one of the following:

- PUAFIR603 Determine origin and cause of wildfire
- PUAFIR604 Determine origin and cause of structure fire

Qualification Mapping Information

This qualification replaces and is equivalent to PUA60913 Advanced Diploma of Public Safety (Fire Investigation)

Links

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PUA80119 Graduate Diploma of Crisis Leadership

Modification History

Release 1. This is the first release of this qualification in the PUA Public Safety Training Package.

Qualification Description

This course is intended to provide participants with the knowledge skills required to lead in a crisis. The course will challenge participants to explore their own leadership styles and rethink traditional models of leadership in the context of rapidly changing crisis environments. It is designed for those with significant knowledge and experience of working in emergency management leadership roles in a variety of settings.

In these roles, they are required to undertake research; write papers and reports; communicate with diverse audiences; undertake risk assessments; plan, implement, audit and lead programs; problem solve and make high level judgements about organisational and community needs during all phases of a crisis. Typically, they have full responsibility and accountability for team and/or organisational output.

Competency in this qualification requires the demonstration of crisis leadership skills and knowledge of

- leadership models and strategies suitable for implementation during all phases of a crisis
- personal attributes that exemplify leadership whilst responsible for wide ranging accountabilities in a crisis
- leading team processes during time critical decision making
- creating innovative solutions to crisis situations using structured approaches based on situational awareness and analysis
- commanding and leading resources during a crisis
- leading and participating in multi-organisational/agency settings
- designing research and implementing programs that demonstrate reflective and situational awareness
- leading programs that address psychological and/or stress impacts

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

Entry Requirements

Candidates may enter the qualification through several paths including

- undergraduate degree
- advanced diploma in a relevant field of study with a minimum of two years' work experience
- other documented evidence deemed to be equivalent to an undergraduate degree five years'

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workplace experience including leadership and management responsibility and/or complexity in emergency management and/or public safety.

Packaging Rules

A total of 9 units of competency comprising

- **7 core units** listed below; plus
- **2 elective units** from the general elective units listed

Choose 2 elective units from the elective unit list below or elsewhere within this training package or another endorsed training package or accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher.

Elective units selected from outside the qualification must not duplicate content already covered by units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Prerequisites attached to any of the units must be obtained and are additional to the number of units required for this qualification.

Where a prerequisite is attached to a unit it is identified by the symbol ∟.

Core units

PUAECL007	Define crisis context
PUAECL006	Recognise personal effectiveness in a crisis
PUAECL005	Support communities for crisis
PUAECL004	Lead in a crisis
PUAECL003	Deliver value in crisis
PUAECL002	Lead and manage programs that develop resilience
PUAECL001	Evaluate societal threats, uncertainty and surprise

Elective units

BSBLDR802	Lead the strategic planning process for an organisation
BSBMGT803	Use financial and economic information for strategic decision making
BSBLDR801	Lead personal and strategic transformation

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BSBLDR805	Lead and influence change
BSBLDR806	Lead and influence ethical practice
BSBINN801	Lead innovative thinking and practice
BSBRES801	Initiate and lead applied research
BSBLDR803	Develop and cultivate collaborative partnerships and relationships

Qualification Mapping Information

This qualification is new

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

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PUAAMS001 Work in an aviation environment

Modification History

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

Application

This unit involves the skills and knowledge required to work effectively as a crew member in accordance with organisational policies and procedures. Team members and crews may be members from a range of government and/or non-government organisations and/or agencies.

The unit is applicable to members of Air Search and Rescue working in the air.

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

Pre-requisite Unit

Not applicable.

Competency Field

Aviation Marine Search and Rescue

Unit Sector

Aviation Marine Search and Rescue

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Work effectively as a member of a search and rescue crew	**1.1** Crew functions and responsibilities are determined, in accordance with organisational policies and procedures
	1.2 Contact and/or call out arrangements and requirements are determined from organisational documents and personal employment

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	1.3	Factors which impede or disqualify personnel from performing safe and effective aircrew duties are determined
	1.4	Communication equipment, terminology and procedures are utilised to ensure safe and effective operations during flight
	1.5	In flight performance is maintained
2 Work safely in an aviation environment	**2.1**	Safety procedures for working in and around aircraft are followed
	2.2	Cabin and/or load security and dangerous good requirements are determined and followed, in consultation with the pilot in command
	2.3	Appropriate manual handling strategies are applied when loading the aircraft
	2.4	In flight hazards are identified and risks are managed, in accordance with safety procedures
3 Respond to aircraft emergency situations	**3.1**	Aircraft cabin, load and occupants are prepared for impact
	3.2	Firefighting equipment is used to protect occupants and the aircraft from fire
	3.3	Escape and/or evacuation plan is implemented, as required
	3.4	Emergency and ongoing care is provided to injured occupants
	3.5	Survival plan is implemented, in accordance with organisational policies and procedures
4 Complete documentation	**4.1**	Manifests, load sheets and other pre-flight documents are completed
	4.2	In flight operations log is completed, in accordance with organisational procedures
	4.3	Debriefing documents and other post flight reports are completed and submitted to relevant personnel

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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 PUAAMS001B Work in an aviation environment and PUAAMS001A Work in an aviation environment.

Links

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Assessment Requirements for PUAAMS001 Work in an aviation environment

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

- communicating information
- completing search and rescue documentation
- implementing organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- operating aircraft doors, aircraft intercom systems, aviation survival equipment and firefighting equipment
- performing safely as a crew member in an aviation environment
- reporting and/or rectifying human factors to reduce the likelihood of errors that may occur
- working as a member of a search and rescue crew

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

- air traffic control procedures and terminology
- aircraft accidental hazards and response
- airside safety and aircraft safety
- aviation meteorology
- aviation technology and communication procedures
- communication techniques
- emergency care requirements
- facility emergency response plans
- hazardous goods including petroleum fuels
- human factors which impede or exclude safe performance including in flight hazards
- manual handling hazards and techniques
- organisational documentation including pre and post flight records
- organisational policies and procedures including WHS/OHS legislated requirements and risk mitigation
- safety procedures for working in and around aircrafts

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- survival equipment

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 including
  - appropriate training facility and an aircraft used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUAAMS002 Search as a member of an air search team

Modification History

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

Application

This unit involves the skills and knowledge required to conduct air search observation duties during an air search operation in accordance with organisational policies and procedures.

The unit is applicable to members of air search and rescue teams working in the air. Team members and crews may be members of a range of government or non-government organisations and/or agencies.

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

Pre-requisite Unit

Not applicable.

Competency Field

Aviation Marine Search and Rescue

Unit Sector

Aviation Marine Search and Rescue

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for search operations	**1.1** Operational briefing is obtained from relevant search and rescue authority
	1.2 Aircraft is configured and loaded, in accordance with requirements and pilot in command instructions

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	1.3	Involvement in briefings is undertaken, in accordance with organisational policies and procedures
	1.4	Incident information is used to determine personal equipment needed for search operation
2 Conduct search operations	**2.1**	Scanning distance is identified
	2.2	Search briefing is reviewed en route to task area
	2.3	Impediments to effective observation techniques are identified and appropriate adjustments are made
	2.4	Observation technique is applied to ensure effective scanning of identified area of interest
	2.5	Search equipment is operated to maximise sighting and identification effectiveness
3 Investigate sightings	**3.1**	Sightings are reported and maintained
	3.2	Sightings are investigated
	3.3	Sightings are logged and communicated to relevant search and rescue authority
4 Communicate outcome search	**4.1**	Emergency signals from target are identified and recognised
	4.2	Communications are logged and reported to relevant search and rescue authority

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAAMS002B Search as a member of an air search team and PUAAMS002A Search as a member of an air search team.

Links

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Assessment Requirements for PUAAMS002 Search as a member of an air search team

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

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating information clearly within the search team
- conducting search operations
- investigating sightings
- making decisions based on available information
- preparing for search operations
- selecting and using available technology appropriate to the search task

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

- aircraft configuration
- communication techniques
- factors which may indicate evidence of a search target
- observation techniques and procedures including impediments to effective observation techniques
- organisational documentation, policies and procedures including WHS/OHS legislated requirements and risk mitigation
- physiology of sight
- search and rescue authorities
- search planning including search equipment
- signals and/or message equipment and procedures

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

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 including
  - appropriate training facility and an aircraft used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUAAMS003 Conduct stores dropping operations

Modification History

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

Application

This unit involves the skills and knowledge required to prepare and carryout stores dropping operations in a search and rescue context, in accordance with organisational policies and procedures. It does not cover the competency to control and position the aircraft for dropping operations.

The unit is applicable to members of Air Search and Rescue teams working in the air carrying out the drop master or load master's role. Team members and crews may be members of a range of government or non-government organisations and/or agencies.

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

Pre-requisite Unit

Not applicable

Competency Field

Aviation Marine Search and Rescue

Unit Sector

Aviation Marine Search and Rescue

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Configure aircraft	**1.1** Stores are prepared prior to loading on aircraft, in accordance with organisational policies and procedures
	1.2 Search briefing is obtained from relevant Search and

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		Rescue (SAR) authority
	1.3	Aircraft is configured for drop operations, in accordance with applicable flight manual
	1.4	Protective surfaces are installed and protective tape applied
	1.5	Stores are checked and secured
	1.6	Principles of internal loading of cargo are complied with and applied when loading the aircraft
2 Locate target	**2.1**	Distance estimation methods are employed to identify target position
	2.2	Initial target marking smoke is prepared and dispatched to mark target area
	2.3	Visual sighting of target is maintained during stores dropping
3 Dispatch stores	**3.1**	Reference markers are dispatched under the pilot's directions
	3.2	Stores are dispatched under the pilot's directions
	3.3	Visual sighting of target is maintained during stores dropping
4 Reconfigure aircraft	**4.1**	Equipment is removed and checked for serviceability and faulty equipment is reported to relevant personnel
	4.2	Items of stores used are annotated on the incident form

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAAMS003B Conduct stores dropping operations.

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

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Assessment Requirements for PUAAMS003 Conduct stores dropping operations

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

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements
- checking ancillary search and rescue equipment for serviceability
- configuring and reconfiguring aircraft
- despatching stores
- handling pyrotechnic devices in a safe manner
- locating target
- operating safely around aircraft
- safely preparing, securing and despatching stores under the pilot's direction
- working as a team member in a crewed environment

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

- actions to be carried out in the event of inflight emergencies
- burn times of pyrotechnic markers
- distance estimation methods
- frequencies of electronic markers
- general operation of light emitting markers
- hand signals relayed by other crew members during stores dropping operation
- inherent dangers of handling pyrotechnic devices
- maximum and minimum weight of a loaded helibox
- organisational documentation, policies and procedures
- principles of teamwork
- procedures for arming pyrotechnic markers and general operation of electronic markers
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements including risk mitigation and WHS/OHS considerations as they pertain to operating within an aircraft during stores dropping operations

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 operations 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

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PUAAMS006 Coordinate search and rescue resources

Modification History

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

Application

This unit involves the skills and knowledge required to identify, procure and task human and physical resources for Search and Rescue (SAR), in accordance with organisational policies and procedures.

The unit is applicable to individuals undertaking limited search and rescue activities in support of national SAR authorities. Team members and crews may be members of a range of government or non-government organisations and/or agencies.

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

Pre-requisite Unit

Not applicable.

Competency Field

Aviation Marine Search and Rescue

Unit Sector

Aviation Marine Search and Rescue

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Obtain required resources	**1.1**	Tasks are prioritised and analysed to determine resource requirements, in accordance with the rescue plan
	1.2	Availability of required resources is determined using intelligence gathering methods

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	1.3	Strategies for obtaining required resources are identified and resources are obtained as determined by the necessities of the search and rescue activity, in accordance with organisational policies and procedures
2 Organise resources	**2.1**	Resources are assessed and allocated, in accordance with their suitability for the task, equipment carried and availability consistent with organisational policies and procedures
	2.2	Resources are coordinated to ensure timely completion of tasks within physical and environmental constraints
	2.3	Personnel are encouraged and motivated to complete tasks consistent with organisational policies and procedures
	2.4	Personnel needs are continually reviewed, in accordance with organisational policies and procedures
	2.5	Support considerations for personnel are taken into account, in accordance with organisational policies and procedures
	2.6	Resource needs are continually reviewed based on available intelligence
3 Liaise with supporting authorities	**3.1**	Contacts are identified in supporting authorities to facilitate liaison and cooperation
	3.2	Details of contacts, resources and/or services are recorded and maintained, in accordance with organisational policies and procedures
	3.3	Role and support capabilities of other search and rescue authorities are determined through liaison and consultation and exchange of information, in accordance with organisational policies and procedures
	3.4	Procedures for activation, deactivation and advising other search and rescue authorities and/or organisations and agencies are initiated, in accordance with organisational policies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAAMS006B Coordinate search and rescue resources.

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

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Assessment Requirements for PUAAMS006 Coordinate search and rescue resources

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

- accessing databases for contact names and numbers for resource allocations
- allocating assets to suit situation
- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing capabilities and limitations of assets and continually reviewing resources
- collecting and analysing information
- communicating and consulting with a range of individuals using a range of methods
- identifying and obtaining resources
- liaising with supporting authorities
- organising and/or seconding resources
- working as part of a team including successfully negotiation outcomes

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 include knowledge of

- assets that are suitable for land, maritime and coastal searches
- equipment and performance of resources available for Search and Rescue (SAR)
- intelligence gathering methods
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements, risk mitigation, personnel entitlements, administrative procedures and policy relating to secondment of Australian Defence Force assets for SAR operations
- physical and environmental constraints
- resources including human resource requirements
- roles and responsibilities within rescue coordination centres
- state of technical maintenance for search and rescue resources

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Note: On the job assessment will not entail additional resources. However, rosters may need to be amended for simulation e.g. Search and Rescue Exercise (SAREX).

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 operations 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

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PUAAMS007 Coordinate search and rescue operations

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 coordinate a Search and Rescue (SAR) incident, in accordance with organisational policies and procedures.

The unit is applicable to individuals undertaking limited search and rescue activities in support of national Search and Rescue (SAR) authorities. Team members and crews may be members of a range of government and/or non-government agencies or organisations.

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

Pre-requisite Unit

Not applicable

Competency Field

Aviation Marine Search and Rescue

Unit Sector

Aviation Marine Search and Rescue

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare search plan	**1.1** Search and rescue assets and potential assets are identified and recorded in databases
	1.2 Strategic and tactical objectives are identified, in accordance with search and rescue unit plans

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	1.3	Strategies to achieve objectives are identified
	1.4	Hazards are identified, risks assessed and control measures implemented
	1.5	Information management strategies are identified and applied
	1.6	Search and rescue procedures and policies are communicated to personnel, groups and other organisations, in accordance with the needs of those people
2 Apply datum search planning principles	**2.1**	Last known and/or most probable position of missing person is established from available data
	2.2	Initial search procedures are implemented, in accordance with search and rescue organisational policies
	2.3	Calculations are made to establish intended track, area or position, in accordance with planned route
	2.4	Time frame for survival of the missing persons is calculated
	2.5	Physical and environmental factors are determined to assist in decision making
	2.6	Search area is calculated consistent with organisational policies and procedures
	2.7	Search pattern and track spacing is determined
	2.8	Probability of detection factor for the missing person is calculated
	2.9	Acceptability of probability of detection factor is evaluated
	2.10	Search area is recalculated or redefined, determined by availability of assets, changing weather conditions and search time available
3 Apply rescue planning principles	**3.1**	Nature of problem and/or distress is determined, in accordance with the available information
	3.2	Rescue resources are identified, mobilised and monitored

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	3.3	Operational risks are assessed and minimised
	3.4	Survivor delivery points are identified, in accordance with requirements and capability of the rescue platform
	3.5	Physical, geographic and medical factors are considered for rescue and delivery, in accordance with situational requirements
	3.6	Time factors are considered, in accordance with situational requirements
	3.7	Chosen solution is evaluated and reported against determined criteria
4 Evaluate operational direction	**4.1**	Search and rescue plan is implemented and amended as dictated by the requirements of the situation
	4.2	Process of continual evaluation is applied
	4.3	Contingency planning is conducted, in accordance with organisational policies and procedures
	4.4	Regular briefings and debriefings are conducted with relevant personnel

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 PUAAMS007B Coordinate search and rescue operations.

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

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Assessment Requirements for PUAAMS007 Coordinate search and rescue operations

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

- applying datum search planning principles
- collecting and analysing information
- communicating and consulting with a range of individuals using approved methods
- communicating information
- developing search area to suit available assets including determining a search pattern and track spacing
- evaluating operational directions
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying potential search patterns and their use for terrains
- planning for results
- preparing search and rescue plans and making recommendations based on research to those in charge
- using initiative to achieve goals
- utilising rescue planning principles

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

- communication techniques
- coronial requirements in relation to search and rescue
- environmental factors
- hypothermia and hyperthermia factors
- industry standards including national and international search and rescue manuals or reference texts
- legislation relevant to the operation, incident, response and organisation
- operational, corporate and strategic plans

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- organisational policies and procedures including operating procedures, performance standards, quality standards, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- personnel practices and guidelines
- physiological factors
- potential rescue platform capabilities and limitations
- risk management principles
- safe work practices
- team building and coaching concepts

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
  - on the job assessment will not entail additional resources however, rosters may need to be amended for simulation e.g. search and rescue exercises
- 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 operations 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

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PUAAMS008 Manage search and rescue operations

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 manage search and rescue operations in accordance with organisational policies and procedures.

The unit is applicable to individuals undertaking limited search and rescue activities in support of national Search and Rescue (SAR) authorities. Team members and crews may be members of a range of government and/or non-government agencies or organisations.

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

Pre-requisite Unit

Not applicable.

Competency Field

Aviation Marine Search and Rescue

Unit Sector

Aviation Marine Search and Rescue

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Develop strategies	**1.1** Search and rescue parameters are identified based on information available
	1.2 Search and rescue strategy is developed based on information available

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	1.3	Resources are identified, in accordance with strategy based on available information
	1.4	Strategy is evaluated and reviewed as determined by the input of information and review of available resources
2 Coordinate team members	**2.1**	Team members are informed of the scenario and strategy determined from outcome of review of information and resource requirements
	2.2	Team members are briefed on their roles and responsibilities and the way the team will operate
	2.3	Tasks are allocated to team members commensurate with their roles in the team and level of competence
	2.4	Confirmation is gained from team members of an understanding of the scenario, their role and the roles of others in the team
	2.5	Performance of team members is monitored and reviewed, as the scenario unfolds, to determine ongoing requirements
	2.6	Feedback from team members is received and relayed to others
3 Liaise with internal and external authorities, agencies and organisations	**3.1**	Briefings are provided to appropriate personnel, in accordance with organisational policies and procedures
	3.2	Resources are monitored and reviewed to determine changing requirements
	3.3	Guidance and support are provided and sought from authorities, organisations and agencies, in accordance with requirements
4 Manage communications systems	**4.1**	Communications systems are identified as appropriate to the situation and strategy
	4.2	Communication systems are selected, in accordance with requirements
	4.3	Communication systems are managed to provide optimum capability
5 Manage search and rescue records	**5.1**	Records are managed to ensure quality and attention to detail

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5.2 Intended audience for written report is identified and expectations are negotiated

5.3 Content of report is accurate and written in a concise and logical manner

5.4 Report is disseminated to the intended audience in a timely manner

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.

records must include	• databases • logs and files

Unit Mapping Information

This unit replaces and is equivalent to PUAAMS008B Manage search and rescue operations.

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

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Assessment Requirements for PUAAMS008 Manage search and rescue operations

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating and consulting with a range of individuals including conducting briefings
- conveying strategies and plans to team members
- coordinating team members
- developing strategies to undertake search and rescue operations based on information available
- following organisational policies and procedures
- liaising with internal and external authorities, agencies and organisations
- making search and rescue operational decisions
- managing communication systems
- managing search and rescue records
- successfully negotiating outcomes
- utilising negotiation techniques
- writing reports and maintaining records

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 include knowledge of

- coaching and team building concepts including guidance and support
- communication systems available within the rescue coordination centre
- communication techniques including briefings
- equipment and resources for search and rescue operations
- management techniques
- organisational documentation including reports and report
- organisational policies, procedures and protocols
- personal abilities and competence levels

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- personnel entitlements and administrative procedures
- search and rescue resource capabilities and limitations
- team member capabilities
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
  - Note: the roster may need to be amended if simulation e.g. search and rescue exercise is selected as the method of assessment
- 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 operations manuals.

Links

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PUABIO001 Conduct planning in a biosecurity emergency response

Modification History

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

Application

This unit involves the skills and knowledge required to conduct biosecurity emergency response planning and to contribute to outputs (e.g. incident action plans, resourcing requirements and tracking, operational situation reports, maps and status boards) produced by personnel with responsibility for the outputs.

This could be part of a continuous activity with a daily, weekly or longer cycle. Individuals working within any functional area within a Control Centre or Forward Command Post undertaking emergency response planning tasks as part of a team, will typically work under supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

Biosecurity

Unit Sector

Biosecurity

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Contribute to the planning process	**1.1** Planning tasks specific to the biosecurity emergency response are identified

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	1.2	Individual role and responsibilities within the biosecurity emergency response team are identified, in accordance with organisational procedures and in consultation with approved personnel
	1.3	Biosecurity emergency response planning tasks and outputs are identified
	1.4	Timelines and potential constraints with the biosecurity emergency response planning processes are identified
	1.5	Legislative requirements, industry standards, codes of practice and safe work practices for health and wellbeing are identified and implemented, in accordance with organisational procedures
2 Perform planning activities	**2.1**	Sources of biosecurity emergency response planning information are identified and used, in accordance with organisational procedures
	2.2	An information collection plan is followed and implemented, as required
	2.3	Information is prepared in the required format for biosecurity emergency response planning task outputs
	2.4	Biosecurity emergency response planning task outputs are recorded and documented, in accordance with organisational procedures, using approved incident management system templates and technology
	2.5	Biosecurity emergency response planning task outputs are disseminated to approved personnel, in accordance with organisational procedures and requirements
	2.6	Visual displays are updated to reflect current biosecurity emergency response situation
3 Review planning activities	**3.1**	Immediate supervisor is briefed when biosecurity emergency response planning tasks are completed
	3.2	Feedback on quality and timeliness of biosecurity emergency response planning tasks is assessed
	3.3	Biosecurity emergency response planning documentation managed, in accordance with organisational procedures and requirements

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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

New unit, no equivalent unit.

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

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Assessment Requirements for PUABIO001 Conduct planning in a biosecurity emergency response

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines
- developing collection plans
- finding and using sources of biosecurity emergency response functional area information
- identifying biosecurity emergency response roles and responsibilities
- meeting legislation, industry standards, codes of practice and regulation requirements
- planning task outputs for biosecurity emergency response are produced within identified timelines
- producing inputs and outputs that meet identified functional area requirements
- using organisational documentation
- working with incident management systems including tools and templates

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

- biosecurity emergency response planning inputs and outputs for the functional area
- biosecurity emergency response planning processes for relevant functional area
- biosecurity emergency response planning timelines
- biosecurity emergency response roles and responsibilities
- collection plans
- difference between levels of biosecurity emergency response planning tasks – strategic, tactical and operational
- dissemination of information using briefing and debriefing processes
- documentation and reporting requirements
- incident management systems including response planning guides and templates
- legislation, industry standards, codes of practice and regulations
- organisational documentation
- organisational policies and procedures
- sources of biosecurity emergency response functional area information

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- types of visual displays
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUACOM001 Communicate in the workplace

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 interact with people internally and externally through verbal, non-verbal and written communication and to follow verbal and written instructions in the work place. It includes communicating verbally and non-verbally with clients, giving and receiving instructions, taking part in group discussions, participating in informal meetings and preparing to process routine correspondence and records.

The unit is applicable to all personnel but has a specific focus on the communication skills required by individuals at entry level in public safety organisations.

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

Pre-requisite Unit

Not applicable.

Competency Field

Community

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Communicate verbally	**1.1** Language used in communications is clear, concise and appropriate to client, assignment and organisational requirements

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		1.2	Active listening skills and questioning techniques are used to clarify issues
		1.3	Established communication methods are used for routine and non-routine communications
2	**Communicate non-verbally**	**2.1**	Non-verbal communication is positive, culturally appropriate and tailored to the audience
		2.2	Non-verbal communication is consistent with verbal communication
3	**Communicate with clients**	**3.1**	Questioning, learning and summarising skills are used to establish client needs
		3.2	Client needs are addressed, in accordance with organisational policy and procedures
		3.3	Confidentiality is observed, in accordance with organisational policies and procedures
4	**Give and receive instructions**	**4.1**	Instructions received are acted upon within an agreed time frame to meet organisational needs
		4.2	Difficulties and/or problem areas are identified and communicated to appropriate personnel in a timely manner
		4.3	Clarification of instructions is sought from appropriate personnel
		4.4	Instructions are relayed clearly, concisely and accurately and confirmation is obtained
5	**Take part in group discussions and informal meetings**	**5.1**	Contributions are made when in small informal group activities and meetings to facilitate organisational outcomes
		5.2	Responses are sought from and provided to other group members in a constructive way
		5.3	Views and opinions of individuals or group are obtained, acknowledged and accurately represented to others, as required
6	**Prepare and process routine written correspondence, notes and records**	**6.1**	Information and ideas are presented in a format, language and time frame to meet organisational requirements

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6.2 Presentation of written documents meets organisational standards of style and accuracy

6.3 Documents are processed to comply with organisational policies and procedures and legislative requirements

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 PUACOM001C Communicate in the workplace.

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

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Assessment Requirements for PUACOM001 Communicate in the workplace

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

- communicating in the work place including in group settings, with clients, giving and receiving instructions
- complying with organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- following written instructions
- interacting with clients
- preparing and processing routine written correspondence, notes and records
- taking part in group discussions and informal meetings
- using information technology
- using verbal and non-verbal communication techniques

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

- client needs
- group communication techniques
- modes and methods of communication
- non-verbal and verbal communication techniques
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- routine correspondence and reports
- small group dynamics
- types of instructions
- meeting requirements
- written communication techniques

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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
  - with a combination of oral and/or written communication
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, regulations, equipment specifications, codes of practice and operation manuals.

Links

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PUACOM002 Provide services to clients

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 interact with internal and external clients. It includes identifying and determining client needs and expectations and managing their expectations.

The unit is applicable to personnel who have a requirement to communicate with clients as part of their public safety role. This may include personnel who have a specific client contact role, as well as those in operational roles who meet members of the public as part of their duties.

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

Pre-requisite Unit

Not applicable.

Competency Field

Communication

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Identify client needs and expectations	**1.1**	Current and potential clients are identified
	1.2	Public Safety needs and expectations are discussed and clarified with clients

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	1.3	Range of possible organisational responses are communicated to the client in a timely manner
	1.4	Client is informed of options for further action, in accordance with organisational procedures
2 Determine and implement response to client needs	**2.1**	Appropriate decision making processes are established with client and pertinent stakeholders
	2.2	Options are identified, in accordance with organisational procedures
	2.3	Decision making criteria is identified taking into account client needs and organisational context
	2.4	Decision making criteria are applied to options to identify a range of relevant outcomes
	2.5	Appropriate response is selected and implemented, in accordance with organisational procedures
	2.6	Client needs are recognised, in accordance with anti-discrimination and other organisational policies and procedures
3 Manage client expectations	**3.1**	Courtesy, consideration and sensitivity are applied to all clients
	3.2	Documentation is obtained, completed and processed, in accordance with organisational policies and procedures
	3.3	Organisational policy and procedures relating to confidentiality are implemented
	3.4	Assistance is sought to manage clients' expectations, in accordance with organisational procedures
	3.5	Clients are referred, where appropriate, to other personnel to ensure their needs are managed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUACOM002B Provide services to clients.

Links

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Assessment Requirements for PUACOM002 Provide services to clients

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

- analysing and evaluating information
- completing records
- determining and implementing response to client needs
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying client needs and expectations
- locating information
- locating, interpreting and providing information for client requests
- managing client expectations when providing services to clients
- reading selectively and summarising information
- seeking assistance
- using interpersonal skills
- working with organisational client information collection techniques and methods

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

- appropriate responses to suit situations including dealing with difficult clients
- communication methods and techniques
- opportunities for feedback
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements, client service, information provision, anti-discrimination procedures and privacy principles
- organisational structure, services, facilities and activities
- types of clients and their needs

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, codes of practice and operation manuals.

Links

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PUACOM003 Manage information

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 manage information to support the achievement of organisation's objectives. It includes identifying information needs and sources, collecting and analysing information and using information management systems to record and support results.

The unit is applicable to personnel who have responsibility for ensuring that information is collected and disseminated to team members and that data and information is stored in organisational information systems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Information

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Identify information needs and sources	**1.1**	Information needs of individuals and teams are determined and sources are identified
	1.2	Information held by the organisation is reviewed to

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		determine suitability and accessibility
	1.3	Plans are prepared to obtain information which is not available or accessible within the organisation
2 Collect and analyse information	**2.1**	Collection of information is timely and relevant to the needs of the organisation, individuals and/or teams
	2.2	Information is in a format suitable for analysis, interpretation and dissemination, in accordance with organisational requirements
	2.3	Information is analysed and interpreted to identify trends
3 Use management information systems	**3.1**	Management information systems are used to store and retrieve data for decision making, in accordance with organisational procedures and requirements
	3.2	Technology available in work area and/or organisation is used to manage information, in accordance with organisational procedures
	3.3	Recommendations for improving the information system are submitted to designated personnel or group
4 Record and support information	**4.1**	Results of information gathering, analysis and synthesis are reported within specified time frames, in accordance with organisational requirements
	4.2	Results of information gathering, analysis and synthesis are reported for policy development and organisational decision making
	4.3	Information is disseminated to appropriate personnel within the specified time frame

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUACOM003B Manage information.

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

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Assessment Requirements for PUACOM003 Manage information

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

- collating and disseminating information
- collecting, analysing, synthesising and evaluating information
- communicating with personnel
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying information needs and sources
- meeting information presentation requirements
- presenting written information
- recording information
- undertaking the analysis and evaluation of information
- using management information systems to store and retrieve data
- working with organisational information collection techniques and methods

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

- analysis and display techniques
- analysis and evaluation of information
- information collection techniques and methods
- information collection, collation and dissemination processes
- information management systems including storage requirements and methods
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- organisational objectives
- presentation of information
- privacy principles
- report requirements

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUACOM004 Manage organisational communication strategies

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 develop, implement, review and evaluate communication strategies and to promote communication techniques in the work place. It includes developing communication strategies by identifying and maintaining communication pathways.

The unit is applicable to personnel who have an organisational wide role in the development and management of communication strategies.

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

Pre-requisite Unit

Not applicable.

Competency Field

Communication

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Develop communication strategies	**1.1** Strategies for internal and external dissemination of information are developed to meet organisational requirements
	1.2 Special communication needs are identified when developing strategies to avoid discrimination in the

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			organisation
		1.3	Communication strategies are analysed, evaluated and revised to ensure they are effective
2	**Establish and maintain communication pathways**	**2.1**	Communication pathways are established to meet requirements of organisation and personnel
		2.2	Communication pathways are maintained and reviewed to ensure personnel are updated on relevant information
3	**Promote use of communication strategies**	**3.1**	Information is provided to all areas of the organisation to facilitate communication strategy implementation
		3.2	Communication techniques are articulated and modelled to personnel, in accordance with organisational procedures
		3.3	Personnel are given guidance about adapting communication strategies to suit a range of contexts

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 PUACOM004B Manage organisational communication strategies.

Links

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Assessment Requirements for PUACOM004 Manage organisational communication strategies

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

- developing communication strategies
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying, applying and maintaining communication pathways
- managing communication strategies by building relationships, coaching, resolving conflict, listening, negotiating, networking and communicating verbally
- promoting use of communication strategies

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

- communication barriers and opportunities
- communication needs of personnel
- communication strategies
- communication techniques
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- privacy principals
- strategy development to suit organisational objectives

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.

As a minimum, assessment 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, equipment specifications, 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

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PUACOM005 Foster a positive organisational image in the community

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 enable two-way communication with the community and to promote a positive public image. It includes promoting and representing the organisation in the community and advising and involving the community in public safety activities.

The unit is applicable to personnel who are required to take an active community engagement and educational role.

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.

PUATEA004 Work effectively in a public safety organisation

Competency Field

Communication

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Promote organisation in community	**1.1** Community requests for information or participation are responded to, in accordance with organisational policies and procedures
	1.2 Opportunities to explain and promote organisational activities are acted on to promote community recognition and support
	1.3 Non-routine requests for information are referred to appropriate personnel
2 Represent organisation in community	**2.1** Organisation's position on issues is disseminated to acknowledge community concerns and promote community awareness
	2.2 Communication and presentations to the public are used to enhance the organisation's public image
3 Advise and involve community in public safety activities	**3.1** Community is advised of prevention and mitigation techniques
	3.2 Community members are informed on how to implement prevention and mitigation activities
	3.3 Community is assisted to initiate, develop and conduct prevention and mitigation techniques to address their specific needs

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 PUACOM005B Foster a positive organisational image in

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the community.

Links

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Assessment Requirements for PUACOM005 Foster a positive organisational image in the community

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

- advising and involving the community in public safety activities
- communicating with diverse people and groups
- evaluating community activities
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- interpreting comments and feedback
- listening to community questions and responding
- promoting organisational messages in the community
- representing the organisation in the community positively
- risk mitigation and prevention techniques

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

- appropriate personnel to contribute to community events
- characteristics of communities
- evaluation of community activities
- opportunities to promote including special promotions
- organisational documentation, policies and procedures including procedures for Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements, the provision of advice, recording comments and completing follow up actions
- organisation's position on current issues
- presentation strategies and techniques
- privacy principles
- risk mitigation and prevention techniques
- types of information to present to the community

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - organisational promotional information and materials
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUACOM006 Plan and conduct a public awareness program

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 develop awareness in the local community about public safety and an understanding of an organisation's services, facilities and activities. It includes planning and conducting public awareness and information presentations; visiting facilities or specific locations of interest; evaluating and/or reviewing presentations and demonstration activities; storing resources and completing records.

The unit is applicable to personnel who are required to take an active community engagement and education role.

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.

PUACOM005 Foster a positive organisational image in the community

Competency Field

Community Safety

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Plan public awareness and information presentation	**1.1**	Details of audience requirements are confirmed to ensure the presentation meets client expectations
	1.2	Objectives of the presentation and respective roles of those involved are determined in consultation with relevant personnel
	1.3	Presentation is structured to meet the needs of the audience, anticipated questions and subject matter to be presented
	1.4	Subject matter is clarified to confirm information is current and accurate
	1.5	Equipment, aids and resources for the audience are identified and organised
2 Conduct public awareness and information presentation	**2.1**	Information is accurate, culturally appropriate and is presented clearly and logically
	2.2	Aids and equipment are used to help the audience understand the information being presented
	2.3	Presentations are conducted using recognised principles of group learning appropriate to audience characteristics
	2.4	Feedback from audience and observers is used to assist in assessment of performance and program content
	2.5	Publications suitable to audience and sources of additional information are provided
	2.6	Questions asked are answered and supplemented with relevant information
	2.7	Queries outside area of responsibility or expertise are referred to relevant area and/or personnel
3 Conduct visits to facilities and specific locations of interest	**3.1**	Facilities, locations and/or equipment are prepared, prior to demonstration or tour to promote a positive public image, to meet organisational standards and Work, Health and Safety/Occupational Health and Safety

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		(WHS/OHS) guidelines
	3.2	Information given is accurate and provides comprehensive coverage of the facility, its location and equipment being discussed and/or demonstrated
4 Store resources and complete records	**4.1**	Equipment and resources are stored, in accordance with organisational procedures
	4.2	Records of presentations and/or demonstrations are completed, in accordance with organisational procedures and requirements
5 Evaluate and review presentations and demonstrations	**5.1**	Improvements to own delivery of presentations are sought and recorded
	5.2	Recommendations for improvement to presentations and/or demonstrations and associated resources are made to relevant personnel

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 PUACOM006B Plan and conduct a public awareness program.

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

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Assessment Requirements for PUACOM006 Plan and conduct a public awareness program

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

- analysing feedback and information requirements
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing reports and relevant records
- conducting public awareness and/or information presentations
- evaluating and/or reviewing presentations and demonstrations
- following organisational policies and procedures
- planning presentations using group learning techniques
- reviewing and evaluating own presentation performance
- storing resources
- undertaking visits to facilities and/or specific locations of interest
- using presentation techniques

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

- characteristics of audience
- communication strategies and presentation techniques
- group learning principles and techniques
- organisational documentation, policies and procedures including completion of records, use of learning, training and presentation equipment, safety of public and personnel and provision of information about organisation's activities
- other personnel who may be required to assist and/or participate
- safety of public around equipment and at presentation locations
- suitable venues, facilities and locations
- types of information required for public awareness programs
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including identifying hazards related to organisation's responsibilities at presentations

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, tools, equipment and personal protective clothing and equipment currently used in industry including
  - organisational promotional and educational materials
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUACOM007 Liaise with other organisations

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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 develop networks and relationships and to liaise with other organisations. It includes establishing networks and relationships and communicating and interacting with other organisations.

The unit applies to personnel who formally liaise on behalf of their own organisation with other organisations to increase response effectiveness and community safety. It should be noted that this unit does not address all of the functions of an incident management liaison officer.

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.

PUACOM005 Foster a positive organisational image in the community

Competency Field

Community Safety

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Establish networks and relationships	**1.1**	Formal and informal network opportunities are identified that will support ongoing and future liaisons and collaboration
	1.2	Relationships are developed which provide identifiable benefits to the organisation from shared expertise, information and resources
	1.3	Meetings and forums that support mutual cooperation are participated in
	1.4	Consultation with affected and interested parties is undertaken to support organisational goals and objectives
2 Communicate and interact with other organisations	**2.1**	Information is provided to other organisations in a clear, concise and comprehensive manner
	2.2	Communication with other organisations is conducted in accordance with organisational policies and procedures
	2.3	Information gathered from other organisations is used for improvement of services and to avoid duplication of effort
	2.4	Meeting outcomes are documented and disseminated

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUACOM007B Liaise with other organisations.

Links

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Assessment Requirements for PUACOM007 Liaise with other organisations

Modification History

Release 2.0 This is the second release of this qualification in the PUA Public Safety Training Package.

Clarification of text, addition of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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

- communicating, liaising and interacting with other organisations
- documenting and disseminating meeting outcomes
- following organisational policies and procedures
- networking and developing relationships
- participating in meetings and forums
- providing accurate and clear information.

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

- confidentiality requirements and privacy principles
- goals and objectives of own organisation and other organisations, agencies and sectors
- interorganisational cooperation and collaboration techniques
- key roles and responsibilities in own and other organisations
- organisational documentation, policies and procedures
- protocols and procedures for meetings.

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

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time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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PUACOM008 Develop and organise public safety awareness programs

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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 develop, implement and evaluate public safety awareness programs. It includes determining scope of program and developing, implementing and evaluating the effectiveness of public safety awareness programs.

The unit applies to personnel who formally liaise with other organisations to increase response effectiveness and community safety.

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.

PUACOM006 Plan and conduct a public awareness program

Competency Field

Community Safety

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Determine scope of program	**1.1**	Research and analysis is undertaken to determine need for a public safety awareness program
	1.2	Target audience and their characteristics are defined to inform public safety awareness program planning
	1.3	Public safety awareness program aims and objectives are specified and performance measures are identified
2 Develop program	**2.1**	Program type, implementation and support requirements to meet needs of target audience and organisational objectives are determined
	2.2	Sponsorship and joint venture opportunities are investigated to maximise public safety awareness program effectiveness
	2.3	Resource options to implement public safety awareness programs are developed and preferred options are selected
	2.4	Resources are accessed to develop public safety awareness program
	2.5	Pilot public safety awareness program is conducted and its effectiveness is assessed and changes are made, as required
	2.6	Constraints and opportunities for implementing public safety awareness programs are identified
3 Implement program	**3.1**	Production of resources is managed to ensure that materials are available in sufficient quantities
	3.2	Public safety awareness program is managed to meet agreed performance indicators within budget
	3.3	Ongoing monitoring of public safety awareness program is undertaken during implementation phase
4 Evaluate effectiveness of program	**4.1**	Public safety awareness program evaluation is conducted against performance measures

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4.2 Adjustments are made to public safety awareness program to reflect evaluation outcomes and feedback received

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 PUACOM008B Develop and organise public safety awareness programs.

Links

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Assessment Requirements for PUACOM008 Develop and organise public safety awareness programs

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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

- determining and applying performance measures
- determining scope of public safety awareness program
- developing and implementing public safety awareness program
- evaluating effectiveness of public safety awareness program
- following organisational policies and procedures
- identifying a target audience and their characteristics
- meeting public safety awareness program budgeting requirements
- researching and analysing public safety awareness program needs
- using educational support materials.

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

- application of evaluation measures
- constraints that apply to public safety awareness programs
- educational principles relevant to public safety awareness programs
- materials and resources required for public safety awareness programs
- organisational documentation, policies and procedures
- principles and practices relating to developing public education programs
- research and analysis techniques for public program development
- target audiences and their characteristics.

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, regulations, equipment specifications, codes of practice and operational manuals.

Links

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PUACOM010 Promote the organisation's mission and services

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 build networks which facilitate the promotion and representation of the organisation's mission and services. It includes building networks and developing working relationships whilst representing and promoting the organisation's mission and services.

The unit is applicable to public safety managers with a broad and strategic role in promoting the organisation’s mission and services.

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.

PUACOM007 Liaise with other organisations

Competency Field

Communication

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Build networks and develop working relationships	**1.1** Formal and informal networks are established at local, regional and national levels to support ongoing and future liaison and collaboration
	1.2 Roles and responsibilities of stakeholders are recognised and considered during networking interaction
	1.3 Working relationships are developed through sharing expertise and resources to provide organisational and community benefit
	1.4 Dealings with stakeholders are conducted ethically and professionally when developing a relationship of trust and mutual understanding
	1.5 Feedback is obtained from other organisations and governments to inform and improve service delivery
2 Represent the organisation	**2.1** Organisation's message is imparted accurately in a clear, concise and confident manner to gain stakeholders' understanding and commitment
	2.2 Organisations representation is sought and promoted to external bodies
	2.3 Opportunities to promote the organisation's mission and services through media, government and community are utilised, in accordance with organisational policy
	2.4 Advice to stakeholders is provided, in accordance with organisational policy and legislative responsibilities
	2.5 Confidential advice on matters sensitive to governments and the organisation is provided, in accordance with organisational policies and 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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUACOM010B Promote the organisation's mission and services.

Links

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Assessment Requirements for PUACOM010 Promote the organisation's mission and services

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

- building networks and developing working relationships
- identifying and utilising opportunities to promote the organisation through media
- imparting information accurately
- promoting the organisations mission and services
- representing the organisation

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

- ethical and professional standards formal and informal networks at local, regional and national levels
- legislation and regulations
- organisational documentation, policies and procedures
- organisational mission and services
- privacy principals
- promotional techniques
- roles and responsibilities of other agencies and organisations

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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

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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, equipment specifications, 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

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PUACOM011 Develop community awareness networks

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 develop networks within the community to enable the development and implementation of effective public safety awareness activities. It includes developing networks within the community to manage and facilitate public safety awareness activities in community group discussions, participating in formal meetings and reporting on public safety awareness activities.

The unit applies to personnel undertaking a role that includes creating networks within geographically specific communities to advance public safety knowledge.

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.

PUAFIR301 Undertake community safety activities

Competency Field

Community Programs

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Develop networks within the community	**1.1** Community stakeholder issues and concerns are identified
	1.2 Rapport is established and maintained with community representatives and groups
2 Manage public safety awareness activities	**2.1** Need for activities is determined
	2.2 Cooperation and support is enlisted from industry, government and the community in planning and initiating special promotions which target identified needs
	2.3 Representation for the organisation in public forums and community events is arranged to promote awareness and a positive public image of the organisation
3 Facilitate community group discussions and formal meetings	**3.1** Information is provided to community groups to facilitate outcomes
	3.2 Contributions are sought, acknowledged and encouraged to foster group participation
	3.3 Strategies are implemented to promote ongoing participation of all group members
	3.4 Objectives and agendas for meetings are negotiated, in accordance with organisational procedures
	3.5 Meeting procedures used are appropriate to the level of formality and community context
4 Report on public safety awareness activities	**4.1** Community perceptions of organisational personnel and quality of service delivery are consistently monitored
	4.2 Public safety awareness activities are evaluated
	4.3 Reports detailing activities, results and recommendations are completed and processed, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUACOM011B Develop community awareness networks.

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

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Assessment Requirements for PUACOM011 Develop community awareness networks

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

- analysing community safety needs
- communicating in a group setting
- establishing and developing networks within the community
- evaluating public safety awareness activities
- facilitating group discussion and participation
- managing public safety awareness activities
- reporting on public safety awareness activities
- working with organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements, privacy and confidentiality

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

- community awareness activities and networks
- evaluation of public safety awareness activities
- information gathering
- needs assessment
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements, privacy and confidentiality
- organisational requirements for communication and provision of information
- promotional opportunities
- public safety awareness events
- report requirements
- risk mitigation
- strategies to promote community participation
- types of communities
- types of stakeholders

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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

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PUACOM012 Liaise with media at a local level

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 liaise with media at an incident and for providing information about local events. It includes determining media requirements for providing information to publicise an event.

The unit is applicable to personnel of local public safety groups who are delegated the responsibility to liaise with media in both emergency and non-emergency situations.

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

Pre-requisite Unit

Not applicable.

Competency Field

Communication

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine media requirements	**1.1** Organisational procedures are followed when liaising with the media
	1.2 Media's potential interest is assessed and arrangements are made to meet their needs

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		1.3	Operational responsibilities are balanced against provision of information to the media
2	**Provide information to media**	**2.1**	A positive image of the organisation is maintained when liaising with the media
		2.2	Every opportunity is used to promote the organisation, its services and personnel, in accordance with organisational requirements
		2.3	Information is supplied to the media when operational situation permits
3	**Publicise an event**	**3.1**	Relationship is established with media contacts, in accordance with organisational requirements
		3.2	Event details and support materials are gathered and presented in a logical and concise manner to the media
		3.3	Information provided to media is recorded and maintained, in accordance with organisational requirements

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 PUACOM012B Liaise with media at a local level.

Links

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Assessment Requirements for PUACOM012 Liaise with media at a local level

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

- communicating facts
- determining media requirements
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- liaising with media and other organisations
- maintaining positive image of the organisation to the media
- prioritising between operational responsibilities and provision of information to media
- providing information to the media
- publicising an event

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

- communication techniques and skills
- media relationships
- media requirements
- operational responsibilities
- opportunities for media interest and events
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and procedures relating to media liaison
- presentation of information in a newsworthy and informative manner
- provision of relevant and succinct information
- requirements of different media
- role of media in disseminating information

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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

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PUACOM013 Administer a local public safety group

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 administer a local public safety group such as a State Emergency Services (SES) unit, a surf lifesaving club, a local brigade or a volunteer marine rescue unit.

The unit is applicable to volunteer non-accountant managers of local public safety groups. It includes managing administrative functions for distributing organisational information, preparing strategic plans, administering organisational finances and arranging and conducting audits.

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

Pre-requisite Unit

Not applicable.

Competency Field

Community Program

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage administrative functions	**1.1** Administrative functions are scheduled and allocated to self and/or others to meet agreed deadlines
	1.2 Records are maintained, in accordance with organisational procedures

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	1.3	Records are completed clearly, accurately and legibly
	1.4	Records are filed accurately and systematically
2 Distribute organisational information	**2.1**	Organisational information and instructions are communicated, in accordance with organisational procedures, to others on an ongoing basis
	2.2	Information is directed to appropriate personnel
	2.3	Communication is clear, unambiguous and relevant to the subject and target audience
3 Prepare strategic plans	**3.1**	Strategic outcomes are established in the context of the organisation's direction
	3.2	Plans to meet the strategic outcomes are developed and implemented
	3.3	Strategic plans are regularly reviewed and updated to incorporate changing circumstances
4 Administer organisation finances	**4.1**	A budget is prepared, considering local needs and funding limitations
	4.2	Budget is administered, in accordance with organisational financial policies and procedures
	4.3	Expenditure is controlled to meet budget outcomes
	4.4	Financial records are maintained, in accordance with organisational financial policies and procedures
	4.5	Standards of financial probity are adhered to, in accordance with organisational financial policies and procedures
5 Arrange and conduct audits	**5.1**	Financial audits are arranged, in accordance with organisational procedures
	5.2	Safety audits are periodically conducted, in accordance with organisational procedures and Work, Health and Safety guidelines
	5.3	Equipment stocktakes are conducted, in accordance with organisational procedures

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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 PUACOM013B Administer a local public safety group.

Links

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Assessment Requirements for PUACOM013 Administer a local public safety group

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

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- 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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

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PUACOM014 Contribute to community safety

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 contribute to community safety. It includes participating in specific hazard identification, presenting community safety information and undertaking risk mitigation activities while predominantly working under supervision.

The unit is applicable to personnel who are required, under supervision, to take part in a range of community safety prevention and educational activities.

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

Pre-requisite Unit

Not applicable

Competency Field

Community Program

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Participate in the identification of specific hazards	**1.1** Available information is assessed to identify specific hazards, as directed
	1.2 Community members, organisations and organisational staff are consulted, in accordance with organisational

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		procedures
	1.3	Outcomes of identification process are reported to supervisor, in accordance with organisational procedures
2 Participate in presenting community safety information	**2.1**	Community safety information is collected and prepared, in accordance with organisational procedures, and the needs of the target group
	2.2	Community safety information is distributed to target groups, as instructed
	2.3	Location for presentation is identified and preparations for the event are undertaken, as directed
	2.4	Community safety information is presented to target groups, as required
	2.5	Feedback from participants is reported to supervisor, in accordance with organisational procedures and in a timely manner
3 Participate in risk mitigation activities	**3.1**	Risk mitigation procedures and work instructions are followed, in accordance with organisational procedures
	3.2	Work is undertaken, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures
	3.3	Risk mitigation activities are undertaken with minimum damage to the environment, in accordance with organisational procedures and legislation
	3.4	Risk mitigation outcomes are reported to supervisor, in accordance with 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.

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Unit Mapping Information

This unit replaces and is equivalent to PUACOM014B Contribute to community safety.

Links

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Assessment Requirements for PUACOM014 Contribute to community safety

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

- addressing the needs of target groups
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with groups
- delivering to small groups
- identifying hazards
- participating in and implementing risk mitigation activities
- presenting community safety information
- seeking, collating and reporting on feedback
- using verbal and non-verbal communication techniques

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

- assessment of available information
- communication techniques
- community environments
- community members and organisations
- community safety information
- forms of feedback
- legislation and regulations
- needs of target group
- organisational documentation, policies and procedures
- presentation techniques
- requirements for reporting
- types of hazards
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements including risk mitigation activities and safe work practices

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUACOM015 Conduct community safety activities

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 conduct community safety activities. It includes identifying and evaluating hazards and selecting, implementing and evaluating strategies to reduce risks to improve community safety.

The unit is applicable to personnel who have a role in evaluating hazards, determining risks and planning appropriate community safety prevention and educational activities.

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

Pre-requisite Unit

PUATEA004 Work effectively in a public safety organisation

Competency Field

Community Program

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify specific hazards	**1.1** Hazards are identified, in accordance with organisational risk management procedures
	1.2 Specific hazards in area of responsibility that may impact on life, property, process or the environment are accurately identified and reported to the supervisor, in

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			accordance with organisational procedures
		1.3	Community safety inspections are conducted to provide information for pre-incident planning
		1.4	Community members and organisations are consulted, where appropriate, during the identification and/or inspection process
2	**Assess hazard information to determine level of risk**	**2.1**	Level of risk is determined using organisational risk management procedures and processes
		2.2	Liaison is undertaken with external organisations, as required, in accordance with organisational procedures
3	**Implement risk mitigation guidelines**	**3.1**	Risk mitigation strategy is selected from a pre-determined list and implemented, in accordance with the organisational procedures
		3.2	Risk reduction activities are conducted, in accordance with organisational procedures
		3.3	Mitigation guidelines are implemented with minimum damage to the environment, in accordance with legislation and organisational procedures
4	**Evaluate mitigation strategies**	**4.1**	Feedback is provided to stakeholders on risk mitigation procedures and processes
		4.2	Mitigation strategies are evaluated for effectiveness and community acceptance
		4.3	Issues are documented and reported to supervisor, in accordance with 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.

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Unit Mapping Information

This unit replaces and is equivalent to PUACOM015B Conduct community safety activities.

Links

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Assessment Requirements for PUACOM015 Conduct community safety activities

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

- advising on risk mitigation strategies
- analysing feedback
- communicating information orally and/or in writing
- completing documentation
- conducting community safety inspections
- evaluating hazard information to determine level of risk
- identifying specific hazards within area of responsibility that may impact on life, property, process and the environment
- implementing risk management procedures
- liaising with community groups and stakeholders
- reporting information to relevant personnel
- working with organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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

- communication techniques
- community stakeholders
- hazards that may impact on life, property, process and environment
- legislation and regulations
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- organisational risk identification and management including hazard reduction, isolation, removal and management
- report requirements
- risk management and risk mitigation

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUACOM016 Manage media requirements at major incident

Modification History

Release 1.0 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 design and develop marketing communication plans, manage the media and provide information about a major incident. It includes assessing scene for media requirements, developing a media strategy, providing information to the media and promoting the organisation via the media.

The unit applies to public safety personnel who have been delegated media liaison responsibilities during major incidents, either at the scene or at a command centre.

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

Pre-requisite Unit

Not applicable

Competency Field

Community Safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess scene for media requirements	**1.1** Restricted and special access areas are clearly defined for media personnel to ensure safety of the operation and to prevent contamination of evidence
	1.2 Media access to personnel, volunteers, victims and casualties is controlled in accordance with organisational

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		procedures
	1.3	Provision of information to the media is identified and reviewed to comply with organisational media requirements
	1.4	Media personnel and stakeholders are briefed and monitored for compliance with Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
2 Develop media strategy	**2.1**	Media plan and arrangements are developed to meet media requirements
	2.2	Organisational media representative is selected and briefed
	2.3	Media briefing area is allocated with required resources
	2.4	Media cooperation is gained to coordinate information flow and for approved dissemination of information to and from the public
	2.5	Media strategy is reviewed and modified at regular intervals to suit incident level and operational demands
	2.6	Approval is gained for release of information and warnings, as required
	2.7	Information briefing sessions and tours are scheduled at appropriate times to minimise impact on operational activities and requirements
3 Provide information to media	**3.1**	Organisational policies and procedures are followed when liaising with the media
	3.2	Media updates are provided in accordance with operational requirements
	3.3	Interview and photograph opportunities are scheduled and conducted to provide information, as required
	3.4	Other organisations at the incident are consulted to ensure a consistent presentation of information to the media
	3.5	Accurate records of media enquiries and interviews are maintained

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	3.6	Two way communication arrangements between the organisation and media is maintained
4 Promote organisation via the media	**4.1**	Work, activities and achievements of the organisation, volunteers and other organisational personnel are promoted throughout the incident to assist in maintaining morale and public profile
	4.2	Professional standards are maintained in accordance with organisational requirements

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 not equivalent to PUACOM009 Manage media requirements at major incident.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUACOM016 Manage media requirements at major incident

Modification History

Release 1.0 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing scene and organisational requirements
- communicating facts in a clear and concise manner
- developing a media strategy
- following organisational policies and procedures
- liaising with media and other organisational personnel
- maintaining professional standards
- promoting the organisation via the media
- providing information to the media.

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

- legal and organisational requirements relating to privacy, confidentiality, libel, accuracy and discrimination
- local, regional and national media requirements
- news worthiness of information
- organisational documentation, policies and procedures
- requirements of different media including social media, newspapers, magazines, radio and television
- role of media in disseminating information
- sources of information including from monitoring media
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAECL001 Evaluate societal threats, uncertainty and surprise

Modification History

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

Application

This unit describes the skills and knowledge required to evaluate societal threats, surprise and uncertainty based on research, intelligence gathering, policy guidelines and planning outcomes. It applies to roles with responsibility for risk mitigation, crisis preparedness, crisis response and recovery functions for communities and/or organisations.

A crisis includes varying events of significant disruption that can have broad effects on relationships among community and/or organisation members. It is characterised by high levels of adversity, ambiguity, uncertainty, opportunity and change. Leaders in a crisis need to independently make sense of uncertain situations, creatively seek solutions and apply judgment and decision making in highly pressurised environments.

Emergency services leaders work in highly autonomous roles, within collegiate environments, that require the ability to exercise and display initiative and to design, plan, conduct and report research activities. Emergency service leadership roles are complex requiring the individual to make ethical decisions in variable, evolving and dynamic circumstances.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Scan internal and external environment	**1.1** Identify and evaluate information needs and intelligence sources that can be utilised
	1.2 Design methods for scanning internal and external environments, including creating objectives, collection methods, collation techniques and identification of scope and limitations
	1.3 Observe and record information, in accordance with authorised methods, using crisis information management systems
	1.4 Apply analytics to synthesise information on internal and external societal environment threats
	1.5 Seek, discover and review elements of uncertainty and surprise that can exist in internal and external societal environments
	1.6 Evaluate competing understandings of an evolving reality
2 Identify need for research	**2.1** Identify threats or emerging issues related to internal and external societal environment that can be researched
	2.2 Justify the need and level of research required to undertake evaluation of internal and external societal environment
	2.3 Articulate research questions that will be used
	2.4 Establish and articulate the authorising environment for research to proceed in accordance policy guidelines
	2.5 Communicate research purpose to key stakeholders and/or participants
3 Design and conduct research	**3.1** Establish investigation scope for research in accordance planning outcomes
	3.2 Develop and/or justify research methods
	3.3 Undertake an investigation into internal and external societal environment threats and/or uncertainty using nominated research methods
4 Analyse research data	**4.1** Analyse collected and collated data, in accordance with nominated research methods

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		4.2	Validate and test research questions, in accordance with nominated research methods
		4.3	Corroborate findings within a corpus of knowledge
5	**Disseminate research findings**	**5.1**	Prepare short reports, policy guidelines and/or recommendations, in accordance with research requirements
		5.2	Prepare extensive reports and/or papers, in accordance with research requirements
		5.3	Disseminate research outcomes to key stakeholders and/or participants

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 is a new unit

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

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Assessment Requirements for PUAECL001 Evaluate societal threats, uncertainty and surprise

Modification History

Release 1. This is the first release of this unit of competency in the 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

- analysing data using established research and evaluation methods and tools
- communicating research findings
- demonstrating research and organisational skills
- designing research methods
- identifying future implications or recommendations.
- justifying research questions
- managing data and information
- managing leadership tasks and contingencies
- planning and organising an independent research activity including taking leadership responsibility for a group research project component
- preparing written reports that display insightful knowledge
- supporting the corpus of knowledge
- taking responsibility for integrity of data or information
- utilising systems of record keeping and data collection.

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

- evaluation methods and tools
- intelligence gathering
- internal and external societal environment including threats and uncertainties
- management of leadership tasks and contingencies
- modes and processes of research inquiry including methods and tools
- policy guidelines and frameworks
- stakeholder management.

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in simulated workplace operational situations that reflect crisis conditions.

Assessment of this unit will require an exercise that closely simulates work practices and replicates the range of crisis leadership activities likely to be encountered by the individual, alone or as part of a team, within a community and/or organisational context.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - research resources and technology typical of an office environment and/or library
- 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

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PUAECL002 Lead and manage programs that develop resilience

Modification History

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

Application

This unit describes the skills and knowledge required to lead and manage programs that build resilience so that communities and organisations are better placed to manage adversity or disruptive events. It applies to roles in the public, private and non-government sectors involved in any aspect of building community or organisational resilience.

A crisis includes varying events of significant disruption having broad effects on relationships among the community and/or organisation members. It is characterised by high levels of adversity, ambiguity, uncertainty, opportunity and change. Leaders in a crisis need to independently and collaboratively make sense of uncertain situations, creatively seek solutions and apply judgment and decision making in highly pressurised environments.

Emergency service leaders typically work autonomously, within collegiate environments, that require the ability to build and develop relationships and partnerships with a broad range of formal and informal groups. Emergency service leadership roles are complex requiring the individual to make ethical decisions in variable, evolving and dynamic circumstances.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Enhance a culture of adaption in response to crisis	**1.1** Advocate the case for community and/or organisational resilience to key internal and external stakeholders
	1.2 Establish a strategic vision and commitment to mitigate, prepare, respond and recover from a significant crisis
	1.3 Design governance structures to encourage change, adaptation and diversity within a community and/or organisation
	1.4 Design a program that develops a culture of continuous learning through engagement
	1.5 Foster a resilience perspective in organisational and/or community development programs and activities through the leadership of an engagement program
2 Establish strategic partnerships and arrangements	**2.1** Identify and engage key stakeholders, as part of planning and strategic objective setting
	2.2 Develop, implement and lead relationships, partnerships and agreements to support the achievement of resilience outcomes
	2.3 Conduct, monitor, review and adapt activities that reinforce and sustain relationships, partnerships and agreements
3 Develop strategic and integrated risk management	**3.1** Identify and integrate high consequence and low likelihood risks related to significant crisis into a community or organisational strategy, management and capability building arrangement
	3.2 Identify supply chain vulnerabilities and interdependencies, and evaluate the strategies to manage the associated threats and opportunities
	3.3 Review resilience related objectives and outcomes as part of the community's or organisation's assurance and risk management program
4 Promote a culture of resilience performance, change readiness and capability building	**4.1** Promote individual team and organisational learning and communications relevant to enhancing resilience within business as usual capabilities

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4.2 Identify and apply improved resilience practices based on evidence and/or research findings

4.3 Measure leadership accountability related to resilience and the management of subsequent performance

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 is a new unit.

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

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Assessment Requirements for PUAECL002 Lead and manage programs that develop resilience

Modification History

Release 1. This is the first release of this unit of competency in the 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

- auditing organisational or program certification and accreditation
- developing and implementing policies and procedures related to resilience programs
- ensuring resilience program quality
- identifying risk management and risk issue registers
- identifying vision, aims, objectives and goals of resilience program
- implementing service agreements and contracts
- managing leadership tasks and contingencies
- participating in joint operating groups, support packages, exercises, evaluations, and lessons management programs
- performing strategic communication and engagement activities
- reviewing and/or organising staff training and accreditation
- undertaking governance arrangements
- working across strategic planning activities
- working on program audits

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

- audits, attestation and accreditation requirements
- business continuity management
- communication methods and protocols
- debrief techniques
- evaluation methods and tools
- exercise and scenario management
- governance requirements for programs
- management of leadership tasks and contingencies
- methodologies for lessons management, after action review and continuous improvement

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- organisational development and psychology
- quality assurance
- resilience theory
- risk management
- state, national and international standards
- supply chains and their vulnerabilities

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in simulated workplace operational situations that reflect crisis conditions.

There must be evidence that the candidate has through work in embedded crisis activities

- increased the resilience of a sector of industry, organisation and/or community in a crisis
- lead and/or managed organisational resilience in a crisis

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- 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 operation manuals.

Links

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PUAECL003 Deliver value in crisis

Modification History

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

Application

This unit describes the skills and knowledge required to create leadership value through the legitimate use of authority, operational accountability and capability, decision making and actions in a time of crisis. It applies to roles with responsibility for risk mitigation, crisis preparedness, crisis response and recovery functions for communities and/or organisations.

A crisis includes varying events of significant disruption having broad effects on relationships among community and/or organisation members. It is characterised by high levels of adversity, ambiguity, uncertainty, opportunity and change. Leaders in a crisis need to independently and collaboratively make sense of uncertain situations, creatively seek solutions and apply judgment and decision making in highly pressurised environments.

Emergency service leaders typically work autonomously, within collegiate environments, that require the ability to develop and build on relationships and/or partnerships for mandated action within informal and formal groups. Emergency service leadership roles are complex requiring the individual to make ethical decisions in variable, evolving and dynamic circumstances.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Define value and its sources	**1.1** Identify and anticipate negative crisis outcomes
	1.2 Assess courses of action for their likely success, value contribution and level of authority required
	1.3 Create intent and in doing so, identify crisis related objectives whilst maximising value
	1.4 Prioritise value contribution and actions that can be taken during leadership of a crisis
	1.5 Access and engage existing sources of value
	1.6 Identify crisis leadership strategies to develop and retain trust in the building of value with teams, communities and organisations
2 Identify and use legitimacy and support to authorise action	**2.1** Scan political, legislative, regulatory and policy environments to identify and evaluate any legitimacy gaps
	2.2 Identify and demonstrate how public normative views of crisis leadership can support action
	2.3 Identify and demonstrate how legislative, regulatory and policy environments authorise crisis operating environments to sustain and influence the creation of leadership value
	2.4 Create and develop a plan of opportunities for public engagement and certification of actions
	2.5 Identify and harness solutions to the interest associated with enacting legitimacy and the likely and associated application of scrutiny to the crisis
3 Scope, develop and rationalise operational capability	**3.1** Assess, from a strategic leadership standpoint, the objectives and whole of crisis need for capability and resources
	3.2 Develop an initial operating framework to ensure actions and capability are mobilised within required

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			timeframes
		3.3	Provide sound reasoning regarding deployment of operational capability to key stakeholders
		3.4	Display adaptive capacity and reflect on actions to deliver accurate and sound options and/or decisions during all phases of a crisis
		3.5	Identify and evaluate need for human resource acquisition to support rationalisation and delegation of determined responsibility and management functions in all phases of a crisis
4	**Develop and use evaluative methods to measure performance**	**4.1**	Identify and implement evaluation indicators of success for crisis related objectives
		4.2	Develop processes for recording and reporting of mandated obligations and outcomes
		4.3	Develop information collection methods suited to all phases of a crisis

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 is a new unit.

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

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Assessment Requirements for PUAECL003 Deliver value in crisis

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

- collecting, maintaining and properly storing information, intelligence and records associated with decision making
- demonstrating objectivity and informed decision making during a crisis
- documenting plans to mitigate and/or respond to crisis outcomes and/or altered operational decisions
- facilitating scrutiny of activities during a crisis
- identifying and undertaking legitimising actions during all phases of a crisis
- identifying and using the resources of a crisis management team
- identifying potential negative crisis outcomes and their origins
- implementing legislative and/or regulatory instruments or operational delegations
- making decisions in the absence of legislative, regulatory or delegated enablers
- managing leadership tasks and contingencies
- managing relationships with key stakeholders including scrutiny of activities and decision making processes
- recording activities and decisions
- reviewing and ensuring compliance to legislative, regulatory, procedural and organisational guideline requirements
- selecting suitable options and channels to engage the community in a crisis

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

- crisis management plans and arrangements including national, state and territory emergency management frameworks
- evaluation methods and tools
- leadership theories and models
- legislation, regulations, instruments, procedures and guidelines and compliance requirements
- management of leadership task and contingencies
- risk management processes

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- sources of public and/or leadership value
- stakeholder engagement processes and management strategies
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in simulated workplace operational situations that reflect crisis conditions.

Assessment of this unit will require an exercise that closely simulates work practices and replicates the range of crisis leadership activities likely to be encountered by the individual, alone or as part of a team, within a community and/or organisational context.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- 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

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PUAECL004 Lead in a crisis

Modification History

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

Application

This unit describes the skills and knowledge required to lead sophisticated responses in a crisis. It applies to government and non-government roles with assigned accountability or responsibility for mitigation, preparedness and response and recovery functions for communities and/or organisations.

A crisis includes varying events of significant disruption having broad effects on relationships among communities and/or organisations. It is characterised by high levels of ambiguity, uncertainty, opportunity and change. Leaders in a crisis need to independently make sense of uncertain situations, creatively seek solutions and apply judgment and decision making in highly pressurised environments.

Emergency service leaders typically work autonomously, within collegiate environments, that require the ability to build and develop relationships and partnerships with a broad range of formal and informal groups. Emergency service leadership roles are complex requiring the individual to make ethical decisions in variable, evolving and dynamic circumstances.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.		demonstrate achievement of the element.
1	**Manage self in crisis**	**1.1** Implement strategies to manage psychological and physiological aspects of crisis leadership
		1.2 Research and analyse models of emotional intelligence in relationship to the requirements of crisis leadership
		1.3 Evaluate the importance of unflagging integrity in crisis leadership
		1.4 Analyse personal limitations and biases in crisis leadership and develop a plan to address
		1.5 Reflect and seek to self-improve through in-action and review of behaviour and actions in crisis leadership role
2	**Build confident and capable teams**	**2.1** Identify and forecast human capital and capability needs for a crisis
		2.2 Research and evaluate strategies that foster trusting relationships amongst team members and leadership
		2.3 Provide vision through creating an understanding of leadership intent and objectives for a crisis
		2.4 Construct an action plan that fosters collaboration and communication sharing throughout all phases of a crisis
		2.5 Identify and implement a participation model that encourages critical questioning and frank discussion by engaging team members and leaders
		2.6 Design a strategy that creates a sense of ownership of decisions and engenders accountability in team members and leaders
3	**Establish and maintain background conditions to optimise performance**	**3.1** Devise and lead a coaching program that fosters reflection and change in personal and professional performance
		3.2 Establish, maintain and lead governance, organisational systems and resource requirements to optimise performance
		3.3 Develop and implement mechanisms for monitoring performance progress against leadership objectives
4	**Pursue sense making**	**4.1** Research and implement heuristic framework to develop common operating consensus

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		4.2	Use strategic foresight analysis and feedback to anticipate trajectory and consequences of a crisis
		4.3	Develop mechanisms for testing and adapting situational awareness during a crisis
5	**Apply judgement and decision making**	**5.1**	Scope and evaluate options for action during a crisis
		5.2	Identify and assess implications of the political context of crisis situations
		5.3	Demonstrate how it is possible to resolve conflicting priorities during a crisis with limited information
		5.4	Demonstrate how to assess and apply ethical discretion in the use of power and how this impacts on the responsiveness of community members and key stakeholders
		5.5	Compare and contrast moral challenges that can occur during a crisis
6	**Manage psychological well being**	**6.1**	Identify and address signs of guilt and distress in personnel, community members and key stakeholders who have acted in a crisis of moral complexity
		6.2	Support, counsel, brief and debrief others to achieve positive outcomes during and after a crisis

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 is a new unit.

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Links

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Assessment Requirements for PUAECL004 Lead in a crisis

Modification History

Release 1. This is the first release of this unit of competency in the 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

- communicating with external and internal stakeholders
- defining direction in complex group operations including
  - commanding tactical tasks
  - decision making through fostering fellowship and team building activities
  - maintaining a strategic focus under stress
  - making decisions based on limited information
  - problem solving using heuristic logic
- demonstrating accountability for actions and decisions taken in a crisis
- displaying crisis leadership through self-awareness, self-coaching and emotional awareness
- making decisions that display responsibility for the wellbeing of life and/or property
- managing leadership tasks and contingencies
- providing advice to internal and external stakeholders
- providing role clarity and direction
- resolving conflict
- supporting social and peer group activities
- undertaking leadership command of others
- utilising supporting, counselling, briefing and debriefing strategies

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

- leadership models
- management of leadership tasks and contingencies
- models of conflict resolution, decision making and leadership evaluation
- physiology and psychology of stress and fatigue
- situational awareness
- strategies for reintegration to normal living
- support, counselling, briefing and debriefing strategies

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- trauma and post traumatic effects in self and others
- trust building strategies

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 of this unit will require an exercise that closely simulates work practices and replicates the range of crisis leadership activities likely to be encountered by the individual, alone or as part of a team, within a community and/or organisational context.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- 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 operation manuals.

Links

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PUAECL005 Support communities for crisis

Modification History

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

Application

This unit describes the skills and knowledge required to build resilience so that communities and organisations are better placed to manage threats and opportunities in a crisis. It applies to government and non-government roles with assigned accountability or responsibility for mitigation, preparedness and response and recovery functions of communities and/or organisations.

A crisis includes varying events of significant disruption having a broad effect on relationships among communities and/or organisations. It is characterised by high levels of adverse ambiguity, uncertainty, opportunity and change. Leaders in a crisis need to independently make sense of uncertain situations, creatively seek solutions and apply judgment and decision making in highly pressurised environments.

Emergency service leaders typically work autonomously, within collegiate environments, that require the ability to build and develop relationships and partnerships for mandated action within a broad range of informal and formal groups. Emergency service leadership roles are complex requiring the individual to make ethical decisions in variable, evolving and dynamic circumstances.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Initiate, build and maintain relationships	**1.1.** Demonstrate the strategies that can be used when identifying leaders and connectors within a community and/or organisation during a crisis
	1.2. Debate the importance of cultivating relationships with leaders, community members and/or organisations that is based on an awareness of strengths, interests, sensitivities, dependencies and responsibilities
	1.3. Ascertain what relationships with voluntary associations and community organisations, regulators, suppliers and industry associations must be created and maintained during all phases of a crisis
	1.4 Design a program that builds trust and collaborative leadership and provide a justification for the model
2 Establish and grow partnerships with agencies and organisations	**2.1.** Identify relationship and partnership synergies that can be used during and following a crisis that displays an awareness of potential interests, sensitivities, dependencies and responsibilities
	2.2. Nominate and assess models for building meaningful relationships and partnerships using various communication methods
	2.3. Identify how to lead and maintain strategic partnerships based on trust, collaborative goals and agreed parameters
3 Support communities	**3.1.** Map community and organisational strengths, challenges and assets in all phases of a disaster
	3.2. Demonstrate how to support and lead communities and/or organisations in deciding on their priority actions during a crisis
	3.3. Create a plan of action to support communities and/or organisations to identify resilience activities following a crisis
4 Design and facilitate implementation of	**4.1** Design a model that demonstrates how to leverage social infrastructure networks and assets in support of

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strategies		resilience activities
	4.2	Identify and implement adaptive resilience strategies to address community and/or organisational needs

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 is a new unit.

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

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Assessment Requirements for PUAECL005 Support communities for crisis

Modification History

Release 1. This is the first release of this unit of competency in the 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

- adhering to legislative, regulatory and procedural guidelines
- communicating and consulting in an appropriately sensitive and engaging way with a community in crisis
- demonstrating leadership in community decision making
- developing and maintaining strategic relationships with organisations, community groups and individuals
- facilitating community involvement in mapping strengths, opportunities, assets and challenges
- identifying and reporting on community strengths, challenges and limitations
- managing leadership tasks and contingencies
- participating in community engagement activities, including meetings
- providing written strategies and plans
- reflecting critically on the qualities required to build and maintain relationships and partnerships
- undertaking community liaison in a business or event crisis
- working collaboratively to build strategic partnerships with other agencies and organisations

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

- change and/or transformation in communities or organisations
- collaborative leadership
- community and organisational resilience theory
- community and organisational vulnerabilities and environments
- infrastructure and asset dependencies and interdependencies
- management of leadership tasks and contingencies
- participatory action research that builds community understanding including individual, community and organisational asset mapping, community profiling and assessment of

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community recovery needs
- public discourse and using formal and informal information flows and structures such as traditional media, social media platforms, leadership groupings, emergent community groups and social networks
- public participation including engagement theory and practice
- service arrangements including
  - emergency management arrangements
  - legislative or regulatory frameworks
  - mutual aid agreements
  - recovery programs at local, state and territory levels
- social and organisational psychology during and following traumatic events
- social structure, network analysis and social capital
- structure, processes and characteristics of community based organisations
- theory, models and tools for shifting culture and generating new resilient and innovative pathways and solutions

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment of this unit will require an exercise that closely simulates work practices and replicates the range of crisis leadership activities likely to be encountered by the individual, alone or as part of a team, within a community and/or organisational context.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- 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.

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PUAECL006 Recognise personal effectiveness in a crisis

Modification History

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

Application

This unit describes the skills and knowledge required to lead and work with others in complex and uncertain circumstances, where threats and surprise can induce stress and anxiety in team members. It applies to roles with responsibility for risk mitigation, crisis preparedness, crisis response and recovery functions for communities and/or organisations.

A crisis includes varying events of significant disruption having broad effects on relationships among community and/or organisation members. It is characterised by high levels of adversity, ambiguity, uncertainty, opportunity and change. Leaders in a crisis need to independently make sense of uncertain situations, creatively seek solutions and apply judgment and decision making in highly pressurised environments.

Emergency services leaders work autonomously, within collegiate environments, that require the ability to build and develop relationships and partnerships for mandated action within a broad range of informal and formal groups. Emergency service leadership roles are complex requiring the individual to make ethical decisions in variable, evolving and dynamic circumstances.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Adapt and work with multiple perspectives	**1.1** Examine a range of personal and/or psychological perspectives related to leadership and identify assumptions that underpin them
	1.2 Critically evaluate own personal perspectives and underlying assumptions
	1.3 Consider and then define leadership success
	1.4 Demonstrate how diversity enhances leadership outcomes
2 Apply decision making approaches	**2.1** Identify the effects of personal and group attributes on decision making processes
	2.2 Consider limitations of personal and group biases on decision making processes
	2.3 Identify impacts of multiple and/or competing stakeholder objectives in decision making processes during a crisis
	2.4. Evaluate decision making models suitable for leadership during a crisis
3 Evaluate personal effectiveness	**3.1** Identify personal and/or psychological attributes that affect leadership performance
	3.4 Identify models of communication and self-examine own pattern of communication with others
	3.2 Demonstrate and evaluate how own personal performance and abilities have impacted on leadership roles
	3.3 Use an evidence based practice to determine personal performance strategies for leadership during a crisis
	3.5 Design and implement a personal performance and self-evaluation plan that enhances leadership capabilities

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

This is a new unit.

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

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Assessment Requirements for PUAECL006 Recognise personal effectiveness in a crisis

Modification History

Release 1. This is the first release of this unit of competency in the 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

- adapting to time limited and high stake decision making situations
- facilitating and demonstrating actions that create trust
- identifying alternative perspectives
- identifying barriers, preferences and appropriate methods for personal communication
- identifying personal strengths and weaknesses that impact leadership
- leading proactively and positively group decision making processes
- managing leadership tasks and contingencies
- seeking, receiving and reflecting on feedback from others
- self-assessing personal beliefs and decision making processes
- using formalised strategies that enhance leadership performance

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

- ecology of cultural behaviour and thought patterns in groups including group thinking
- emotional responses to stimuli
- evidence based practices
- management of leadership tasks and contingencies
- models of emotional intelligence
- personal and group decision making theories
- personality and psychological assessment tools
- theories of trust

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

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment of this unit will require an exercise that closely simulates work practices and replicates the range of crisis leadership activities likely to be encountered by the individual, alone or as part of a team, within a community and/or organisational context.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- 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

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PUAECL007 Define crisis context

Modification History

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

Application

This unit describes the skills and knowledge required to perform in a leadership role during phases of a crisis. It applies to roles assigned with accountability and/or responsibility for crisis mitigation, preparedness and response and recovery within communities and/or organisations.

A crisis is defined as an event of significant disruption having a broad effect on relationships among communities and/or organisations. It is characterised by high levels of adversity, ambiguity, uncertainty, opportunity and change. Leaders in the preparation, mitigation and recovery phases of crises have key roles in influencing and supporting stakeholders and communities. They need to independently make sense of uncertain situations, creatively seek solutions and apply judgment and decision making in highly pressurised environments.

Emergency service leaders typically work autonomously within collegiate environments that require the ability to build and develop relationships and partnerships with a broad range of formal and informal groups. Emergency service leadership roles are complex requiring the individual to make ethical decisions in variable, evolving and dynamic circumstances.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.		demonstrate achievement of the element.
1	**Define key concepts in emergency management**	**1.1** Identify, analyse and contrast emergency contexts through the examination of contemporary major incidents
		1.2 Examine the history of emergency management to identify common models, themes and strategies
		1.3 Evaluate the responsibility of governments to provide emergency management and/or public safety in Australia and overseas
		1.4 Justify the legitimate exercise of power by governments in an emergency
2	**Identify responsibilities of stakeholders**	**2.1** Identify legislated emergency responsibilities for Australian local, state and federal governments and their agencies
		2.2 Characterise the roles and arrangements that not for profit organisations and the private sector can undertake in an emergency
		2.3 Compare contributions that individuals, communities and organisations can make in an emergency
3	**Apply theoretical concepts of emergency management and crisis leadership**	**3.1** Identify and assess the roles that emergency management professionals undertake within an all hazards all agencies approach
		3.2 Outline and compare strategies used in emergency management in the planning, preparedness, response and recovery stages
		3.3 Determine the best strategies for a specific emergency management context with consideration to spheres of control and origin being displayed
		3.4 Use emergency doctrine and terminology to define and resolve problems in an emergency
4	**Access and communicate crisis knowledge**	**4.1** Identify and source doctrine requirements for crisis response and/or recovery and demonstrate how it would be applied
		4.3 Identify and use strategies to communicate relevant legislation and policy in an emergency context to

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stakeholders

4.4 Create a communications plan that demonstrates how to influence stakeholders

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 is a new unit.

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

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Assessment Requirements for PUAECL007 Define crisis context

Modification History

Release 1. This is the first release of this unit of competency in the 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

- analysing crisis case studies using theoretical models
- analysing one or more crisis
- communicating crisis case study learnings
- demonstrating the ability to use key developments and themes in emergency management
- determining the role of governments, organisations, communities and individuals in a crisis
- developing and implementing communication plans and strategies
- identifying stakeholder responsibilities in a crisis
- implementing legislation and governance arrangements
- managing leadership tasks and contingencies
- undertaking consultation to identify and communicate with stakeholders

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

- case studies of key Australian and international crisis emergency management events
- governance, legislation and policy arrangements
- common models, themes and strategies used in leadership of emergencies including
  - command and control models
  - planning, preparedness, response and recovery models
- key developments and themes in emergency management
- leadership theories and models
- evaluation methods and tools
- management of leadership tasks and contingencies

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

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment of this unit will require an exercise that closely simulates work practices and replicates the range of crisis leadership activities likely to be encountered by the individual, alone or as part of a team, within a community and/or organisational context.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- 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

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PUAECO001 Operate telephony systems

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 operate telephony systems. It includes using and identifying faults in telephony systems.

The unit applies to individuals working within an emergency communications centre.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Use telephony system	**1.1** Telephony system is accessed and set up, in accordance with organisational procedures
	1.2 Telephony system is operated, in accordance with organisational instructions
	1.3 Telephony lines are accessed, in accordance with organisational procedures

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	1.4	Calls are answered, in accordance with organisational procedures and answering protocols
	1.5	Telephony system functions are used, in accordance with organisational procedures to ensure caller status is maintained
	1.6	Telephony systems, caller line identification, mobile line identification and interfaces including call playback technology are accessed to locate and record information, in accordance with organisational procedures
	1.7	Calls are terminated, in accordance with organisational procedures
2 Identify faults in telephony system	**2.1**	Telephony system testing is conducted, in accordance with organisational instructions, policies and procedures
	2.2	Telephony system faults are identified and appropriate action is taken, in accordance with organisational procedures
	2.3	Backup telephone system and business continuity arrangements are followed when primary telephony systems fail

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 PUAECO001A Operate telephony systems.

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Assessment Requirements for PUAECO001 Operate telephony systems

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

- recording and relaying information accurately
- communicating orally and in writing
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying telephony system faults and undertaking testing of system
- implementing organisational instructions
- using telephony equipment and systems including setting up, backup, accessing lines, system functions and terminating calls
- using telephony systems in time critical environments

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

- fault identification and reporting and/or actioning requirements
- functions including conference calls, quick dial, hold, transfers, terminating calls and direct lines
- operations prioritisation
- organisational documentation, policies, procedures and protocols including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) practices and guidelines
- organisational instructions
- telephone communication techniques
- telephony backup arrangements and business continuity systems
- telephony equipment and its use including setup
- types of incoming and outgoing calls

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations that includes emergency and non-emergency situations, particularly in a stress environment involving emergency communications. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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.

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 including
  - backup systems and telephony systems
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems 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

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PUAECO002 Process emergency incident calls and enquiries

Modification History

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

Application

This unit involves the skills and knowledge required to process emergency incident calls and enquiries. It includes receiving incoming incident calls and/or enquiries, providing information to callers in possible danger, locating an incident, requesting assistance and operating equipment.

The unit applies to individuals who process emergency calls for assistance and non-emergency enquiries in an emergency communications centre.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Receive incoming incident calls/enquiries	**1.1**	Emergency incident calls are answered promptly using standard agency answering protocols
	1.2	Information about the caller, incident or enquiry is established, in accordance with organisational policies and procedures

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	1.3	Factors which may affect the caller's ability to provide accurate information are assessed and considered
	1.4	Type of incident call or enquiry is determined accurately and call authenticity is determined, in accordance with organisational protocols
	1.5	Details of the incident call or enquiry are obtained and accurately logged, in accordance with organisational policies and procedures
	1.6	Appropriate response is established through consultation with relevant personnel, in accordance with organisational procedures
2 Provide information to callers in possible danger	**2.1**	Potential danger to caller is assessed accurately
	2.2	Safety information appropriate to the situation and caller's needs is communicated clearly
3 Locate an incident	**3.1**	Organisation's area of operational responsibility is identified
	3.2	Appropriate directories, maps and databases are used to find incident location
	3.3	Calls or enquiries are concluded, in accordance with organisational policies and procedures
4 Action received request	**4.1**	Action emergency incident request or call
	4.2	Information is summarised and communicated using clear and appropriate language, in accordance with organisational policies and procedures
	4.3	Follow up procedures and notifications to other emergency services or agencies are implemented, as required
5 Operate equipment	**5.1**	Appropriate equipment is chosen for the task, context and needs of incident
	5.2	Equipment is used and operated safely, in accordance with organisational procedures and instructions
	5.3	Faulty equipment is identified and reported, in accordance with organisational policies and procedures and alternative strategies are employed, as required

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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 PUAECO002A Process emergency incident calls and enquiries.

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

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Assessment Requirements for PUAECO002 Process emergency incident calls and enquiries

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

- answering incident calls or enquiries promptly using standard organisational or agency answering protocols including using techniques to obtain information in as short a time as possible
- communicating orally and in writing
- concluding calls or enquiries and confirming response
- identifying and reporting and/or actioning faults using organisational instructions
- implementing and following organisational policies, procedures and protocols to support response decisions
- locating an incident
- logging incident calls and enquiry details
- providing information to callers in possible danger
- reading and interpreting maps to identify location of incident
- reassuring callers and supplying pre-arrival instructions
- recognising the difference between emergency and non-emergency incident calls and enquiries
- summarising, recording and relaying information accurately to emergency services and/or agencies
- taking appropriate action to process incident calls and enquiries
- using codes, abbreviations or specialist terminology in transmission of information

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

- alternative strategies for when equipment is faulty
- codes, abbreviations or specialist terminology used by the organisation when receiving and responding to incoming incident calls and enquiries
- communications and dispatch equipment used in the management of incidents and

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non-operational enquiries
- directories and databases
- factors that may impact on a caller's ability to provide information, understand directions and reach safety
- fault identification and reporting and/or actioning requirements
- information including environmental factors, operational readiness, risks associated with incident, topography and weather conditions
- methods of establishing information of caller, incident or enquiry including using active listening skills, clarifying, giving full attention to caller, maintaining contact with caller, prompts, summarising and using open questions
- methods of identifying geographical area of operations and map reading techniques
- organisational documentation, policies, procedures and protocols
- organisational instructions
- organisational, emergency service and/or agency resources

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 that includes emergency and non-emergency situations across a range of different callers, types of emergencies and level of activity. 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 including
  - backup telephony systems
  - directories, maps and databases to find incident locations
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems 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

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PUAECO003 Operate and control radio networks

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 operate and control radio networks. It includes using radio networks and identifying faults in radio networks.

The unit applies to individuals who operate and control radio networks within an emergency communications centre, respond to organisational requests, and support operational events.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Emergency Communications

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Use radio networks	**1.1**	Radio network is accessed, in accordance with organisational procedures
	1.2	Radio equipment is operated, in accordance with organisational instructions
	1.3	Channels, frequencies and talk groups are allocated, selected and deselected, in accordance with

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		organisational policies and procedures
	1.4	Relevant codes, terminology, call signs and abbreviations are used to receive and transmit information, in accordance with organisational procedures
	1.5	Organisational radio communication protocols are followed to transmit and receive messages
	1.6	Radio contact is monitored, in accordance with organisational procedures
	1.7	Networks are controlled and coordinated to ensure equitable access and prioritisation of operations
	1.8	Networks are operated, in accordance with organisational operational requirements and legislation
	1.9	Equipment is used safely, in accordance with organisational policies, procedures and instructions
2 Identify faults in the radio network	**2.1**	Technical faults in the radio network are identified and appropriate action is taken, in accordance with organisational procedures
	2.2	Backup arrangements or alternative systems are utilised when primary system fails or as required

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 PUAECO003A Operate and control radio networks.

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Links

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Assessment Requirements for PUAECO003 Operate and control radio networks

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

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating clearly and concisely
- controlling and coordinating radio networks and systems
- ensuring equitable access and prioritisation of operations
- following communication protocols
- identifying technical faults in radio network
- responding to calls from the field including transmitting and receiving messages
- using approved codes, terminology, call signs and abbreviations
- using radio networks and equipment including allocating, selecting and deselecting channels, frequencies and talk groups, receiving and transmitting messages

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

- backup and alternative systems, arrangements and networks
- basic principles of radio operation
- communication protocols and voice procedures
- fault identification and report or action requirements
- legislation and regulations related to the operation of radio networks
- organisational instructions
- organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) practices and guidelines
- principal components of radio equipment
- radio networks and systems
- radio procedures including call signs, vehicle codes, codes, terminology, pro-words and abbreviations
- suitable channels, frequencies and talk groups

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 that include emergency and non-emergency 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
  - in emergency and non-emergency situations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - alternative technologies and backup systems
  - primary and backup or alternative radio networks
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems 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

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PUAECO004 Operate computer aided dispatch system

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 operate and identify faults in the organisation's computer aided dispatch system. It includes operating a Computer Aided Dispatch (CAD) system and identifying faults in the CAD.

The unit applies to emergency communications centre personnel who use a variety of computer aided dispatch systems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate computer aided dispatch system	**1.1** Computer Aided Dispatch (CAD) system, log on and shift change protocols are implemented, in accordance with organisational procedures
	1.2 CAD and other interfaces and associated equipment are set up, in accordance with organisational instructions

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		and is navigated for optimum operation
	1.3	CAD is interrogated to retrieve required information
	1.4	Data is accurately recorded, in accordance with organisational procedures
	1.5	Relevant data and/or information is continually monitored, maintained and updated, in accordance with organisational protocols
	1.6	Entries are checked for accuracy and corrective action is taken, in accordance with organisational procedures and system capacity
	1.7	Incident completion processes are implemented in CAD, in accordance with organisational procedures
	1.8	Equipment is used safely, in accordance with organisational procedures and instructions
2 Identify faults in computer aided dispatch system	**2.1**	Technical faults in CAD are identified and appropriate action is taken, in accordance with organisational procedures
	2.2	Backup systems are utilised when primary system fails
	2.3	Deficiencies or opportunities for improvement are reported, in accordance with organisational policies and 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 PUAECO004A Operate computer aided dispatch system.

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Assessment Requirements for PUAECO004 Operate computer aided dispatch system

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

- acting to identify technical faults including referring to appropriate personnel, if required
- assessing and prioritising information
- identifying and reporting technical faults in Computer Aided Dispatch (CAD)
- implementing backup arrangements
- monitoring, maintaining and updating data and/or information
- operating CAD during peak activity
- recording and relaying data and information accurately
- retrieving information
- setting up, operating and adapting to different programs and/or databases

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

- backup arrangements
- codes, terminology and abbreviations
- computer operations and functions
- corrective action procedures
- fault identification and report or action requirements
- organisational documentation, policies and procedures
- organisational instructions
- shift change and break protocols
- specific program and database operations
- techniques to identify computer aided dispatch system technical faults and report requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 that includes emergency and non-emergency 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 including
  - backup systems, Computer Aided Dispatch (CAD) work station and databases
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems 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

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PUAECO005 Dispatch resources from within an emergency communications centre

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 dispatch resources from within an emergency communications centre. It includes determining an appropriate response, dispatching resources, and providing ongoing support to operations.

The unit applies to individuals working in an emergency communications centre required to dispatch emergency response resources to emergency incidents and other events.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine appropriate response	**1.1** Information required to determine an appropriate response to an incident is identified, in accordance with organisational policies and procedures
	1.2 Sources of information are accessed and relevant

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		information is retrieved, in accordance with organisational procedures
	1.3	Availability of resources is determined
	1.4	Organisational response procedures are applied to ensure appropriate resources are matched to incident
	1.5	Requests for assistance are prioritised, in accordance with organisational protocols and legislation
2 Dispatch resources	**2.1**	Equipment and systems are used to locate, allocate and dispatch resources, in accordance with organisational procedures
	2.2	Resource dispatch announcements are made accurately in an organised, concise and complete manner using clear and appropriate language, in accordance with organisational procedures
	2.3	Public safety agencies and organisations are notified, in accordance with operational procedures
	2.4	Communication with dispatched resources is established and recorded
	2.5	Additional information is disseminated to responding resources and personnel
	2.6	Resource dispatch follow up procedures are implemented, in accordance with organisational procedures
	2.7	Administrative duties and support tasks are completed promptly, in accordance with organisational policies and procedures
	2.8	Incident information is recorded, maintained and updated, in accordance with organisational procedures and requirements
	2.9	Backup or business continuity systems are used, as required, in accordance with organisational policies and procedures
3 Provide ongoing support to operations	**3.1**	Status of resources are monitored, in accordance with organisational requirements
	3.2	Public safety agencies and organisations are notified, in accordance with operational procedures

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3.3 Field requests are monitored, prioritised and actioned, in accordance with organisational procedures

3.4 Additional resources are allocated, as required

3.5 Resource information is maintained and updated, in accordance with organisational procedures

3.6 Communication with personnel in the field is maintained and recorded, in accordance with 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 PUAECO005A Dispatch resources from within an emergency communications centre.

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

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Assessment Requirements for PUAECO005 Dispatch resources from within an emergency communications centre

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

- accessing information and dispatching resources including additional resources
- actioning, maintaining and recording field requests
- communicating and liaising with colleagues and stakeholders
- determining response to incident
- disseminating information and making decisions to prioritise requests for assistance
- following organisational policies and procedures
- implementing follow up procedures
- liaising with other organisations and agencies
- maintaining communication with emergency resources or organisations/agencies using approved communication protocols
- monitoring status of resources
- operating a range of equipment and systems including backup and business redundancy systems
- performing administrative duties and support tasks
- receiving, recording and relaying information
- using clear and concise language

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

- backup and business continuity arrangements
- communication techniques when responding to an incident
- equipment and systems used to locate, allocate and dispatch resources
- follow up procedures
- functions of other authorities, regulators and public safety agencies or organisations
- incident information to be recorded and updated from incident commander or controller and time stamping of manual records, if maintained
- legislation, industry standards and regulations

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- organisational documentation, policies, procedures, protocols and guidelines including directives and multi-organisational or agency agreements and mobilisation and operational procedures and guidelines
- resources required

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 that includes emergency and non-emergency situations across a range of different types of emergencies and level of activity. 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 including
  - databases and telephony and backup and Computer Aided Dispatch (CAD) systems
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems manuals.

Links

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PUAECO006 Read and interpret maps

Modification History

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

Application

This unit involves the skills and knowledge required to read and interpret maps. It includes identifying incident location from a caller, locating incidents using mapping systems, and using coordinates.

The unit applies to emergency communications personnel who locate emergency incidents and other public safety and service roles where the ability to read and interpret maps in rural and urban areas is required.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify incident location from caller	**1.1** Ascertain incident location using communication techniques
	1.2 Receive and integrate information and reports from a variety of identified sources

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	1.3	Identify and locate map features
2 Locate incidents using mapping systems	**2.1**	Enter coordinates into mapping system using information provided
	2.2	Locate incident by analysing map features
	2.3	Verify location with caller using system information
	2.4	Save location to the mapping system, in accordance with organisational procedures
	2.5	Provide directional information on request
3 Use coordinates	**3.1**	Translate and interpret coordinates from provided information
	3.2	Convert coordinates into mapping location
	3.3	Determine relevant reference points from given coordinates
	3.4	Record location into relevant system, in accordance with 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 not equivalent to PUAECO006A Read and interpret maps.

Links

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Assessment Requirements for PUAECO006 Read and interpret maps

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

- accurately recording information
- calculating map coordinates from a variety of data and information
- determining and accurately relaying location of an incident determining response
- identifying features on a map
- implementing organisational policies, procedures and protocols
- using communication techniques
- working with directional information techniques

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

- communication techniques
- coordinates for mapping including grid reference and latitude and longitude (decimal degrees, minutes and seconds)
- directional information
- map features
- marginal map information meanings including key information, map scale and symbols, markings and notations
- organisational documentation, policies, procedures and protocols
- requirements for working with directional information
- sources of information types of maps, systems and standards

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in 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 and must be undertaken in support of emergency communications centre operations. 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 including
  - resources required under normal operational conditions in disaster backup conditions and in field or incident management system conditions
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, systems and operations manuals.

Links

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PUAECO007 Respond to and maintain monitored automatic notification system

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 respond to and maintain monitored automatic notification systems. It includes responding to automatic notifications, and completing follow up activities.

The unit applies to personnel required to monitor various types of alarm systems and devices in public safety, business and community safety environments.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Respond to automatic notification	**1.1** Acknowledge and confirm automatic notification
	1.2 Undertake appropriate response to activation

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		1.3	Take appropriate action for issues identified by responding agency
2	**Complete follow up activities**	**2.1**	Collect and record automatic notification information in appropriate databases
		2.2	Maintain databases for currency and accuracy
3	**Maintenance and testing activities**	**3.1**	Liaise with scene, in accordance with organisational procedures, to manage maintenance activities
		3.2	Liaise with scene, in accordance with organisational procedures, to manage testing activities

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 not equivalent to PUAECO007A Respond to and maintain monitored alarm systems.

Links

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Assessment Requirements for PUAECO007 Respond to and maintain monitored automatic notification system

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

- completing follow up activities
- liaising with scene about maintenance and testing activities
- recording and relaying information
- responding to alarm activation
- taking appropriate action including notifying organisations or agencies, personnel, building owners or occupiers and network providers including monitoring companies, organisations and/or agencies
- using databases
- working with alarm codes and protocols

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

- alarm codes and protocols
- follow up activities
- maintenance and test activities
- maintenance of alarm monitoring equipment
- organisational documents, policies, procedures and protocols
- remedial actions
- responses to alarm activations
- scene liaison requirements
- terminology and abbreviations
- types of alarm systems and their potential faults
- types of databases

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems 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

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PUAECO008 Receive and action notification of uncontrolled hazardous materials situations

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 receive and action notification of uncontrolled hazardous materials situations. It includes gathering information in relation to a call or enquiry, analysing information gathered, and transmitting appropriate information to attending personnel.

Hazardous material is a generic term used to refer to an incident involving dangerous goods and/or hazardous substances that poses an unreasonable risk to life, property and the environment. A hazardous substance is any substance that has one or more hazardous property including explosiveness, flammability, ability to oxidise (accelerate a fire) and human toxicity (acute or chronic).

Dangerous goods or hazardous goods are solids, liquids, or gases that can harm people, other living organisms, property or the environment; they are often subject to chemical regulations.

The unit applies to individuals who receive and process calls for assistance in an emergency communications centre where they gather, analyse and transmit information on hazardous materials and/or dangerous goods.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency communications

Unit Sector

Not applicable

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Gather information in relation to a call or enquiry	**1.1** Question, prompt or interrogate caller about the potential hazardous materials situation
	1.2 Identify hazardous materials using a range of sources based on information received from the caller
2 Analyse information gathered	**2.1** Gather information about the dangerous good or hazardous substance using a range of sources
	2.2 Assess and interpret information obtained from the caller to determine the level of immediate risk to personnel and to the public
	2.3 Apply information accessed about appropriate safety precautions and remedial action to the current situation
3 Transmit appropriate information to attending personnel	**3.1** Transmit relevant information about the hazardous material, potential risk and safety precautions to attending personnel
	3.2 Record, in accordance with organisational procedures, transmitted information
	3.3 Make arrangements for the dispatch of resources appropriate for use in a hazardous materials situation, in accordance with 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.

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Unit Mapping Information

This unit replaces and is not equivalent to PUAECO008A Receive and action notification of uncontrolled hazardous materials situations.

Links

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Assessment Requirements for PUAECO008 Receive and action notification of uncontrolled hazardous materials situations

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

- applying definitions of hazardous substances or dangerous goods to information received
- gathering and analysing information gathered about uncontrolled hazardous materials or dangerous goods situation or substance
- identifying specific hazardous materials at scene
- implementing organisational policies, procedures and guidelines
- obtaining sufficient information and interpreting it in relation to a hazardous materials and/or dangerous goods situation from caller and transmitting to attending personnel
- operating communications centre equipment

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

- definitions and types of dangerous goods, hazardous substances and specific hazardous materials
- nature and properties of specific hazardous materials
- organisational documentation, policies and procedures
- organisational response protocols to hazardous materials incidents
- resources including types of personal protective clothing and equipment
- roles of other organisations and agencies attending hazardous materials and/or dangerous goods situations
- sources of hazardous material and dangerous goods information

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include

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requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency must be demonstrated during emergency communications centre operations or simulated operations that include a range of different hazardous materials situations.

Assessment must confirm the ability to interrogate callers to determine whether hazardous materials are present at a scene and to obtain sufficient and relevant information to be able to confirm the type of hazard present, using a range of documentation.

Assessment must also confirm the ability to access information about a hazardous material, undertake safety considerations using a range of documentation and to transmit this to personnel in the field.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - organisational protocols and documentation, backup systems, databases and reference material for hazardous materials identification
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems manuals.

Links

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PUAECO009 Coordinate emergency communications centre operations

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 coordinate emergency communications centre operations. It includes coordinating availability and deployment of resources, supporting emergency communications centre team, managing emergency communications, collecting and analysing data and preparing reports.

The unit applies to senior operators, team leaders or shift supervisors of an emergency communications centre.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate availability and deployment of resources	**1.1** Monitor and adjust allocation and deployment of resources to meet incident or operational requirements

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	1.2	Assist emergency communications centre operators by making incident resourcing decisions prior to the arrival of resources at an incident
	1.3	Maintain coordination and liaison with support services and other agencies to optimise incident resourcing
	1.4	Manage and action external requests and notifications, in accordance with organisational procedures
2 Support emergency communications centre team	**2.1**	Allocate, supervise and review shift activities of the team
	2.2	Manage situations that arise during routine and peak periods, including responsibility for assigned personnel
	2.3	Maintain liaison with senior management and on call personnel
	2.4	Maintain rosters, in accordance with level of responsibility
	2.5	Manage shift changes to facilitate effective hand over
	2.6	Monitor welfare and safety of personnel and take appropriate action, as required
3 Manage emergency communications centre facility	**3.1**	Maintain physical resources and equipment required for the operations of the centre, in accordance with organisational procedures
	3.2	Implement equipment maintenance processes and procedures
	3.3	Analyse and respond to system faults and equipment failures
4 Collect and analyse data, and prepare reports	**4.1**	Monitor completion of incident records by emergency communications centre operators and act to address any identified gaps
	4.2	Collect and maintain statistical data
	4.3	Collate data and prepare reports for senior operational staff and managers
	4.4	Prepare evidence for relevant authorities, organisations or agencies

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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 PUAECO009A Coordinate emergency communications centre operations.

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

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Assessment Requirements for PUAECO009 Coordinate emergency communications centre operations

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

- analysing data using research tools
- collating information and writing reports
- coordinating availability and deployment of resources
- implementing organisational policies and procedures
- investigating complaints and issues
- maintaining day to day functions of an emergency communications centre during periods of activity including rostering personnel
- making decisions, prioritising actions and liaising with senior personnel
- managing self and others within stressful environment by supporting emergency communications centre team
- managing time whilst working under limited supervision
- operating and troubleshooting equipment and systems
- providing continuous feedback to emergency communications centre personnel
- responding to system faults and equipment failures

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

- data sources
- equipment used in emergency communication centres
- incident management systems used in emergency communication centres
- maintenance arrangements for systems and equipment
- memorandums of understanding and service level agreements
- operating systems
- organisational administrative guidelines including delivery standards, benchmarks and quality assurance measures
- organisational policies and procedures
- resource deployment

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- roster methodology
- system faults and equipment failures welfare and support procedures for emergency communications centre personnel

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 during emergency communications centre operations. 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 including
  - operations that involve emergency and non-emergency situations
- relevant and appropriate materials, equipment, tools, systems and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, maintenance schedules, equipment specifications, operations and systems 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

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PUAECO010 Maintain standards of emergency service delivery

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 maintain standards of emergency service delivery. It includes ensuring service delivery coverage is maintained and ensuring service delivery standards are met.

The unit applies to senior operators, team leaders or shift supervisors in an emergency communications centre who are responsible for ensuring that service delivery standards are maintained to meet performance requirements or service level agreements.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Ensure service delivery coverage is maintained	**1.1** Identify threats and events that are likely to impact on the emergency communications centre's ability to maintain service
	1.2 Manage emergency communications centre functions, activities and resources to ensure service delivery is

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		maintained to a high level of operational readiness
	1.3	Identify service delivery requirements and gaps and distribute resources accordingly
	1.4	Ensure appropriate reserve resources are made operational to maintain service delivery
2 Ensure service delivery standards are met	**2.1**	Implement inter and intra organisational or agency policies and response protocols
	2.2	Apply and adhere to procedures and service delivery standards when deciding or undertaking an action
	2.3	Delegate and reallocate duties according to fluctuations in demand and organisational or agency 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 PUAECO010A Maintain standards of emergency service delivery.

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

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Assessment Requirements for PUAECO010 Maintain standards of emergency service delivery

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

- communicating with peers and organisational or agency management personnel
- ensuring service delivery coverage and standards are maintained
- identifying potential for loss of service delivery or threats and events that may impact resource availability
- implementing organisational policies and procedures
- interpreting warnings and forecasts and predicting impact on emergency communication centre operations and resource availability
- liaising with relevant organisations and agencies to meet service delivery requirements
- maintaining emergency communication centre's staffing levels and welfare requirements during peak times
- managing emergency communication centre's functions during peak times
- managing resources to maintain delivery service
- recording incident information

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

- considerations for the redistribution of resources
- inter and intra organisational or agency liaison and response protocols
- mobilisation of resources including capability and availability of reserves
- organisational policies and procedures
- service delivery coverage and standards including emergency communications centre staffing levels

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

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 that includes emergency and non-emergency 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 including
  - access to a Computer Aided Dispatch (CAD) system
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, service delivery standards and agreements, operations and systems 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

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PUAECO011 Support logistics in the field

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 support logistics in the field. It includes confirming logistics requirements, and procuring and deploying logistics.

The unit applies to individuals overseeing field logistic support activities within an emergency communications centre.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Communications

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Confirm logistics requirements	**1.1**	Clarify, document and log resource requirements
	1.2	Confirm location of resources
	1.3	Verify and confirm authority of requests
2 Procure logistics	**2.1**	Interrogate databases

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	2.2	Maintain currency of databases
	2.3	Use organisational or agency reference material to procure logistics
	2.4	Contact other organisations or agencies for resources, as required
	2.5	Locate appropriate resources
	2.6	Advise field of procured resources and update log
3 Deploy logistics	**3.1**	Determine and arrange for deployment methods
	3.2	Track deployed logistics
	3.3	Investigate and action feedback from the field
	3.4	Complete documentation, in accordance with organisational processes

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 PUAECO011A Support logistics in the field.

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

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Assessment Requirements for PUAECO011 Support logistics in the field

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

- accessing documentation and resources from information systems
- clarifying resource requirements from the field
- confirming, procuring, deploying and reporting on logistics
- following organisational policies and procedures
- meeting demands requested from the field
- operating under general direction and limited supervision
- using databases

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

- field feedback requirements
- organisational documentation, policies and procedures including processes for procuring and deploying resources
- predetermined supplier and contractor lists
- reference materials
- types of incidents, information system, databases and resources available

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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

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requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations during emergency communications centre operations. 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 including
  - databases and reference sources
- applicable documentation including organisational policies and procedures, industry standards, regulations, codes of practice, equipment specifications, operations and systems 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

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PUAEME001 Provide emergency care

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 provide emergency care pending the arrival of appropriately qualified personnel. It includes identifying need for emergency care, ensuring personal safety of carer and casualty, reassuring casualty, assessing casualty and implementing emergency care procedures, working cooperatively with personnel from other organisations, recovering and restoring first aid equipment and completing documentation.

The unit is applicable to all public safety personnel who are required to provide initial lifesaving emergency care at an incident. It is not designed for personnel whose primary response role is one of emergency care, first aid or pre-hospital care.

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

Pre-requisite Unit

There are no prerequisites

Competency Field

Emergency Care

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify need for emergency care	**1.1** Initial assessment is made of extent and nature of emergency care required

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		1.2	Initial assessment is communicated to appropriate personnel, in accordance with organisational policies and procedures
2	**Ensure personal safety of carer and casualty**	**2.1**	Hygiene is maintained for protection of self and casualty
		2.2	Hazards to the carer are identified and appropriate action is taken to safeguard against injury
3	**Reassure casualty**	**3.1**	A calm, caring and reassuring manner is adopted in interaction with the casualty and others at the scene
		3.2	Casualty is made comfortable using available resources
4	**Assess casualty and implement emergency care procedures**	**4.1**	Casualty is assessed for Danger Response Airway Breathing Circulation (DRABC)
		4.2	Vital signs are continually monitored, recorded and any changes considered in planning treatment are reported, as appropriate
		4.3	Treatment appropriate to casualty's injuries are provided, in accordance with approved first aid techniques and standards
		4.4	First aid equipment is operated, in accordance with organisational policies, procedures, protocols and manufacturers' instructions
		4.5	Casualty's condition is monitored and reported, in accordance with organisational policies and procedures and treatment is modified, as required
		4.6	Treatment is maintained until qualified medical help takes over
5	**Work cooperatively with personnel from other organisations**	**5.1**	Clear and comprehensive reports are provided to personnel involved in ongoing casualty care
		5.2	Members of other emergency services are assisted in their tasks, in accordance with organisational procedures and personal level of responsibility and competence
6	**Recover and restore first aid equipment and complete documentation**	**6.1**	First aid equipment is recovered, cleaned, inspected and/or tested, stored, restocked and resupplied and medical waste is disposed of safely, in accordance with

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organisational policies and procedures

6.2 First aid equipment faults are rectified and/or reported, in accordance with organisational policies and procedures

6.3 Documentation is completed and processed, in accordance with organisational procedures and legislative and regulatory requirements

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 PUAEME001B Provide emergency care.

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

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Assessment Requirements for PUAEME001 Provide emergency care

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing casualty and implementing emergency care procedures
- communicating information to casualties and others
- completing documentation
- ensuring personal safety of carer and casualty
- following organisational policies and procedures
- identifying need for emergency care
- providing verbal and/or written reports to paramedical personnel
- reassuring casualty
- recovering and restoring first aid equipment
- remaining calm in difficult situations and when under time pressure
- working cooperatively with others in a team and with personnel from other organisations

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

- causes and management of unconsciousness
- communication techniques
- industry standards including Australian Resuscitation Council guidelines
- management of burns, fractures and soft tissue injuries
- organisational documentation, policies and procedures
- organisational guidelines for lifting and carrying
- organisational guidelines for personal hygiene
- personal level of responsibility
- principles of initial casualty management
- priorities for life support in emergencies including the Danger, Response, Airway, Breathing ventilation and Circulation assessments (DRABC) model

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- systems of the body including respiratory, skeletal, digestive, circulatory, nervous, urinary and skin
- techniques for applying resuscitation, controlling bleeding and undertaking casualty assessment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAEME002 Manage injuries at emergency incident

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 manage injuries at an emergency which may include the use of equipment. It includes assessing the scene and the casualty, implementing emergency management procedures, moving the casualty and completing required documentation.

The unit is applicable to all public safety personnel who are required to provide a basic level of ongoing injury management at an incident beyond critical live saving techniques. It is not designed for personnel whose primary response role is one of emergency care, first aid or pre-hospital care.

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

Pre-requisite Unit

PUAEME001 Provide emergency care

Competency Field

Emergency Care

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess scene	**1.1** Initial assessment is made of the extent and nature of emergency care required

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	1.2	Hazards are identified, risks are assessed and appropriate action is taken to safeguard against injury
	1.3	Identify and communicate additional or specific resource requirements to relevant personnel
2 Assess casualty	**2.1**	Identified injuries are managed, in accordance with approved emergency care and management plan
	2.2	Treatment is monitored, assessed and management plan is amended, in response to change in condition of the casualty and/or environment
	2.3	Additional or specific resources are identified and communicated to authorised personnel
3 Implement emergency management procedures	**3.1**	Immediate lifesaving treatment is administered as determined, in accordance with organisational procedures
	3.2	Signs and symptoms of shock are recognised and managed
	3.3	Vital signs are monitored and recorded at regular intervals
	3.4	Equipment is used according to casualty's condition and availability, in accordance with organisational procedures and manufacturers' specifications
4 Move casualty	**4.1**	Moving casualty to a safer location is assessed
	4.2	Casualty is moved, in accordance with organisational procedures and operational protocols
	4.3	Continual assessment of casualty is conducted, in accordance with organisational procedures
	4.4	Treatment is maintained while moving patient
5 Complete documentation	**5.1**	Details of casualty condition and response to treatment are accurately recorded, in accordance with organisational procedures
	5.2	Handover of casualty and documentation to medical personnel is conducted, in accordance with organisational procedures

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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 PUAEME002C Manage injuries at emergency incident.

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

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Assessment Requirements for PUAEME002 Manage injuries at emergency incident

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing casualty for injuries
- assessing hazards and evaluating risks when assessing an emergency
- communicating with casualties and others
- completing organisational documentation
- following organisational policies and procedures
- identifying and communicating resources required
- implementing emergency management procedures including administering lifesaving treatment and developing and amending management plans in response to treatment maintaining treatment and continual monitoring whilst casualty is moved
- monitoring and recording vital signs
- performing casualty handover including documentation to medical personnel
- providing reports to paramedical personnel
- selecting and operating equipment including oxygen resuscitation, defibrillation, first aid kit, stretchers, spinal immobilisation collards, spinal immobilisation frames and/or devices, fracture immobilisation devices and stokes litter

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

- casualty injury assessment, management plans and treatments
- communication techniques and protocols
- current practices and procedures in emergency care
- equipment and manufacturers' operating instructions
- immediate lifesaving treatments including crush injury syndrome, contraindications, wound management, basic toxicology, environmental exposure, spinal injuries and head injuries
- organisational documentation, policies and procedures

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- potential risks when moving a casualty
- resuscitation techniques
- signs, symptoms and management of shock including absolute, hypovolaemic and/or relative treatments for assessed injury
- vital signs, how to monitor and record
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including hazards and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - oxygen resuscitation, defibrillation, first aid kit, stretchers, spinal immobilisation, collards, spinal immobilisation frames/devices, fracture immobilisation devices and stokes litter
- access may be required to shore based transport, an ambulance and/or helicopter depending on context applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAEME003 Administer oxygen in an emergency

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 administer oxygen and ventilate the lungs in an emergency situation in accordance with industry standards and regulatory body guidelines. It includes assessing casualty and developing a management plan, checking, recovering and restoring equipment, maintaining unobstructed airway, resuscitating casualty and using oxygen to provide therapy.

The unit is applicable to public safety personnel who attend incidents where the use of oxygen in either lifesaving or the ongoing management of a casualty is appropriate.

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

Pre-requisite Unit

PUAEME001 Provide emergency care

Competency Field

Emergency Care

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess casualty and develop management plan	**1.1** Assessment of casualty is undertaken including vital signs, details of incident, medical and/or casualty history, physical appearance and other signs and symptoms

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	1.2	Management plan is developed taking into account available equipment, condition of patient and specific conditions
	1.3	Casualty is assisted to a comfortable position suitable for implementation of management plan, where possible
	1.4	Casualty is encouraged and reassured, as required, to aid in the facilitation of effective treatment
	1.5	Medical aid is arranged as soon as possible, consistent with maintaining casualty safety
2 Check equipment	**2.1**	Pre-use check of safety and potential effectiveness of equipment is undertaken, in accordance with operating procedures, industry standards and regulatory requirements
	2.2	Minor equipment faults are diagnosed and repairs are carried out, in accordance with organisational procedures and manufacturers' guidelines
	2.3	Equipment faults and defects are reported and/or recorded, in accordance with organisational procedures
3 Maintain unobstructed airway	**3.1**	Airway is cleared and maintained using non-intervention techniques, where possible
	3.2	Steps are taken to reduce risk to self or others of contamination from the casualty's body fluids
	3.3	Suction apparatus is safely inserted into pharynx and suction initiated using approved techniques to avoid injuring casualty
4 Resuscitate casualty and use oxygen	**4.1**	Face masks and other barriers are used, in accordance with organisational procedures and industry standards
	4.2	Oxygen therapy is used in the ventilation of casualty
5 Recover and restore equipment	**5.1**	Equipment is cleaned, discarded or disinfected, restocked and/or replenished and stored safely, in accordance with organisational procedures
	5.2	Report is forwarded to appropriate personnel, in accordance with organisational procedures

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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 PUAEME003C Administer oxygen in an emergency situation.

Links

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Assessment Requirements for PUAEME003 Administer oxygen in an emergency

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing casualty and developing management plan
- assisting casualty to a comfortable position
- communicating with casualty to provide reassurance and comfort
- following organisational policies and procedures
- implementing approved techniques when using suction apparatus
- performing pre-use safety check of equipment and recording faults
- recovering and restoring equipment
- reducing risk to self and/or others of contamination from body fluids
- resuscitating casualty using appropriate barriers
- using non-intervention techniques when clearing and maintaining unobstructed airway
- using oxygen to provide therapy
- working with oxygen equipment and following medically endorsed protocols and manufacturers' guidelines

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

- airways
- communication techniques
- correct use of barriers
- correct use of oxygen equipment
- equipment safety checks
- industry standards including Australian Resuscitation Council Standards guidelines
- legislation covering the administration of oxygen
- manufactures' specifications non-intervention techniques when clearing airway
- organisational documentation, policies and procedures

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- potential hazards
- precautions for safe storage and handling of oxygen equipment
- principles of operating equipment and identifying faults
- resuscitation techniques
- signs and symptoms of chronic obstructed breathing including vital signs, physical appearance, obstructed airway and respiratory noises
- techniques for maintenance of unobstructed airway
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - resuscitation equipment, face masks and barriers
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAEME004 Provide emergency care for suspected spinal injury

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 minimise further injury to a casualty when applying first aid and waiting for emergency medical aid. It includes recognition and management of a suspected spinal injury, immobilising cervical spine, evaluating the need to move a casualty, preparing a casualty for transport, transporting and monitoring a casualty and performing a casualty handover.

The unit is applicable to personnel from emergency services, volunteer organisations or organisations which provide a first aid service in an environment where there is a risk of spinal injuries.

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

Pre-requisite Unit

HLTAID003 Provide first aid

Competency Field

Emergency Care

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify suspected spinal injury	**1.1** Signs and symptoms from a conscious casualty that may suggest a spinal injury are identified

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		1.2	Signs of life in an unconscious casualty are confirmed
		1.3	Basic life support protocols are followed with care for casualty's spine where casualty exhibits no signs of life
		1.4	Likely causes of unconsciousness that may suggest a spinal injury are identified
		1.5	Emergency medical aid is requested
2	**Immobilise cervical spine**	**2.1**	Casualty is communicated with to provide reassurance and to explain need to minimise movement of their spine
		2.2	Casualty is measured and appropriately sized cervical collar is selected
		2.3	Cervical collar is applied ensuring correct location and tension is applied
		2.4	Conscious standing casualty is assisted to supine position, in accordance with organisational procedures and availability of personnel
3	**Evaluate need to move casualty**	**3.1**	Potential hazards to first aider and to casualty are identified
		3.2	Risk of not moving the casualty while waiting for medical aid to arrive is evaluated
		3.3	Plan to move casualty is developed, in accordance with organisational procedures
4	**Prepare casualty for transport**	**4.1**	Casualty is communicated with to provide reassurance and the need to immobilise the casualty for transport is explained
		4.2	Equipment to immobilise the casualty's spine is selected
		4.3	Immobilisation equipment is applied, in accordance with organisational procedures and manufacturers' instructions
5	**Transport and monitor casualty**	**5.1**	Casualty is transported away from hazard, ensuring smooth movements are used by the team
		5.2	Team is directed in coordinated lifting, movement and lowering of casualty

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	5.3	Casualty is monitored during transportation
6 Perform casualty handover	**6.1**	Details of incident are communicated to medical personnel
	6.2	Assistance is given to medical personnel, as requested
	6.3	Debriefing with supervisor and/or other operational staff is undertaken
	6.4	Documentation is completed, in accordance with organisational requirements

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 PUAEME004A Provide emergency care for suspected spinal injury.

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

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Assessment Requirements for PUAEME004 Provide emergency care for suspected spinal injury

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 requirements of the elements and performance criteria on at least one occasion and includes

- assessing and monitoring vital signs of casualty including level of consciousness, breathing rate, pulse rate, skin colour and temperature and remaining with casualty
- assessing hazards and evaluating associated risks when determining need to move casualty
- communicating with casualty to provide reassurance
- completing organisational documentation
- complying with organisational policies and procedures including Work, Health and Safety (OHS)/Occupational Health and Safety (OHS) requirements
- following basic life support protocols
- identifying suspected spinal injury in both a conscious and unconscious casualty
- immobilising cervical spine including measuring and selecting appropriately sized cervical collar and fitting it correctly
- performing casualty handover to medical personnel
- preparing casualty for transport including selecting and applying appropriate immobilisation equipment including scoop stretchers, spine boards and strapping and stokes baskets
- transporting and monitoring casualty
- using safe manual handling skills

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

- basic life support protocols
- common causes of spinal injuries
- communication techniques
- manufacturers' operating instructions
- organisational documentation, policies and procedures including Work, Health and Safety (OHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- potential hazards
- risks associated with moving a casualty with a suspected spinal injury

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- safe manual handling techniques
- signs and symptoms of suspected spinal injury
- techniques for manual stabilisation
- types of spinal immobilisation equipment available including cervical collars, scoop stretchers, spine boards and strapping and stokes baskets
- vital signs of casualty

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated in a range of first aid incidents or scenarios requiring management of suspected spinal injuries.

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 including
  - equipment used in managing suspected spinal injuries
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAEME005 Provide pain management

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 administer restricted analgesics to provide pain management as part of a medically supervised first responder organisation. It includes identifying the need for analgesia; accessing, preparing and administering restricted pain relief such as analgesics and aspirin according to medically endorsed protocols; performing casualty handovers and completing analgesic use requirements.

The unit is applicable for personnel from emergency services, volunteer organisations or organisations that provide a medically supervised first aid service. Licensing requirements for the storage and administration of drugs may apply.

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

Pre-requisite Unit

HLTAID003 Provide first aid

Competency Field

Emergency Care

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Identify need for analgesia	**1.1**	Casualty's need for pain relief is identified
	1.2	Available options to relieve casualty's pain are reviewed

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	1.3	Contraindications and precautions for use of analgesic drug are identified and appropriate use for casualty is confirmed
	1.4	Appropriate dosage for casualty is confirmed, in accordance with organisational procedures, industry standards and protocols
	1.5	Emergency medical assistance is requested, as required
2 Access and prepare analgesic	**2.1**	Secure storage of analgesic drug is accessed, in accordance with organisational procedures
	2.2	Analgesic documentation is completed, in accordance with organisational procedures
	2.3	Retrieval of correct drug within its expiry date is confirmed, in accordance with organisational procedures
	2.4	Analgesic drug is prepared, in accordance with industry standards and organisational procedures
3 Administer analgesic	**3.1**	Purpose of the analgesic drug is explained to casualty
	3.2	Casualty is advised as to use of the analgesic drug and its potential impact
	3.3	Casualty consent to administer treatment is obtained
	3.4	Analgesic drug is administered, in accordance with industry standards and protocols
	3.5	Casualty is continuously monitored whilst administering analgesic drug
4 Perform casualty handover	**4.1**	Details of incident including analgesic drug administration are communicated to medical personnel
	4.2	Written record of treatment including analgesic drug and dosage is supplied to medical personnel in accordance with organisational procedures
5 Complete analgesic use requirements	**5.1**	Unused analgesic drugs are disposed of, in accordance with organisational procedures
	5.2	Details of drugs use is recorded in log, in accordance with organisational procedures
	5.3	Debriefing and/or evaluation of incident is undertaken,

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in accordance with 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 PUAEME005A Provide pain management.

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

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Assessment Requirements for PUAEME005 Provide pain management

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 requirements of the elements and performance criteria on at least one occasion and includes

- accessing and preparing appropriate dosage of analgesic including checking for contraindications and precautions prior to administering and identifying appropriate use of analgesic drug for the casualty
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with casualty to provide comfort and instruction about the analgesic drug
- completing written logs and documentation
- complying with legislation and industry standards
- following medically endorsed protocols
- identifying situations for use of analgesic drugs during first aid
- monitoring casualty whilst analgesic drug is administered including assessing vital signs including level of consciousness, breathing rate, pulse rate, skin colour and temperature
- reporting casualty condition and analgesic administration during handover
- requesting ambulance and/or medical assistance
- safely administering analgesic drug
- safely securing analgesic drugs in storage facility

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all requirements of the elements and performance criteria and includes knowledge of

- communication techniques and protocols
- contraindications and precautions for use of analgesic drugs
- legislation for storage and administration of restricted drugs
- manufacturers' guidelines
- options for pain relief and/or management
- organisational documentation, policies and procedures
- organisational protocols and procedures covering storage, administering and administration of restricted drugs including permits and/or licences

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- principles of casualty pain assessment and management
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - permits and/or licences for the storage and use of restricted analgesic drugs
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAEMR001 Establish context for emergency risk assessment

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 determine an emergency risk assessment's objectives, scope, stakeholders and risk criteria. It includes identifying emergency risk assessment objectives and scope by research and consultation with stakeholders, clarifying roles and requirements with stakeholders to develop risk criteria and monitoring and reviewing an assessment.

The unit is applicable to personnel required to initiate an emergency risk assessment with a community or part of a community. Such assessments are conducted at local, regional or state level by local governments, emergency management committees, public safety agencies, major event managers or other organisations that need to understand emergency risk to a community.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify objectives and scope by research and	**1.1** Objectives and scope are identified using emergency risk management standards and guidelines

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	consultation		
		1.2	Stakeholder roles and required scope inputs are determined, in accordance with organisational policies and procedures
		1.3	Budget, timeframe and schedule for research and consultation are determined, in accordance with organisational policies
		1.4	Community information is obtained, in accordance with organisational policies and procedures
2	**Identify and consult with stakeholders**	**2.1**	Stakeholders are identified, in accordance with organisational policies and communication procedures
		2.2	Existing and potential liaison networks are identified and evaluated for relevance
		2.3	Stakeholder networks are developed using a range of strategies
		2.4	Communication and consultation are established, in accordance with organisational policies and procedures
		2.5	Communication options are evaluated and selected to develop a communication plan
3	**Clarify roles and requirements with stakeholders**	**3.1**	Stakeholder roles and their participation are clearly defined and emphasised in seeking their cooperation
		3.2	Stakeholders are informed of the aims, objectives, risk management context and structure within which they must operate
		3.3	Stakeholder needs are determined with conflicting requirements being identified, recorded and communicated to relevant personnel
4	**Develop risk criteria with stakeholders**	**4.1**	Social, environmental, financial and timeframe constraints are identified in consultation with stakeholders
		4.2	Legal, technical and political considerations are identified in consultation with stakeholders
		4.3	Reasons and selection of criteria are negotiated and agreed with stakeholders

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	4.4	Risk criteria and practical constraints are determined taking into account the community's acceptance of risk
	4.5	Community expectations of acceptable risk are established
5 Monitor and review	**5.1**	Hazard and risk assessment context and evaluation criteria are monitored, in accordance with organisational policies and procedures
	5.2	Risk assessment evaluation criteria are reviewed, in accordance with industry standards and guidelines

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 PUAEMR022 Establish context for emergency risk assessment.

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

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Assessment Requirements for PUAEMR001 Establish context for emergency risk assessment

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

- analysing stakeholder acceptance of risk
- clarifying roles and requirements with stakeholders
- communicating and consulting in a group context
- communicating with relevant personnel
- developing risk criteria with stakeholders
- documenting emergency risk assessment process outcomes
- facilitating of group stakeholder processes
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying and consulting with stakeholders
- identifying objectives and scope by research and consultation
- implementing risk assessment control measures
- monitoring and reviewing emergency risk assessment
- negotiating with stakeholders
- researching geographic, demographic and socio-economic analysis
- solving problems in accordance with organisational policies and procedures

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 include knowledge of

- community demographic information including
  - cultural makeup and mix
  - demographic measures
  - local economy and industry makeup and interdependencies
  - socio-economic measures
- emergency risk management concepts and principles

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- hazards and practical constraints including
  - arrangements, roles and responsibilities set down in existing facility emergency response plan
  - availability of technical expertise, technology and equipment
  - budgets, time, availability and capability of personnel
  - land use planning policy, authority and regulation
  - legislation covering emergency management, environmental management, safety standards and local government regulations
  - limited community knowledge of emergency risk management processes and benefits
  - political, social and cultural considerations
- industry standards and guidelines
- legislative and regulatory requirements relevant to emergency risk management
- organisational documentation, policies and procedures including
  - arrangements specified in legislation
  - existing disaster plans, agreements or memoranda of understanding
  - facility emergency response plan
  - organisational or jurisdictional emergency risk management policies or procedures
  - Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- risk criteria including
  - how likelihood will be defined
  - how the level of risk is to be determined
  - level at which risk becomes acceptable or tolerable
  - nature and types of causes and consequences that can occur and how they will be measured
  - risk mitigation processes
  - timeframes of the likelihood and/or consequences
  - views of stakeholders
  - whether combinations of multiple risks should be considered and if so how and which combinations should be considered
- stakeholders including
  - client, community and industry groups
  - decision makers
  - elected officials
  - non-government organisations
  - public
  - public and private sector organisations
  - staff

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate 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, 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

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PUAEMR002 Assess emergency risk

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 identify, analyse and evaluate risks to determine which need treatment, and the treatment priorities. It includes identifying, analysing and evaluating risk and monitoring and reviewing emergency risks to a community.

The unit applies to personnel undertaking an emergency risk assessment with a community or part of a community. Such assessments are conducted at local, regional or state level by local governments, emergency management committees, public safety agencies, major event managers or other organisations that need to understand emergency risk to a community.

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

Pre-requisite Unit

PUAEMR001 Establish context for emergency risk assessment

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify risk	**1.1** Sources of risk are identified by considering the interaction of hazards, communities and the environment

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	1.2	Elements at risk are identified, in accordance with organisational policies and procedures
	1.3	Stakeholders are consulted throughout the risk assessment process
	1.4	Risk statements describing consequences are documented, in accordance with organisational policies and procedures
2 Analyse risk	**2.1**	Risks are analysed by considering the likelihood of consequences occurring
	2.2	Vulnerability of communities and environments is determined by analysing their susceptibility and resilience to risks
	2.3	Risks are rated, in accordance with organisational procedures and agreed risk probability criteria
3 Evaluate risk	**3.1**	Risks requiring additional analysis or treatment are determined and documented
	3.2	Tolerability and acceptability of risks are agreed with stakeholders
	3.3	Risk treatments are prioritised using agreed risk criteria
4 Monitor and review	**4.1**	Hazard and risks assessments are monitored, in accordance with relevant standards and guidelines
	4.2	Evaluated risks assessments are reviewed and reported, in accordance with industry standards and organisational guidelines

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAEMR023 Assess emergency risk.

Links

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Assessment Requirements for PUAEMR002 Assess emergency risk

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

- analysing qualitative and quantitative risk
- analysing risk and probability
- demonstrating appropriate methods to identify risk, producing risk statements and applying risk criteria in consultation with stakeholders
- evaluating risk
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying hazards and associated risks
- identifying sources of risk to the social, built, economic and natural environments
- identifying stakeholders including negotiating with stakeholders
- monitoring and reviewing existing emergency risk assessments
- using analysis techniques
- using emergency risk modelling processes to estimate risk

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

- application of analysis techniques including spatial analysis
- concepts of credible consequence level, likelihood rating, confidence rating and as low as reasonably practicable principles
- consultation with stakeholders about risk criteria
- emergency risk management concepts and principles including industry standards
- jurisdiction or organisational emergency risk management principles and guidelines
- methods to identify risk including tolerable and acceptable risks
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and facility emergency response plans
- production of risk statements

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- research, demographic and economic analysis techniques
- risk criteria including
  - how likelihood will be defined
  - level at which risk becomes acceptable or tolerable
  - nature and types of causes and consequences that can occur and how they are measured
  - risk mitigation and how the level of risk is to be determined
  - timeframe of the likelihood or consequences
  - view of stakeholders
  - whether combinations of multiple risks should be considered and if so how and which combinations should be considered
- risk identification tools
- risk statements and risk register
- sources of risk including
  - built environment failures
  - commercial and legal relationships
  - disease including plant, animal or human
  - economic systems and relationships
  - human behaviour
  - natural events
  - political circumstances
  - technology and technical issues, management activities and controls
- structure of risk criteria and the application of scenario dynamics including how a hazard creates consequences

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate 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

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- 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

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PUAEMR003 Develop treatment options for emergency risk

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Previously deleted unit reinstated.

Release 1.0 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 determine a range of treatment options which can be used to reduce emergency risk. It includes identifying, evaluating and recommending treatment options and developing treatment plans.

The unit applies to personnel who are part of a working group developing treatment options during an emergency risk assessment with a community group.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify treatment options	**1.1** Emergency risk treatment objectives are identified, in consultation with stakeholders

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	1.2	Existing emergency risk treatment options are identified through research and stakeholder consultation
	1.3	Range of potential emergency risk treatment options are identified through research and stakeholder consultation
2 Evaluate treatment options	**2.1**	Evaluation methods are agreed with stakeholders, in accordance with organisational procedures
	2.2	Feedback on likely implications and impact of emergency risk treatment options is obtained from stakeholders
	2.3	Residual emergency risks are assessed for tolerability or acceptance
	2.4	Cost benefit analysis is completed for each risk treatment option, in accordance with organisational procedures
3 Recommend treatment options	**3.1**	Recommended treatment options including implementation responsibilities are agreed, in consultation with stakeholders
	3.2	Recommended treatment options and residual emergency risks are documented, in accordance with organisational policies and procedures
	3.3	Recommended treatment options are submitted for approval, in accordance with organisational policies and procedures
4 Develop treatment plan	**4.1**	Treatment options, resources, milestones, budgets, reporting procedures, roles and responsibilities for implementation are identified
	4.2	Communication and project management strategies are developed with stakeholders, in accordance with organisational procedures
	4.3	Treatment plan implementation issues are identified and contingencies are developed, as required
	4.4	An agreed treatment plan is documented and submitted for approval to authorised personnel, in accordance with organisational policies and procedures

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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 PUAEMR024 Develop treatment options for emergency risk.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR003 Develop treatment options for emergency risk

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Previously deleted unit reinstated.

Release 1.0 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 occasions and includes

- determining residual risks
- developing treatment plans
- evaluating treatment options
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying treatment options for emergency risk including conducting cost benefit analysis for each risk treatment option
- researching potential treatment options including recommending treatment options
- using evaluation methods
- working with stakeholders to generate an agreed list of recommended treatment options

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

- emergency risk management concepts and principles including industry standards
- evaluation methods including
  - analysis of treatment effectiveness
  - first pass cost benefit analysis
  - legal, regulatory and compliance impact
  - potential to create new or secondary risks
  - stakeholder acceptability
- legislative and regulatory requirements relevant to emergency risk management
- organisational documentation, policies and procedures including
  - arrangements specified in legislation

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  - existing disaster plans, agreements or memoranda of understanding
  - facility emergency response plan
  - organisational or jurisdictional emergency risk management policies or procedures
  - WHS/OHS requirements including risk mitigation
- potential stakeholders
- range of options for treating emergency risk
- risk treatment options including
  - a hazard impacting on elements at risk
  - avoidance of the risk
  - changing the consequences of an identified hazard impact
  - changing the likelihood of an initiating event or source of risk occurring
  - removing a risk source
  - retaining the risk based on an informed decision
  - sharing the risk
- submissions
- techniques to facilitate evaluating residual risk including cost benefit analysis for each risk treatment option

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Candidates must demonstrate an ability to work with stakeholders and generate an agreed list of recommended treatment options in an appropriate format. They are expected to present evidence from at least two different contexts, one of which may be simulated.

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.

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PUAEMR004 Manage risk treatment implementation

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 communicate, facilitate and review implementation of selected risk treatments. It includes confirming implementation context, developing implementation plan, communicating the treatment plan, facilitating treatment plan implementation and monitoring and reviewing treatment plan implementation.

The unit applies to managers or members of project teams responsible for implementing a risk treatment plan who are working at local, regional or state level organisations.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm implementation context	**1.1** Project drivers, triggers, risks, risk management contexts, treatment options, priorities and practical constraints are clarified
	1.2 Applicable policies and procedures are identified

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	1.3	Key stakeholders are identified along with their potential interests, sensitivities, roles and responsibilities
2 Develop implementation plan	**2.1**	Risks to be treated and current treatment options are confirmed, in accordance with organisational policies and procedures
	2.2	Performance criteria for assessing the effectiveness of treatment implementation are established, in consultation with stakeholders
	2.3	Treatment actions, resources required, milestones, budget, reporting procedures and roles and responsibilities of project team members are identified
	2.4	Implementation issues are identified and contingencies are developed, as required, in accordance with organisational policies
	2.5	An agreed treatment plan is documented and submitted for approval, in accordance with organisational policies and procedures
3 Communicate the treatment plan	**3.1**	Processes to effectively consult and communicate are selected for implementation
	3.2	Consultation plan is developed and implemented, in accordance with organisational procedures
4 Facilitate treatment plan implementation	**4.1**	Treatment tasks and activities are allocated, in accordance with the implementation plan
	4.2	Communication between working group members is maintained
	4.3	Stakeholders are kept informed of progress, performance and any proposed variations in strategy or implementation
	4.4	Agreed treatment plan variations are planned, assessed and presented to accommodate changed circumstances or to achieve more effective outcomes
5 Monitor and review treatment plan implementation	**5.1**	A review process is established, in accordance with organisational policies and in consultation with stakeholders
	5.2	Effectiveness of treatment activities, adequacy of resources, project progress and expenditure are

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monitored against plans and are recorded and reported

5.3 Implementation plans are adjusted, as required, following the review process

5.4 Adjustments to implementation plans are communicated to stakeholders, in accordance with treatment plan

5.5 Residual risk is re-evaluated after treatment to determine whether to accept the risk or reassess the risk, in accordance with the treatment plan

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 PUAEMR025 Manage risk treatment implementation.

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

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Assessment Requirements for PUAEMR004 Manage risk treatment implementation

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

- applying a range of media communication and methods to communicate with stakeholders
- communicating treatment plan
- confirming implementation context
- developing implementation plan
- facilitating treatment plan implementation
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying practical constraints for existing control measures with stakeholders
- monitoring and reviewing treatment plan implementation
- stakeholder networking and relationship building
- working with stakeholder groups

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

- analytical, problem solving and decision making techniques to facilitate monitoring progress against targets
- emergency risk management concepts and principles including industry standards
- jurisdiction and organisational documentation and reporting procedures
- jurisdictional and organisational responsibilities for implementing risk treatment options
- legislative and regulatory requirements relevant to implementing risk treatments
- options for communicating with stakeholders
- organisational policies and procedures including
  - arrangements in legislation
  - existing disaster plans, agreements and/or memorandums of understanding
  - facility emergency response plan

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  - local planning regulations, development controls and environmental plans
  - organisational or jurisdictional emergency risk management policies or procedures
  - Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation
- performance criteria for assessing treatment implementation including
  - continuous monitoring of maintenance of equity
  - continued involvement of stakeholders
  - cost effectiveness of treatment
  - evaluation in terms of actual risk reduction
  - evaluation of need for redefinition of policy
  - feedback mechanism
  - consideration of change that takes place over time
- practical constraint requirements and context including
  - arrangements, roles and responsibilities set down in existing facility emergency response plans
  - availability of technical expertise, technology and equipment
  - budgets, time, availability and capability of people
  - land use planning
  - legislation covering emergency and environmental management, safety standards and local government regulations
  - limited community knowledge of emergency risk management processes and benefits
  - political, social and cultural considerations

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Candidates must demonstrate that they have developed criteria to monitor implementation progress, report on progress and communicate and consult with stakeholders. They must present evidence from at least two different contexts, one of which may be simulated.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations

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- 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.

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PUAEMR005 Treat operational risk

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 identify, plan and implement treatment options to reduce risk. It includes making risk decisions by identifying, assessing and implementing risk control measures, treatment options and monitoring and reviewing risk mitigation processes.

The unit applies to personnel working in a relatively simple and routine workplace in which organisational policy and procedures are used. They would normally have local supervisory and/or management responsibility and will apply appropriate solutions to a variety of predictable problems.

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

Pre-requisite Unit

PUAEMR027 Assess operational risk

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Make risk decisions	**1.1** Hazards are identified and risks are assessed, in accordance with operational policies and procedures

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		1.2	Risk that is determined as unacceptable is documented and noted for treatment
2	**Identify and select treatment options**	**2.1**	Treatment options of known risks are identified and confirmed, in accordance with organisational standards, guidelines and supervisor's guidance
		2.2	Treatment options under consideration are evaluated for effectiveness within the given context
		2.3	Selected treatment options are documented and communicated, in accordance with organisational policies and procedures
3	**Implement treatment options**	**3.1**	Treatment plans incorporating selected options are implemented, in accordance with organisational policies and procedures
		3.2	Treatment plans are communicated within the workplace, in accordance with organisational policies and procedures
4	**Monitor and review risks and process**	**4.1**	Effectiveness and efficiency of the treatment plan is monitored, reviewed and recorded, in accordance with organisational policies and procedures, to ensure compliance and validity
		4.2	Residual risk is calculated and communicated to supervisors, so that a decision can be made whether to accept the risk or re-establish the risk management process
		4.3	Treatments are adjusted and communicated following the review process

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAEMR026 Treat operational risk.

Links

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Assessment Requirements for PUAEMR005 Treat operational risk

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 three separate occasions and includes

- communicating with personnel at all levels of organisation and risk management specialists
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- implementing and monitoring designated actions
- implementing treatment options including identifying and selecting treatment options
- interpreting information and data to identify areas for improvement
- making observations and recording outcomes accurately
- managing simple project implementation
- monitoring and reviewing risks mitigation processes
- undertaking basic research to access relevant information and data
- using consultation and negotiation skills in relation to developing plans

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

- duty of care
- communication techniques
- legislation including regulations, codes of practice, associated standards and guidance material
- organisational documentation, policies, procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- guidelines relevant to risk
- risk assessment including
  - benefits to individual and organisation
  - cost benefits from implementation of treatment
  - cost of implementing treatment option
- risk management terminology and language relevant to industry standards including

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  - acceptable risk
  - residual risk
  - unacceptable risk
- specified methods or tools for use in the identification and analysis of risk
- team work principles and strategies
- techniques and methods used to identify or analyse risk management information
- techniques for giving and receiving feedback in a constructive manner
- treatment options for risks including
  - avoidance of risk
  - changing consequences of an identified hazard impact
  - changing likelihood of an initiating event or source of risk occurring
  - hazard impacting on elements at risk
  - removing a risk source
  - retaining risk based on an informed decision
  - risk mitigation
  - sharing risk
  - treatment options may
- treatment plans including
  - budgeting
  - expected outcome of treatments
  - performance measures
  - responsibilities
  - review process to be used
  - schedules

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 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 define and identify risk language, definitions and terminology. Evidence must also be provided of stakeholder involvement throughout the treatment process and that an informed analysis and selection of treatment options has been

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undertaken using the methodology and procedures approved by the organisation.

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

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PUAEMR006 Assess operational risk

Modification History

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

Application

This unit involves the skills and knowledge required to identify and assess risk in an operational environment. It includes establishing the risk context by identify, analysing and evaluating risk.

The unit of competency applies to personnel at a relatively simple and routine level, in which they are using established organisational policy and procedures. Personnel would normally have local supervisory or management responsibility and apply appropriate solutions to a variety of predicable problems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish the risk context	**1.1** Risk assessment objectives and scope are identified using organisational risk management procedures, industry standards and guidelines
	1.2 Risk criteria are identified and confirmed, in accordance with organisational policies, procedures or with

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		supervisor's guidance
	1.3	Structure for planning required to conduct a risk assessment is determined
	1.4	Stakeholder aims and objectives are identified and recorded, in accordance with organisational procedures and guidelines
2 Identify risk	**2.1**	Sources of risk which affect the situation or objectives are identified and recorded, in consultation with stakeholders
	2.2	Risks are identified using a specified methodology or tool, in accordance with organisational procedures and guidelines
	2.3	Risk statements describing consequences are generated, in accordance with organisational procedures
3 Analyse risk	**3.1**	Risks are analysed by estimating the likelihood of consequences, in accordance with organisational procedures
	3.2	Levels of risk are determined, documented and communicated, in accordance with organisational policies and procedures
4 Evaluate risk	**4.1**	Levels of risks are prioritised for control, in consultation with stakeholders
	4.2	Risk assessment rating is compared to established risk evaluation criteria and is communicated to the supervisor
	4.3	Risks are monitored and reviewed until appropriate treatment measures have been implemented

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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR027 Assess operational risk.

Links

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Assessment Requirements for PUAEMR006 Assess operational risk

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 three separate occasions and includes

- analysing organisational information and data
- communicating with stakeholders
- contributing to the assessment of resources
- establishing risk context and identifying, analysing and evaluating risk
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- interpreting information and data to identify areas for improvement
- making observations including interactions between personnel, their activities, equipment, environment and systems
- preparing detailed reports for a range of target groups including WHS/OHS or risk committee, WHS/OHS representatives, managers and supervisors
- undertaking basic research including accessing information and data
- using consultation and negotiation skills in relation to developing plans and implementing and monitoring designated actions

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 include knowledge of

- communication techniques including language style and active listening
- concept of duty of care in emergency risk management
- organisational documentation, policies, procedures and guidelines including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- principles of operational risk assessment
- risk management terminology and language
- risk profiles or criteria including
  - how likelihood will be defined
  - level at which risk becomes acceptable or tolerable

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  - nature and types of causes and consequences that can occur and how they will be measured
  - risk mitigation and how level of risk is determined
  - roles and responsibilities in assessing risk
  - timeframes of likelihood or consequences
  - views of stakeholders
  - whether combinations of multiple risks should be considered and if so how and which combinations should be considered
- specified methods and tools used in the identification and analysis of risk
- structure and forms of legislation including regulations, codes of practice, industry standards and guidance material
- techniques and methods used to identify and analyse information

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 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 define and identify risk language, definitions and terminology. Evidence must also be provided of stakeholder involvement throughout the process and that an informed analysis of the risks has been undertaken using tools and methodology approved by the organisation.

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

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PUAEMR007 Develop emergency management plans

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 develop new or revised emergency management plans within an organisation. These plans may focus on one or more aspects of emergency management i.e. prevention, preparedness, response and/or recovery.

It includes establishing and planning context and framework, developing agreed processes and methodology and undertaking risk research and analysis. It also includes developing and refining planning parameters, documenting emergency plans, validating and implementing planning outcomes as well as monitoring and reviewing planning processes and outcomes.

The unit applies to personnel responsible for developing emergency management plans within an organisation.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish planning context and framework	**1.1** Authority to plan is confirmed by legislation, direction, organisational or other managerial agreement

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	1.2	Planning environment is clarified by analysing emergency management plan drivers and risk assessments
	1.3	Legislative, regulatory and organisational requirements, policy, procedures, existing arrangements and plans impacting on the planning framework are identified and analysed
	1.4	Interests, sensitivities, roles and responsibilities of key stakeholders are identified
	1.5	Planning purpose, aims, objectives and governance frameworks are developed and refined with stakeholders
2 Develop agreed planning processes and methodology	**2.1**	A project scope is developed considering emergency management plan constraints
	2.2	Processes for negotiating outcomes, making decisions, reporting, monitoring progress and quality are agreed, in accordance with organisational procedures
	2.3	Consultation and communication plan is developed and implemented, in accordance with organisational procedures
	2.4	Sources of expertise are identified to contribute specialised information and analysis, as required
	2.5	Emergency management plan structure is agreed in consultation with stakeholders, in accordance with organisational procedures
	2.6	Project plan is prepared and approved in consultation with stakeholders, in accordance with organisational procedures
3 Undertake risk research and analysis	**3.1**	Project scope is reviewed in response to new information or changes in resources and planning environment
	3.2	Analysis and research tools are used in developing emergency management plan
	3.3	Emergency risk information register is built or updated using credible emergency management sources
	3.4	Emergency risk management strategies are assessed

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	3.5	Organisational vulnerability is determined by analysing susceptibility and resilience to risks
	3.6	Emergency management plan is confirmed as appropriate risk treatment
4 Develop and/or refine planning parameters	**4.1**	Emergency management plan arrangements are reviewed or developed to identify potential gaps or duplication in roles and responsibilities
	4.2	Emergency management plan strategies and tactics are identified and confirmed, in consultation with stakeholders
	4.3	Resources and services including potential critical shortfalls are identified
	4.4	Financial and contractual arrangements for accessing or acquiring resources and services are developed, in accordance with organisational procedures
	4.5	Arrangements for the command, control and coordination of emergency response or recovery operations are confirmed
	4.6	Contingencies to address potential problems are developed with relevant organisations and service providers, in accordance with organisational policies and procedures
	4.7	Organisational implications of new or revised plans are identified and assessed
5 Document emergency plan	**5.1**	Emergency management plan is iteratively developed in consultation with stakeholders
	5.2	Emergency management plan is prepared, in accordance with organisational procedures and industry standards and is consistent with broader jurisdictional emergency management arrangements
	5.3	Language used is clear, concise and appropriate for documentation purpose and audience
	5.4	Planning records, supporting documentation and contact information is maintained, in accordance with organisational procedures and industry standards
6 Validate and implement	**6.1**	Compatibility, links and interactions between the

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	planning outcomes		emergency management plan and other organisational documentation is reviewed
		6.2	Specific benefits of the emergency management plan are promoted to stakeholders and other organisations to establish support
7	**Monitor and review planning process and outcomes**	**7.1**	Maintenance and audit schedule is implemented, in accordance with organisational policies and procedures
		7.2	Deficiencies identified during audit, activation or implementation of the emergency management plan are analysed and are reported to authorised personnel
		7.3	Emergency management plan amendments are negotiated, documented and authorised, in accordance with organisational procedures
		7.4	Opportunities for improving emergency planning processes are reported to authorised personnel

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 PUAEMR028 Develop emergency management plans.

Links

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Assessment Requirements for PUAEMR007 Develop emergency management plans

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 occasions and includes

- developing or refining planning parameters
- developing emergency planning processes in cooperation with stakeholders
- documenting and applying emergency response plans
- establishing planning context and framework
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- explaining planning process and promoting its benefits to stakeholders and communities
- locating and interpreting risk information
- monitoring and reviewing planning process and outcomes including evaluating planning processes and outcomes with stakeholders
- negotiating outcomes
- providing risk management information, advice and opinions
- recognising and working with emergency management plan constraints
- undertaking risk research and analysis including using emergency risk information registers and emergency management research tools
- validating and implementing planning outcomes
- working cooperatively and with stakeholders in developing plans

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

- emergency response plans
- emergency management drivers
- emergency risk management plan constraints including
  - arrangements, roles and responsibilities set down in existing emergency management plans
  - availability of technical expertise, technology and equipment
  - budgets, time, availability and capability of personnel

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  - land use planning, building codes and other regulations
  - legislation covering emergency management, environmental management, safety standards and local government regulations
  - limited organisational knowledge of emergency risk management processes and benefits
- emergency risk management terminology, concepts and principles
- emergency risk management tools
- fundamentals of emergency management planning
- fundamentals of risk management and risk mitigation including industry standards
- group dynamics and strategies for team building and stakeholder liaison
- legislative and regulatory obligations
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- potential stakeholders
- research tools and risk analysis techniques including risk management registers

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Competency should be demonstrated in at least two different contexts throughout the life of an emergency planning project or during components of a number of projects, one of which may be simulated.

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

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PUAEMR009 Facilitate emergency risk assessment

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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 facilitate the development of an agreed list of prioritised risks, using an emergency risk management process developed in cooperation with the community, that is consistent with standards. It includes identifying, defining and engaging with entities, establishing context and risk criteria, identifying and analysing risk, evaluating risks, promoting ongoing commitment to process and outcomes and monitoring and reviewing processes and outcomes.

The unit applies to personnel who facilitate emergency risk assessments with a community or part of a community and who will act as a project manager or facilitator for working groups that are used to conduct emergency risk assessments.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify, define and engage entities	**1.1** Entities are defined and identified
	1.2 Known risks, stakeholder/entity analysis, specialist expertise and community and organisational sources of information are used to identify communication and consultation networks that may be useful
	1.3 Working group is established with an appropriate balance of expertise, representation and authority included
	1.4 Emergency risk principles, terminology and processes are explained to and further developed with the community
	1.5 Implementation of emergency risk management processes are negotiated with relevant entities
	1.6 Communication strategies are selected to develop a communication plan
2 Establish context and risk criteria	**2.1** Legislative, regulatory and organisational requirements including policies, procedures, standards and desired outcomes are identified
	2.2 Objectives, expectations and scope of risk assessment are identified using emergency risk management standards and guidelines
	2.3 Information on community characteristics, safety expectations, risk perceptions, roles and the requirements of entities is collected
	2.4 Practical constraints, existing treatment strategies and expectations are reviewed when developing the risk criteria
	2.5 Draft criteria and supporting explanations are circulated for comment
	2.6 Processes for accountability and communication of accurate and consistent information to entities are developed and applied
3 Identify and analyse risks	**3.1** Sources of risk are identified through interaction of hazards, communities and the environment

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	3.2	Community elements at risk are identified
	3.3	Risk vulnerability of communities and the environment is determined according to likelihood, consequence and confidence
	3.4	Risk statements describing consequences are analysed and documented
	3.5	Risks are analysed in accordance with organisational procedures
	3.6	Risks and risk statements are rated and prioritised in accordance with agreed risk criteria
	3.7	Entities are consulted and feedback is documented
	3.8	Promotion of the emergency risk project is authorised before being communicated to others
4 Evaluate risks	**4.1**	Risks requiring additional analysis or treatment are determined
	4.2	Tolerability and acceptability of risks are agreed with entities
5 Promote ongoing commitment to process and outcomes	**5.1**	Consultation is undertaken throughout all stages of the emergency risk process
	5.2	Various communication and engagement strategies are used in accordance with organisational procedures and community expectations
	5.3	Stages of the risk assessment process, decisions taken and outcomes are documented
	5.4	Information is provided to the community taking into consideration language, literacy and cultural needs
6 Monitor and review process and outcomes	**6.1**	Emergency risk assessment is completed and documented
	6.2	Data and contact information for entities is reviewed regularly and updated
	6.3	Review of the risk register is undertaken in accordance with the schedule or in response to emergency risk

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drivers or triggers

6.4 Opportunities for improving the emergency risk assessment plan and processes are reported and action is taken

6.5 Allocated tasks are completed on time, whilst encouraging entities to help achieve common goals

6.6 Documentation, records, confidentiality and privacy of information is maintained

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 PUAEMR009B Facilitate emergency risk assessment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR009 Facilitate emergency risk assessment

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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 requirements of the elements and performance criteria on at least one occasion and includes

- applying organisational policies and procedures
- calculating probability and consequences from sources of risk for vulnerable communities and the environment
- communicating emergency risk management concepts and processes and promoting its benefits to entities
- defining and engaging the community
- demonstrating decision making techniques
- establishing context and risk criteria
- evaluating environmental assets throughout risk assessment during risk assessment
- identifying, analysing and evaluating risks
- locating and interpreting community information
- monitoring and reviewing emergency risk assessment processes and outcomes
- promoting commitment and ownership for emergency risk assessment processes and outcomes
- summarising and explaining key information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all requirements of the elements and performance criteria and includes knowledge of

- community entities
- emergency risk management concepts, plans and principles
- evaluation methods and techniques
- how to identify and define entities

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- how to locate and interpret entity information
- organisational documentation, policies and procedures
- practical constraints including political, social, environmental and cultural considerations
- risk assessment standards
- risk criteria
- sources of risk for vulnerable communities and the environment.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR010 Plan and implement a treatment measure

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 plan and implement a treatment measure within the scope and capability of a single agency, organisation or service provider following an emergency risk assessment with a community. It includes developing, implementing and monitoring a treatment plan as well reviewing the implementation of treatment measures.

The unit applies to personnel responsible for implementing a risk treatment plan that is within the responsibility of their organisation.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Develop treatment plan	**1.1** Risks to be treated and current relevance of treatment measure options are confirmed, in accordance with organisational procedures

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	1.2	Key stakeholders are identified along with their potential interests, sensitivities, roles and responsibilities
	1.3	Criteria for assessing effectiveness of treatment plan implementation is determined, in consultation with stakeholders
	1.4	Treatment plan measures, resources, milestones, budget, reporting procedures and roles and responsibilities of project team members are identified
	1.5	Treatment plan implementation issues are identified and contingencies are developed, as required
	1.6	Treatment plan is documented and submitted for approval, in accordance with organisational policies and procedures
2 Implement and monitor treatment plan	**2.1**	Roles and responsibilities are allocated and communication and reporting procedures are confirmed
	2.2	Consultation and communication strategies, treatment measures and adequacy of resources are monitored and reported, in accordance with organisational procedures
	2.3	Treatment plan variations are approved by supervisor or manager and are documented
	2.4	Accurate records of meetings and communication with stakeholders and project team members are maintained
	2.5	Treatment measures are completed, in accordance with organisational procedures
3 Review implementation of treatment measures and plan	**3.1**	Treatment plan implementation is assessed using agreed assessment criteria and stakeholder input
	3.2	Planning processes are reviewed and opportunities for improvements are identified
	3.3	Treatment plan reporting requirements are completed, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAEMR029 Plan and implement a treatment measure.

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

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Assessment Requirements for PUAEMR010 Plan and implement a treatment measure

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

- developing treatment plans
- engaging with stakeholders including
  - communicating with key stakeholders
  - summarising and explaining key information
  - valuing diversity of views and perceptions of risks
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying implementation issues and developing and documenting contingencies
- implementing and monitoring treatment plans
- making accurate records of treatment measures
- managing treatment measures and plans
- review treatment plan implementation including evaluating treatment measures
- utilising available resources

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

- assessment criteria including
  - benefits of outcomes compared with costs of treatments
  - benefits to personnel, enterprises, communities, environment and governments including their agencies
  - improved resilience of community and/or organisation through improved systems
  - reduction of vulnerability
- communication methods and techniques
- culture, structure and responsibility for treatments of key response and recovery organisations or agencies

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- jurisdictional, organisational and operational responsibilities for implementing risk treatment options
- legislative and regulatory requirements for implementing risk treatments
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- organisational requirements for submission and approval of treatment plans
- processes for planning treatment measures
- report requirements of treatment outcomes
- strategies for assessing treatment measures

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Competency should be demonstrated in at least two different contexts throughout the life of a treatment project or during the components of a number of projects, one of which may be simulated.

Assessment must confirm the ability to

- develop an implementation plan in cooperation with stakeholders
- establish, conduct and finalise a treatment project that has broad stakeholder and organisational support that produces effective treatment outcomes
- evaluate treatment measures
- gain organisational approval for treatment measure plan
- identify implementation issues and develop or document contingencies
- maintain momentum and achieve project outcomes using available resources
- work with stakeholders to monitor treatment implementation

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.

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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

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PUAEMR014 Deliver recovery services

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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 deliver administrative, technical and/or professional services in a recovery service. This is provided by individuals working within a recovery framework of existing emergency management legislation, regulations, plans and arrangements. It includes clarifying service delivery requirements, implementing an action plan for service delivery and delivering recovery services.

The range of services provided will vary markedly with the scale and type of emergency and will address aspects of recovery in the social, built, economic and natural environments. Please note that the unit is not applicable to individuals performing management roles in the delivery of a recovery service.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Clarify service delivery requirements	**1.1** Nature of role is established within overall emergency recovery strategy and service delivery model
	1.2 Scope, limits and priorities for recovery services are clarified with entities
	1.3 Range of information to be collected during recovery service delivery is confirmed
	1.4 Communication is established with recovery services manager and other providers to ensure integration of delivery and collection of information
2 Implement action plan for service delivery	**2.1** Service delivery action plan is communicated to relevant entities
	2.2 Service delivery implications of potential short, medium and long term recovery issues are considered
	2.3 Contingencies to address likely recovery issues are communicated with entities
	2.4 Service delivery action plan is implemented in consultation with relevant entities
3 Deliver recovery services	**3.1** Team members are briefed and assigned tasks and roles consistent with their capability and capacity
	3.2 Services are delivered in accordance with the recovery framework
	3.3 Services are delivered in cooperation with other service providers to ensure seamless delivery
	3.4 Requests for services outside assigned scope are referred to appropriate service providers
	3.5 Established protocols and administration systems are used to track jobs and expenditure
	3.6 Confidentiality of information is maintained in accordance with organisational procedures
	3.7 Quality and progress of service delivery is monitored and adjusted within agreed scope
	3.8 Information about community needs, service level activity and suggested improvements to delivery is

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collected and reported to the recovery services manager

3.9 Team members are debriefed

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 PUAEMR014A Deliver recovery services.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR014 Deliver recovery services

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 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

- assigning tasks and roles consistent with capability and capacity
- collecting accurate information about community needs and services
- communicating with recovery managers, other service providers and the community
- conducting data collection, evaluation and needs analysis
- delivering recovery services safely and efficiently
- demonstrating decision making in recovery services
- following organisational policies and procedures
- identifying risks and hazards for recovery services
- implementing an action plan for recovery service delivery
- participating in briefings and debriefings with team members
- recognising recovery needs and monitoring and reporting on service delivery within agreed scope
- understanding and confirming recovery service delivery requirements
- using interpersonal skills including diplomacy, tact, negotiation and conflict resolution
- working as a team member.

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

- approaches and strategies for community development
- common impacts of emergencies on communities and individuals
- community contexts
- delegations and administrative processes within recovery service organisations

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- disaster recovery funding arrangements
- event specific recommendations to recovery service delivery
- fundamentals of recovery operations
- issues relating to recovery services delivery including transition to business as usual
- jurisdictional recovery assistance programs relevant to recovery service role
- legislative and regulatory framework and local, state and territory emergency management arrangements
- organisational documentation, policies and procedures
- strategies for briefings and debriefings
- types of service providers and delivery.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry including
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR019 Contribute to an emergency management process

Modification History

Release 1.0 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 contribute to developing an emergency risk assessment and treatment plan for a community. It includes clarifying community contacts, applying emergency risk management methodology, developing risk statements and treatment options and promoting emergency risk management ownership.

The unit applies to personnel who are contributing to emergency risk assessments with a community or part of a community and is relevant to individuals with specific expertise who may be invited to participate in an emergency risk assessment working group.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Clarify community context	**1.1**	Known risks, safety concerns and expectations of emergency risk management processes are identified
	1.2	Legislation, policies, procedures and existing emergency management documentation and arrangements are

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		identified
	1.3	Contributions to the development of a community profile are encouraged
2 Apply emergency risk management methodology	**2.1**	Organisational responsibilities, roles, resources, limits of authority, scope of community knowledge and expertise are explained to project group members
	2.2	Sources of useful and credible risk related information are identified and applied to the methodology
	2.3	Consultation and communication strategies are developed in accordance with emergency risk management methodology
	2.4	Processes for accountability and communication of accurate and consistent information to entities are developed and applied
	2.5	Accuracy and currency of data source is validated
3 Develop risk statements and treatment options	**3.1**	Additional information is sought from specialist entities regarding information gaps and conflicting data or views
	3.2	Risk statements are developed using sources of risk, elements at risk and vulnerability
	3.3	Risk statements are analysed considering levels of likelihood, consequence and confidence
	3.4	Input is provided to assess effectiveness of existing treatment strategies
	3.5	Risk treatment options are developed considering practical constraints
	3.6	Feedback on risks and treatment options is obtained from internal and external community entities
	3.7	Recommendations are developed with relevant entities and are submitted for approval
	3.8	Promotion of emergency risk project is approved before being communicated to others
4 Promote emergency risk management ownership	**4.1**	Management is kept informed of project progress, proposed variations in strategy, decisions and recommendations

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4.2 Resource variations are negotiated with authorised personnel

4.3 Stages of emergency risk management processes, decisions and outcomes are documented

4.4 Opportunities for improving emergency risk management processes are identified and reported to authorised personnel

4.5 Allocated tasks are monitored and completed on time, whilst encouraging entities to help achieve common goals

4.6 Documentation, records, confidentiality and privacy of information are maintained

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 not equivalent to PUAEMR008 Contribute to an emergency risk management process.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR019 Contribute to an emergency management process

Modification History

Release 1.0 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

- analysing risks, implications and impacts of proposed treatments
- clarifying community context
- communicating and consulting with entities
- delivering constructive input and gaining organisational and/or community support
- demonstrating decision making techniques
- determining and applying emergency risk management methodology
- developing risk statements and treatment options
- following organisational policies and procedures
- informing the organisation and community of emergency risk management processes
- participating and contributing to emergency risk management processes
- promoting emergency risk management ownership.

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

- communication and consultation strategies
- concepts, principles, standards and guidelines of emergency risk management
- emergency management risk processes
- organisational documentation, policies and procedures
- political, social, environmental and cultural considerations
- practical constraints
- roles and responsibilities of emergency risk management project group members
- sources of useful and credible information
- treatment options.

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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PUAEMR020 Coordinate emergency planning

Modification History

Release 1.0 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 collaboratively develop new or undertake the revision of existing emergency plans in an emergency management context. Such plans may focus on comprehensive aspects of emergency management for prevention, preparedness, response and/or recovery. It includes establishing the emergency planning context and framework, developing agreed planning processes and methodology, undertaking research and analysis for emergency management planning, developing and refining emergency management planning outcomes, documenting the emergency plan and validating the plan.

The unit applies to personnel involved in emergency planning within or by emergency service organisations, government agencies, private sector businesses, critical infrastructure owners and operators, community groups, not for profit organisations, community event committees, and educational institutions.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Establish emergency planning context and framework	**1.1**	Authority to plan is confirmed with reference to legislation, organisational direction, community and/or managerial agreement
	1.2	Planning environment is clarified by analysing emergency management planning principles
	1.3	Considerations impacting planning frameworks are identified and analysed
	1.4	Entities and their potential interests, sensitivities and roles and responsibilities are identified
	1.5	Emergency planning team is established with an appropriate balance of expertise, entity representation and authority to achieve desired outcomes
2 Develop agreed planning processes and methodology	**2.1**	Project planning scope is developed considering emergency management planning constraints, emergency management plan aims and objectives and entity profiles
	2.2	Processes for negotiating outcomes, key performance indicators, information management, reporting, accountability and decision making strategies are developed and agreed
	2.3	Strategies for the planning process are developed and implemented
	2.4	Sources of expertise are identified to contribute specialised information and analysis to the planning process, as required
3 Undertake research and analysis for emergency planning	**3.1**	Emergency plan is regularly reviewed in response to latest information, changes in resources and the planning environment
	3.2	Appropriate research tools and consultation strategies for emergency response planning are chosen
	3.3	Emergency planning is risk informed and planning is based on a risk management study
4 Develop and refine emergency management planning outcomes	**4.1**	Emergency management arrangements are reviewed to identify gaps or duplication in roles and responsibilities
	4.2	Broad categories and types of resources and services

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		required, including potential critical shortfalls, are identified
	4.3	Financial and contractual arrangements for accessing or acquiring resources and services are developed
	4.4	Arrangements for command, control and coordination of emergency response and/or recovery are addressed in the emergency management plan
	4.5	Implications of a new or revised emergency management plan are identified in consultation with entities
5 Document emergency plan	**5.1**	Emergency plan is prepared
	5.2	Clear and concise language, appropriate for entities and target audience, is used in documentation
	5.3	Emergency management planning records and supporting documentation are maintained
6 Validate plan	**6.1**	Maintenance and audit schedules are implemented in consultation with relevant personnel and entities
	6.2	Emergency management plan effectiveness is tested
	6.3	Review outcomes are used to refine the emergency plan in consultation with relevant entities
	6.4	Plan endorsement is obtained

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 not equivalent to PUAEMR021 Facilitate emergency planning processes.

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Assessment Requirements for PUAEMR020 Coordinate emergency planning

Modification History

Release 1.0 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

- developing and refining emergency planning processes and outcomes
- documenting and validating an emergency plan
- ensuring maintenance and audit schedules are maintained
- establishing emergency planning context and framework
- establishing emergency planning project team expertise
- following organisational policies and procedures
- implementing consultation strategies
- maintaining records and supporting documentation
- participating in emergency planning processes
- undertaking research and analysis
- using agreed emergency planning processes and methodology
- working and consulting with entities to develop an emergency plan.

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

- availability and capability of personnel
- community information including entity profiles
- considerations that may impact on the emergency management planning framework
- constraints to planning processes
- emergency plan impact, processes, outcomes and benefits for entities
- emergency planning terminology, concepts and principles
- fundamentals of emergency planning
- jurisdictional emergency management arrangements and relevant legislation and plans
- limitations of entity knowledge about emergency planning processes and benefits
- organisational documentation, policies and procedures
- political, social, environmental and cultural considerations

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- research tools and methodologies.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR032 Design emergency management exercises

Modification History

Release 1.0 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 design, develop and document activities that exercise one or more of the elements of emergency management arrangements. It includes determining exercise need and purpose by designing and planning exercise activities, assessing exercise risks and identifying logistics requirements.

Emergency management exercises may be used to simulate emergency events in order to train personnel, review and test planning processes, identify needs and/or weaknesses, demonstrate capabilities and to practice people in working together. The design skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

The unit applies to personnel with responsibility for designing emergency management exercises.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine exercise need and purpose	**1.1** Exercise entities are identified and engaged

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	1.2	Governance arrangements for the exercise are confirmed
	1.3	Need and purpose of the exercise is identified and documented in consultation with entities
	1.4	Exercise aim and objectives are confirmed and documented
	1.5	Exercise scope is determined based on operational outcomes, results of training needs analysis, previous exercises and evaluation reports
2 Design and plan exercise activities	**2.1**	Exercise planning teams are established
	2.2	Governance and planning meetings are held, agreements and decisions are made and outcomes are documented and communicated to entities
	2.3	Design planning processes are undertaken with entities to meet exercise aims, objectives and components
	2.4	Exercise style and activities, consistent with aims and objectives, are identified in consultation with entities
	2.5	An exercise plan and component parts is developed and documented
	2.6	Evaluation strategy is documented in accordance with exercise aim and objectives
3 Assess exercise risks	**3.1**	Risk and safety considerations are identified and included in the planning process
	3.2	Activities which mitigate or reduce risks associated with conducting exercise activities are designed
	3.3	Exercise risk and safety management plan is prepared
4 Identify logistics requirements	**4.1**	Physical, virtual, human and budget resources to support the exercise are identified and secured
	4.2	Briefing requirements for exercise management personnel and participants are identified

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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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 not equivalent to PUAEMR013 Design emergency management exercises.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR032 Design emergency management exercises

Modification History

Release 1.0 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

- delivering briefings
- demonstrating decision making
- designing and planning activities and processes for emergency management exercises including
  - determining emergency management exercise needs, aim and objectives
  - developing measurable and achievable objectives related to emergency management exercise
  - establishing an exercise planning team
  - managing exercise planning activities
  - planning resource allocation
  - preparing exercise documentation including plans and evaluations
  - undertaking governance and planning meetings.

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
  - aim and objectives
  - authorities, permissions and exercise governance
  - budget and logistics requirements
  - evaluation or assessment plan
  - evidence collection tools and templates
  - exercise location risk and safety management plan
  - schedule of activities
  - scope or purpose statement
- emergency management exercise concepts, principles and arrangements
- legislative and regulatory arrangements for using resources including land, buildings,

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equipment and volunteers
- organisational documentation, policies and procedures
- relevant incident, disaster, emergency management principles
- risk and safety management principles.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions. Assessment must include two different exercises styles, with one being a multi-organisational exercise.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR033 Determine treatment options

Modification History

Release 1.0 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 determine a range of treatment options for responding to emergency risks. It includes establishing project and working groups, confirming risks to be considered, identifying and evaluating treatment options, recommending treatment options for each risk, promoting ongoing commitment and ownership of processes and outcomes as well as monitoring and reviewing processes.

The unit applies to personnel who are part of a working group that develops treatment options during an emergency risk assessment with a community.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine treatment option framework	**1.1** Policies, procedures, standards, reports, records and emergency risk assessments are located and analysed
	1.2 Emergency risk working group is established with an appropriate balance of expertise, representation and

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		authority
	1.3	Principles, terminology, processes and organisational procedures are identified and confirmed with the emergency risk working group
	1.4	Sustainable emergency risk processes are negotiated for community context and capability, entity needs and identified practical constraints
	1.5	Project management and consultation plans are developed with entities
	1.6	Need for specialised information, additional skills and expertise in determining treatment options is identified
2 Confirm risks to be considered	**2.1**	Existing risk assessments are reviewed
	2.2	Sources of risk in determining treatment options are identified
	2.3	Responsibility for single or multi-organisational management of risks is identified
	2.4	Risk treatment objectives are identified in consultation with entities
3 Identify treatment options	**3.1**	Effectiveness of existing risk treatments is established through research and consultation
	3.2	Community vulnerability is reviewed when identifying treatment options
	3.3	Range of potential risk treatment options is identified through research and consultation
4 Evaluate treatment options	**4.1**	Evaluation methods are agreed with entities
	4.2	Treatment options are assessed and risks and implications for entities are identified
	4.3	Treatment options are documented for access by entities
	4.4	Feedback on likely implication and impact of treatment options is obtained from entities
	4.5	Residual risks are assessed for tolerability and/or acceptance

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5 Recommend treatment options for each risk	**5.1**	Recommended options and implementation responsibilities are agreed in consultation with entities
	5.2	Recommended options and residual risks are documented
	5.3	Recommendations are submitted for approval
6 Promote commitment and ownership of processes and outcomes	**6.1**	Communication and consultation are undertaken with community entities using a range of methods and options
	6.2	A range of communication strategies are used whilst determining treatment options
	6.3	Processes, decisions and outcomes are documented
	6.4	Information is provided to the community and stakeholders
7 Monitor and review processes	**7.1**	Data and entity information is regularly reviewed and updated, as required
	7.2	Treatment options are monitored and reviewed in accordance with risk scope
	7.3	Opportunities for improving emergency risk management processes are reported to authorised personnel

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 not equivalent to PUAEMR012 Determine treatment options.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR033 Determine treatment options

Modification History

Release 1.0 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

- accessing specialised expertise in determining risk treatment
- completing documentation
- demonstrating decision making techniques
- determining risks to be considered and producing recommendations
- following organisational policies and procedures
- identifying, evaluating and recommending treatment options for each risk
- maintaining momentum and achieving project outcomes using available resources
- managing meetings including negotiating and communicating with entities and community groups
- obtaining feedback and monitoring and reviewing treatment processes and outcomes
- promoting commitment and ownership of treatment processes and outcomes
- researching and analysing to determine potential treatment options
- using specialised information
- working with entities and community groups.

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

- characteristics and demographics of communities
- communication and negotiation techniques
- concept of community capital
- cross benefit analysis of treatment options
- emergency risk management concepts and principles
- evaluation methods and techniques of treatment options
- organisational documentation, policies and procedures
- political, social, environmental and cultural considerations
- practical constraints

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- sources of risk and options for treating
- specialised information, if required
- standards
- types of entities.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- an agreed set of treatment options for a given set of risks
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR034 Establish and manage a recovery centre

Modification History

Release 1.0 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 establish and manage a recovery centre to provide comprehensive recovery services. It includes establishing a recovery centre, managing human resources and physical resources, coordinating information flow and recovery services and managing recovery centre closure and transition to mainstream services.

The mix of recovery and/or outreach services provided may change throughout the life of a centre to reflect a changing emphasis from short term relief to long term recovery. This may involve management of centre infrastructure, promotion of the centre, management of personnel in a stressful environment, coordination of service providers and the management of administration, information and financial requirements.

The unit applies to personnel with responsibility for managing a recovery centre.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish recovery centre	**1.1** Recovery plans, arrangements and procedures are

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		located and implementation is agreed upon by entities
	1.2	Recovery centre useability is assessed in consultation with lead organisation, recovery coordinator and/or committee for scale of emergency and possible impacts
	1.3	Initial resource needs for the recovery centre are assessed and suppliers are selected
	1.4	Financial and administrative procedures and task delegations are clarified and approved
	1.5	Links with existing and emerging entities are established in consultation with lead organisation, recovery coordinator and/or committee to determine the level of involvement with the recovery centre
	1.6	Regular communication with the recovery committee manager and entities is established and maintained
	1.7	Centre layout is designed and/or organised to optimise efficiency, privacy, security and safety of personnel and the public
2 Manage human resources sustainably	**2.1**	Capacity and capability of available personnel is assessed and roles and responsibilities are assigned
	2.2	Regular operational briefings are provided to update personnel
	2.3	Screening, inducting and integrating new personnel is established
	2.4	Monitoring wellbeing within the recovery centre is implemented in accordance with organisational policies and procedures
	2.5	Contingency plans and rosters for personnel are adjusted to meet changing needs and circumstances
3 Manage physical resources	**3.1**	Recovery centre assets register is established and maintained
	3.2	Recovery centre maintenance is organised and regularly reviewed
	3.3	Records of consumables and equipment used are maintained
	3.4	Expenditure is tracked and administered in accordance

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		with organisational financial procedures
	3.5	Risks are regularly assessed and contingency plans are developed for expansion and back up of resources
4 Coordinate information flow on recovery services	**4.1**	Entities are identified and a communication plan is developed and distributed
	4.2	Accurate and timely service delivery information is provided to entities and the community
	4.3	Community information is received, analysed and reported to the recovery coordinator
	4.4	Key decisions, rationale and service activity levels are recorded to enable evaluation and reporting
	4.5	Arrangements for the management of media and VIP visits are implemented
5 Manage recovery centre closure and transition to mainstream services	**5.1**	Transition of recovery centre arrangements are negotiated and publicised to the community, lead organisation, entities, recovery coordinator and/or committee
	5.2	Files and information records are verified, updated and retained, as required
	5.3	Statistical and financial reporting of recovery services delivered is prepared and provided to relevant entities
	5.4	Equipment and materials audit is undertaken against the recovery centre assets register, damages and losses are reported and resources are released or returned to providers
	5.5	Operational debriefing is implemented
	5.6	Arrangements to ensure smooth closure of the recovery centre are made in consultation with lead organisations, and agencies, recovery coordinator and/or committee
	5.7	Evaluation report is completed on recovery service delivery and is provided to lead organisations and agencies

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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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 not equivalent to PUAEMR015 Establish and manage a recovery centre.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR034 Establish and manage a recovery centre

Modification History

Release 1.0 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

- analysing recovery centre financial reports
- applying organisational policies and procedures
- demonstrating decision making
- establishing and managing a recovery centre including
  - allocation and use of equipment
  - appropriate layout of recovery centre and promotion of services
  - daily operations
  - evaluating delivery services
  - maintaining accurate files and records
  - monitoring and adjusting recovery services to suit changing needs
  - recovery centre closure and transition to mainstream services
  - resource management
  - shortages of resources
- implementing recovery plans
- monitoring health and wellbeing of individuals within the recovery centre
- undertaking briefings and debriefings
- using interpersonal skills including diplomacy, tact, negotiation and conflict resolution
- working with competing and conflicting priorities.

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

- characteristics of similar emergency events including related impacts, recovery needs and possible issues
- communication methods for individuals with diverse needs, perspectives and cultural backgrounds
- communication strategies for promoting recovery centre services

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- design and/or layout principles for recovery centres including essential equipment, systems, consumables and initial resource requirements
- disaster recovery funding arrangements
- lessons management
- organisational documentation, policies and procedures
- principles of recovery management
- recovery frameworks
- recovery plans and arrangements
- reporting requirements for establishing and managing a recovery centre
- specific needs and sensitivities of communities including cultural, language, religious, physical and dietary requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR035 Facilitate community involvement in recovery

Modification History

Release 1.0 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 facilitate community involvement in event specific recovery planning. It includes initiating the recovery process, engaging the community to enhance existing community structures and networks, providing community feedback to the recovery committee, facilitating community implementation of an event specific recovery plan and monitoring and reviewing community recovery.

The unit applies to personnel who work in disaster recovery. Recovery support may include strengthening ongoing community capacity and enhancing the social, economic, environmental and physical infrastructure of the community and resolving local and external issues hindering recovery.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Initiate recovery process	**1.1** Recovery plans, arrangements and procedures are identified, located and implementation is agreed on by

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		entities
	1.2	Roles and responsibilities are assigned
	1.3	Key entities and their potential interests, sensitivities and dependencies are identified
2 Engage community to enhance existing community structures and networks	**2.1**	Communication and consultation methods are identified and used to provide the community with information for their needs
	2.2	Community capacity to engage in recovery activities and community capital, is assessed and gaps are identified
	2.3	Key relationships, alliances and networks are developed and maintained
	2.4	Entities, including communities, are provided with opportunities to raise, examine, comment on and contribute to issues, concerns and decision making
	2.5	Support is provided to the community through the identification, assessment and prioritising of community needs and goals
3 Provide community feedback to recovery committee	**3.1**	Community contribution, feedback and needs are collated and reported to the recovery committee
	3.2	Guidance is provided to support the development of recovery strategies to address community concerns and needs
4 Facilitate community implementation of event specific recovery plan	**4.1**	Agreed community led strategies and activities are implemented
	4.2	Recovery committees' strategic approach is shared with the community
	4.3	Resources are acquired with preference for using local networks for recovery projects
	4.4	Strategies for accessing additional resources are considered
	4.5	Recovery strategies, activities and adequacy of resources and expenditure are monitored against recovery

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		environment
	4.6	Changed circumstances are identified which may require a variation to the recovery plan
	4.7	Ownership is promoted by informing the community and entities about recovery progress, specific activities and any variations in recovery strategies and their implementation
	4.8	Recovery process, including decisions and outcomes, are documented
5 Monitor and review community's recovery	**5.1**	Recovery activity efficacy is monitored and reviewed
	5.2	Transition plan to business as usual is developed and reviewed in accordance with community expectations and changing needs
	5.3	Long term community sustainability is promoted
	5.4	Audit and reporting requirements are undertaken in accordance with 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 not equivalent to PUAEMR016 Facilitate community involvement in recovery.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR035 Facilitate community involvement in recovery

Modification History

Release 1.0 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

- arranging and planning for community's sustainable recovery
- communicating and consulting with entities and networks
- contributing to the development of recovery strategies
- cultivating strategic relationships with key entities and networks
- demonstrating decision making in community involvement in recovery
- developing and reviewing transition plans
- following organisational policies and procedures
- identifying community needs, issues and concerns
- implementing community engagement processes
- leading and motivating teams and entities
- providing expertise and resources to support the community
- undertaking audit and reporting requirements.

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

- collection and analysis of information on impacts, needs and issues to inform recovery planning
- communication methods and processes for community audiences
- community profile, entities and networks
- community recovery principles
- disaster recovery funding arrangements
- emergency management arrangements and recovery services
- organisational documentation, policies and procedures
- physical and mental wellbeing strategies
- provision of information to entities and networks
- risk mitigation

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- similar emergency events and related impacts, recovery needs and issues.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR036 Manage and evaluate emergency management exercises

Modification History

Release 1.0 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 manage and evaluate exercises designed to practice one or more elements of the emergency management arrangements. It includes reviewing exercise preparation to any context in which an emergency management exercise is appropriate and evaluating outcomes against exercise objectives.

Emergency management exercises may be used to simulate emergency events in order to train personnel, review and test planning processes, identify needs and/or weaknesses, demonstrate capabilities and to practice people in working together.

The unit applies to personnel who are responsible for implementing and evaluating predesigned emergency management exercises.

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

Pre-requisite Unit

PUAEMR032 Design emergency management exercises

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Review exercise preparation	**1.1**	Pre-exercise documentation to prepare organisations and individuals for their participation in exercise activity is communicated and actioned
	1.2	Permissions, authorities, clearances, budget and approvals are identified and confirmed
	1.3	Physical, virtual, human and logistical requirements are identified and organised
	1.4	Communication plan and exercise requirements are prepared, in consultation with entities, and required technology is identified and accessed
2 Manage exercise activities	**2.1**	Exercise management team is formed in accordance with exercise plan
	2.2	Communication and consultation is established and maintained with management personnel and participants throughout the exercise
	2.3	Exercise site preparation and familiarisation activities are undertaken in accordance with the exercise plan
	2.4	Briefings are delivered to participants detailing exercise aims and objectives, key aspects of the scenario, roles and responsibilities, any safety issues during the exercise and communication arrangements
	2.5	Management of logistics requirements for exercise activities are confirmed
	2.6	Exercise plan is used to initiate and facilitate conduct and direction of the exercise
	2.7	Exercise hazards are identified, risks are continually assessed and control measures are implemented
3 Evaluate outcomes against exercise objectives	**3.1**	Post exercise debriefings are conducted and a lessons management process is undertaken with feedback about identified lessons documented
	3.2	Exercise evaluation report including recommendations is prepared and distributed to relevant entities
	3.3	Tracking strategies are developed for the implementation of the Corrective Action Plan

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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 not equivalent to PUAEMR011 Manage and evaluate emergency management exercises.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR036 Manage and evaluate emergency management exercises

Modification History

Release 1.0 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

- building networks and relationships
- conducting exercise in accordance with exercise objectives
- confirming all permissions, authorities, clearances and approvals are obtained
- consulting with entities including implementing a communications plan
- demonstrating decision making techniques
- ensuring all resources are available for the exercise
- finalising required documentation
- following organisational policies and procedures
- gathering and analysing feedback
- identifying exercise hazards
- implementing and completing exercise risk and safety requirements
- managing and evaluating pre and post exercise activities
- managing exercise plan and directing activity and exercise personnel
- monitoring and adjusting pace and intensity of an exercise and adjusting, as required
- planning and delivering briefings and debriefings
- preparing emergency management exercises
- reviewing exercise preparation.

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

- budget and logistical management principles
- communication, consultation and relationship building techniques
- emergency management concepts and principles
- evaluation methods and techniques
- exercise hazards and risks
- 'Lessons Management' processes

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- logistics requirements
- organisational documentation, policies and procedures
- risk and safety management principles.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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 include two different exercises styles, with one being a multi-organisational exercise. Assessment must confirm the ability to ensure all permissions, authorities, clearances and approvals are obtained and ensure all resources are available for the exercise.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR037 Manage recovery functions and services

Modification History

Release 1.0 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 manage a range of recovery functions and services including financial assistance, personal support programs, health services, rebuilding programs and business continuity. It includes obtaining, analysing and sharing information on the impact of the emergency, planning delivery of recovery functions and services, coordinating delivery of recovery functions and services and evaluating the delivery of recovery functions and services.

The unit applies to individuals who are members of a recovery committee or are directly supporting members. This may include state, territory and municipal recovery coordinators and their deputies, liaison officers and managers, centre and assistance program managers and representatives from government and nongovernment service providers, welfare organisations, allied professionals and community and business leaders.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Obtain, analyse and share information on impact of emergency	**1.1**	Reliable information on extent and impact of the emergency is gathered and analysed to identify patterns and trends
	1.2	Recovery needs of the affected community, including vulnerable groups, are identified in consultation with entities
	1.3	Analysis of community needs is regularly reviewed as recovery circumstances change
	1.4	Delivery strategies are developed in consultation with entities prior to community endorsement and multi-organisational commitment
	1.5	Analysis outcomes and chosen service model are documented and provided to entities and recovery service providers
2 Plan delivery of recovery functions and services	**2.1**	Organisations, agencies and community representatives are engaged in planning and decision making
	2.2	Legislation, regulations and emergency arrangements are identified and applied
	2.3	Package of recovery functions and services are identified, developed and adapted to meet community needs
	2.4	Likely event impacts are modelled to identify how needs and recovery services may change
	2.5	Capability and capacity to deliver recovery services is monitored and reviewed
	2.6	Recovery priorities are established through consideration of political context, public expectations, required services and available resources
3 Coordinate delivery of recovery functions and services	**3.1**	Incoming information about needs and service delivery is collected, analysed and used to review priorities
	3.2	Recovery management organisations and service providers are provided regular up to date information about event, impacts, likely developments and priorities
	3.3	Resources are managed to ensure recovery functions and services are delivered in accordance with agreed

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		recovery arrangements
	3.4	Workloads of personnel are monitored and managed
	3.5	Delivery of recovery functions and services are adjusted in response to changing circumstances and priorities
	3.6	Community, political and media expectations and interests are managed
	3.7	Transition to mainstream services is managed within agreed timelines
4 Evaluate delivery of recovery functions and services	**4.1**	Lessons management process is applied to recovery activities undertaken and is documented
	4.2	Emergency management plans and arrangements are reviewed and modified in accordance with the evaluation of recovery functions and services

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 not equivalent to PUAEMR017 Manage recovery functions and services.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAEMR037 Manage recovery functions and services

Modification History

Release 1.0 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

- analysing information, including historical, about disaster impacts on individuals and communities and their recovery needs
- analysing recovery needs and identifying required recovery functions and services
- communicating information about recovery functions and services
- completing required documentation
- demonstrating decision making about recovery functions and services
- developing plans and strategies for delivery of recovery functions and services
- evaluating delivery of recovery functions and services
- following organisational policies and procedures
- identifying vulnerable groups
- managing community, political and media expectations and interest
- monitoring and managing wellbeing of personnel
- reviewing and modifying emergency plans and arrangements
- transitioning to mainstream services.

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

- communication methods for managing recovery functions and services
- community development principles and processes including needs and recovery service delivery research methodology
- data and information collection techniques
- disaster recovery funding arrangements
- diversity of community
- entities and networks including community leaders and members, business owners and/or operators, government and utility organisations
- legislative and regulatory frameworks including local, state and territory statutory and emergency management arrangements

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- lessons management
- likely impacts on communities and individuals of emergencies and their recovery needs
- models of recovery operations and approaches to service delivery
- organisational documentation, policies and procedures
- protocols and procedures for the release of information
- recovery service budgeting, administrative processes and delegations
- risk mitigation.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice, operational manuals and records.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEMR038 Work within an emergency management context

Modification History

Release 1.0 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 work within an emergency management context. It includes confirming jurisdictional emergency management arrangements, contributing to entity awareness of jurisdictional arrangements, supporting organisational and community emergency planning and decisions and applying knowledge of emergency management arrangements.

The unit applies to personnel preparing to work within an emergency management context. This may include individuals who are undertaking or are preparing to work in an emergency management role within their organisation and/or local community and requires broad knowledge of emergency management arrangements within differing jurisdictions.

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

Pre-requisite Unit

Not applicable

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm jurisdictional emergency management	**1.1** Emergency management arrangements are identified and accessed

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arrangements		
	1.2	Emergency management arrangements are reviewed to identify requirements and the roles and responsibilities for entities
	1.3	Implications of emergency management arrangements for organisational planning, policies, procedures, systems and resource allocation are identified
	1.4	Implications of application of broader emergency management arrangements are identified
2 Contribute to entity awareness of jurisdictional arrangements	**2.1**	Application of emergency management concepts and principles is conveyed to entities
	2.2	Emergency management arrangements, including roles and responsibilities, are explained
3 Support organisational and community emergency planning	**3.1**	Strategies to prepare and engage with entities are identified
	3.2	Methodology for conducting an all hazard, risk and vulnerability analysis for the organisation and community are identified
	3.3	Hazards, risks, vulnerability and emergency management plans are located and reviewed
4 Apply knowledge of emergency management arrangements	**4.1**	Roles and responsibilities within emergency management arrangements are identified and communicated to key entities
	4.2	Emergency management arrangements are applied to designated role or responsibilities

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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to PUAEMR018 Work in an emergency management context.

Links

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Assessment Requirements for PUAEMR038 Work within an emergency management context

Modification History

Release 1.0 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

- applying emergency management concepts and principles
- confirming emergency management requirements
- contributing to entity awareness, preparedness and engagement with emergency management concepts and principles
- demonstrating decision making in emergency management
- following organisational policies and procedures
- locating and interpreting emergency management arrangements.

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

- emergency management arrangements
- emergency management terminology, concepts and principles
- organisational documentation, policies and procedures
- risk assessment methodology.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

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Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry including
  - emergency management legislation
  - organisational plans, policies and procedures
- applicable documentation including standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEQU001 Prepare, maintain and test response equipment

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 inspect, maintain and test a range of equipment. It includes inspecting response equipment, testing response equipment and cleaning, maintaining and restowing equipment

The unit applies to personnel who have either a primary role in the maintenance of equipment or are required to test and maintain equipment as part of an operational role.

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

PUAFIR210 Prevent injury

Competency Field

Equipment

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Inspect response equipment**	**1.1**	Equipment is inspected, in accordance with organisational procedures
		1.2	Missing parts are identified and reported, in accordance with organisational procedures
		1.3	Faulty or damaged equipment is reported and recorded, in accordance with organisational procedures
2	**Test response equipment**	**2.1**	Equipment is tested, in accordance with organisational procedures and standards and is identified as fit for purpose
		2.2	Test results are recorded, in accordance with regulatory requirements and organisational procedures
		2.3	Defective equipment and substandard performance is reported and recorded, in accordance with organisational procedures
3	**Clean, maintain and restow equipment**	**3.1**	Equipment is cleaned, maintained, assembled and stowed, in accordance with organisational procedures
		3.2	Equipment records are updated, in accordance with organisational procedures
		3.3	Equipment is recovered, restowed and made ready for future use

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 PUAEQU001B Prepare, maintain and test response equipment.

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Assessment Requirements for PUAEQU001 Prepare, maintain and test response equipment

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

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- cleaning, maintaining and restowing response equipment
- communicating information in accordance with organisational procedures
- complying with safety data sheets
- inspection, testing and servicing of response equipment
- safely using cleaning agents and chemicals

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

- communication techniques
- environmental legislation relating to waste water runoff and pollution
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- procedures for using, testing, cleaning and servicing response equipment
- response equipment used by the organisation
- safe working practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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

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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, equipment specifications, 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

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PUAFER001 Identify, prevent and report potential facility emergency situations

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 by occupants to identify and prevent the development of facility emergency situations or to minimise their consequences, and to report if emergency protection systems and/or equipment is compromised.

It applies to a broad range of emergencies and covers the work required before an emergency services and/or specialist response team arrives; it does not include the specific use of equipment to prevent facility emergency situations.

The unit has been developed to cover facilities as specified in Australian Standard 3745 and AS 4083. For this unit, as covered by AS 3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and approved safe practices. It applies to occupants who are required to be ‘emergency aware’ in their facility.

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

Pre-requisite Unit

Not applicable.

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify, monitor and report situations that could lead to facility emergencies	**1.1** Situations that could lead to facility emergencies are identified by the occupant and facility emergency response procedures are followed
	1.2 Immediate work area and/or public area is routinely checked for situations that could lead to emergencies
	1.3 High risk activities are monitored to ensure precautions and facility emergency response procedures are followed
2 Identify, report and correct situations that could prevent facility emergencies from being safely handled	**2.1** Relevant emergency protection systems and equipment are identified
	2.2 Situations that could lead to emergency protection systems and equipment being impaired are identified
	2.3 Immediate work area is routinely checked for situations that could lead to emergency protection systems and equipment being made inoperable and results of check are reported

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.

high risk activities must include three or more of the following relevant to the facility	• handling dangerous goods and hazardous materials including waste • handling gases

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	• hot work • manual handling • manufacturing • using, mixing and/or moving chemicals • working around traffic • working at heights, in confined spaces, in poorly ventilated spaces or around noise - subject to permit • working with plant and machinery • working with unstable equipment or equipment that has deteriorated
emergency protection systems and equipment must include three or more of the following relevant to the facility	• access, egress and paths of travel • alarm initiation devices • any specific dangerous good and/or hazardous chemical antidotes and treatment e.g. corrosives • automatic fire, leak, spill or movement detectors • escape equipment • exit signs and emergency lighting • facility emergency response procedures contained within the facility emergency plan • fire or smoke detection, • fire or smoke doors, fire walls • first aid kits • initial response firefighting equipment • occupant warning and communications systems • shower and eyewash • special hazard identification systems • spill or leak containment equipment • suppression systems
situations that could lead to emergency protection systems and equipment being impaired must include three or more of the following relevant to the facility	• emergency equipment not being maintained • emergency lighting and/or exit lighting being damaged, missing • impairing exits and/or pathways to exits • inability to access emergency equipment • inappropriate or non-compliant storage and/or handling of dangerous goods • interfering with alarm systems • not replacing or replenishing used emergency equipment • not reporting damage to emergency

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equipment or facilities
- propping open fire or smoke doors

Unit Mapping Information

This unit replaces and is equivalent to PUAWER001B Identify, prevent and report potential facility emergency situations.

Links

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Assessment Requirements for PUAFER001 Identify, prevent and report potential facility emergency situations

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, performance criteria and range of conditions on at least one occasion and includes

- communicating with team members and stakeholders
- identifying and reporting situations in a facility that reduce the effectiveness of emergency protection systems and equipment
- identifying emergency protection systems and equipment present in a facility
- identifying, monitoring and reporting situations that could lead to emergencies in a facility

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

- basic types emergency protection systems and equipment
- principles of operation and limitations of emergency protection systems and equipment installed in a facility
- procedures for identifying, minimising, or preventing, and reporting situations within a facility that may lead to an emergency
- safe work practices applicable to a facility that help to prevent emergencies
- situations at a facility that reduce the effectiveness of emergency protection systems and equipment

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.

As a minimum, assessment 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 activities, 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, facility emergency response procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFER002 Ensure facility emergency prevention procedures, systems and processes are implemented

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 implement facility emergency prevention safety procedures are within a facility, or a defined group of facilities. An individual undertaking this work may be supervising occupants of a facility; typically, they will be a general supervisor.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, facility policies and procedures and accepted safe work practices.

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

Pre-requisite Unit

Not applicable

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Ensure facility emergency prevention processes are implemented	**1.1** Facility emergency prevention inspections are carried out, in accordance with facility emergency plan and safe work practices
	1.2 Situations that could lead to facility emergencies are identified, mitigated, corrected, recorded and/or reported
	1.3 Safe work practices and plans are reviewed and reported
	1.4 Facility emergency response procedures are implemented to ensure personnel comply with identified emergency prevention practices
2 Ensure facility emergency protection systems, control equipment and evacuation systems remain effective	**2.1** Facility emergency response procedures are implemented to ensure work practices do not interfere with emergency protection systems, emergency control equipment and evacuation system
	2.2 Facility emergency response procedures are implemented to ensure problems or deficiencies with emergency protection systems, emergency control equipment and evacuation systems are corrected and reported

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.

situations that could lead to facility emergencies must include three or more of the following	• emergency lighting and/or exit lighting being damaged, missing • emergency equipment not being maintained • impairing exits and/or pathways to exits • interfering with alarm systems • not replacing or replenishing used emergency equipment • not reporting damage to emergency control

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	equipment or facilities
emergency protection systems must include three or more of the following	• propping open fire or smoke doors • automatic fire, leak and spill movement detectors • closed circuit television (CCTV) • communications equipment • facility emergency plan • fire and smoke doors • manual alarms • security infrastructure • special hazard identification systems • spill or leak containment systems (sprinkler and deluge systems) • warning systems
emergency control equipment must include three or more of the following	• communications equipment • fire and smoke detection, alarm, mitigation and suppression systems • first aid kits • forcible entry tools • initial response firefighting equipment • isolation barriers • personal protection kits • security systems and equipment • shower and eyewash • spill control kits and equipment
evacuation systems must include three or more of the following	• access and egress • escape equipment • exits • procedures

Unit Mapping Information

This unit replaces and is equivalent to PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented.

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

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Assessment Requirements for PUAFER002 Ensure facility emergency prevention procedures, systems and processes are implemented

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) facility requirements
- conducting facility emergency prevention inspections
- delegating tasks according to facility emergency prevention, safe work practices and level of responsibility
- ensuring facility emergency protection systems, emergency control equipment and evacuation systems remain effective
- identifying situations that could lead to facility emergencies
- monitoring and reviewing facility work area regularly to identify new and unsafe work practices
- recording and reporting unsafe conditions in a facility
- reporting on problems or deficiencies with facility emergency protection systems, emergency control equipment and evacuation systems

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

- basic types emergency prevention and protection systems and emergency control equipment
- facility emergency plan and response procedures
- facility procedures to identify and rectify problems
- organisational documentation including recording and reporting procedures
- organisational policies and procedures
- principles of operation that limit the functioning of emergency prevention and protection systems and emergency control equipment installed in a facility
- safety inspection processes

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- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 activities, exercises, case studies and/or simulations
  - that reflect the types of emergencies that may be expected in a facility
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational policies, facility emergency response procedures, facility emergency plan, emergency prevention inspection results, industry standards, equipment specifications, 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

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PUAFER003 Manage and monitor facility emergency procedures, equipment and other resources

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 manage and monitor facility emergency prevention and control structures for a complex facility or a defined group of facilities. It involves managing problems and resolving issues in relation to the organisation's facility emergency prevention process and emergency control structures.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe practices. It applies to members of an Emergency Planning Committee (EPC).

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

Pre-requisite Unit

Not applicable

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Manage emergency measures and practices	**1.1** Emergency prevention measures, practices and control equipment are identified, documented and disseminated, in accordance with the facility emergency plan
	1.2 Situations that could lead to facility emergencies are identified and recorded and options for mitigating or avoiding these situations are formulated, tested and implemented
	1.3 Suitably qualified and competent emergency planners are consulted
2 Manage emergency control equipment	**2.1** Emergency control equipment maintenance requirements are documented, disseminated and managed
	2.2 Instruction and training is provided for onsite personnel in the use of emergency control equipment
	2.3 Equipment maintenance is audited for compliance, in accordance with facility emergency response procedures
	2.4 Emergency control equipment is assessed for useability and accessibility and is reported on, in accordance with facility emergency response procedures
	2.5 Facility emergency procedures are followed to correct emergency control equipment defects and deficiencies
3 Record and report emergency control equipment and faults	**3.1** Schedule for verifying and reporting equipment faults is developed and implemented
	3.2 Details and nature of equipment faults are recorded and, where possible, are rectified in accordance with facility emergency response procedures
	3.3 Maintenance logs, records and tests are consulted and corrective action on equipment is verified
	3.4 Reports on verified faults are provided within required timeframes and contain recommendations
	3.5 Frequency of fault occurrences is monitored and reported on, in accordance with facility emergency response procedures
4 Monitor emergency	**4.1** Currency and compliance of facility emergency plan

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control structures		is monitored
	4.2	Emergency control organisational activities are monitored to ensure they comply with facility emergency plans, relevant industry standards and are appropriate for the facility
	4.3	Compliance with industry standards and statutory requirements is checked and appropriate recommendations are made where compliance is an issue
	4.4	Implementation of emergency prevention safety inspection recommendations is monitored, in accordance with facility emergency response procedures
	4.5	Representation on the emergency planning committee and emergency control organisation is monitored, in accordance with the facility emergency plan, relevant industry standards and statutory requirements
	4.6	Recommendations and reports are provided to stakeholders, in accordance with facility emergency response procedures
	4.7	Training is provided and monitored, in accordance with the facility emergency plan and statutory requirements

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 PUAWER003B Manage and monitor facility emergency procedures, equipment and other resources.

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Links

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Assessment Requirements for PUAFER003 Manage and monitor facility emergency procedures, equipment and other resources

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

- analysing operational effectiveness of emergency control equipment
- applying legislation, industry standards, codes of practice and regulations
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- ensuring compliance of facility emergency response procedures, emergency control structures, equipment and other resources with the facility emergency plan
- establishing and maintaining facility emergency plans
- identifying hazards and controlling risks
- implementing compliance regime
- implementing maintenance auditing and fault finding procedures
- managing, recording and reporting emergency control equipment and faults
- monitoring emergency control structures including verifying results
- providing advice and guidance to the emergency management planning committee and emergency control organisation
- providing training in emergency response procedures, emergency control structures and equipment
- reporting emergency prevention problems and suggestions for correction
- utilising emergency prevention principles and solutions

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

- approved fire protection and other emergency systems located in a facility
- basic characteristics, use and limitations of facility emergency response procedures and emergency control equipment
- compliance requirements
- dynamic risk assessment
- emergency response procedures, emergency control structures and equipment training

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- facility documentation including maintenance logs and records, legislation, industry standards, codes of practice and regulations
- facility emergency plan including role of emergency planning committee and emergency control organisation
- fault finding in equipment
- maintenance requirements of facility emergency control equipment and emergency plan and emergency response procedures
- operational effectiveness of emergency control equipment
- principles and practices of emergency prevention
- situations that could lead to facility emergencies
- verification processes and procedures
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 activities, 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 policies, facility emergency plan, facility emergency response procedures, industry standards, equipment specifications, 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

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PUAFER004 Respond to facility emergencies

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 by occupants to recognise emergencies in a facility, to report emergencies and to take appropriate action during facility emergency situations. It includes preparing for emergency situations, reporting emergencies, responding to emergency warnings and advice, choosing the most appropriate course of action and evacuating from a danger area.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student, resident but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe practices. It applies to occupants who are required to be ‘emergency aware’ in their facility.

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

Pre-requisite Unit

Not applicable

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for emergency situations	**1.1** Facility emergency procedures to be used by occupants are identified and followed
	1.2 Emergency resources in a facility are identified and located
	1.3 Emergency response exercises are participated in, in accordance with facility emergency procedures
2 Report emergencies	**2.1** Emergencies are identified and reported, in accordance with facility emergency procedures
	2.2 Occupants in any immediate danger from an emergency or potential emergency are alerted, in accordance with facility emergency procedures
3 Respond to emergency warnings and advice	**3.1** Emergency warnings and advice are responded to, in accordance with facility emergency procedures
	3.2 Instructions from emergency control organisation or attending emergency services are complied with during an emergency
4 Choose most appropriate course of action	**4.1** Emergencies that require evacuation are determined
	4.2 Emergencies that require occupants to shelter-in-place (no evacuation) are determined
	4.3 Shelter or refuge is assessed to determine suitability and sustainability when a shelter-in-place response is the preferred option
	4.4 Emergencies that require lockdown are determined
	4.5 Appropriate cover is assessed when lockdown is required
5 Evacuate from danger area	**5.1** Need to evacuate from danger area is determined and issued under facility emergency procedures
	5.2 Work area is prepared for evacuation, in accordance with facility emergency procedures
	5.3 Area of danger is evacuated, in accordance with facility emergency procedures
	5.4 Where it is safe to do so, assistance is provided to

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occupants who may require it

5.5 Evacuation procedures and instructions from emergency control organisation or emergency response personnel are followed

5.6 Alternative pathways or methods of evacuation are identified, assessed and chosen, in accordance with facility emergency procedures, if usual means of evacuation are blocked or occupants are endangered

5.7 Communication system is used to respond to facility emergencies, in accordance with facility 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 PUAWER004B Respond to facility emergencies.

Links

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Assessment Requirements for PUAFER004 Respond to facility emergencies

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- complying with legislation, industry standards, codes of practice and regulations
- evacuating from work area
- following facility emergency procedures and direction of emergency control organisation members and/or attending emergency services
- identifying and evacuating occupants who may require assistance
- identifying and reporting emergencies
- maintaining own safety and the safety of others in emergency situations
- participating in emergency response exercises including briefings, debriefings, simulations, reviews and desk top drills
- preparing for emergency situations
- responding to emergency warnings and advice
- selecting the most appropriate course of action during an emergency

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

- circumstances where evacuation may need to be modified
- emergency response exercises including participation in briefings and debriefings
- evacuation alarms and facility emergency procedures including action to take when evacuation to a location external to the building might expose evacuated occupants and/or personnel to a greater level of danger
- facility emergency documentation, policies and procedures
- facility emergency reporting systems and procedures facility emergency warning system, signals and instructions
- legislation, industry standards, codes of practice and regulations
- locations of assembly areas and post evacuation actions

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- locations of emergency equipment in a facility
- roles, responsibilities and authority of emergency personnel, emergency control organisations and emergency response teams
- types of emergencies, hazards and evacuation actions associated with each one
- types of occupants who may require assistance
- where Personal Emergency Evacuations Plans (PEEPs) for occupants who have a disability are kept
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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
  - that reflect emergency situations that may occur in a facility and include shelter in place, partial evacuation and/or full evacuation
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational policies, facility emergency plan, facility emergency response procedures, industry standards, equipment specifications, 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

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PUAFER005 Operate as part of an emergency control organisation

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 work within the command, control and coordination structure of an Emergency Control Organisation (ECO). An ECO's priority is the safety of facility occupants and visitors during an emergency which means ECO members are responsible for pre-emergency, emergency and post emergency actions. It includes undertake pre-emergency planning, taking appropriate actions in an emergency and assisting with post emergency activities.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe practices. It applies to members of an ECO who are floor or area wardens and/or wardens or deputy wardens.

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

Pre-requisite Unit

Not applicable.

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Undertake pre-emergency planning	**1.1**	Processes are established and implemented to ensure occupants can access facility emergency response procedures
	1.2	Safety practices are carried out, in accordance with facility emergency response procedures
	1.3	Processes are established and implemented to ensure emergency control organisation identification, as agreed by the emergency planning committee, is available throughout the facility
	1.4	Relevant documentation is examined
	1.5	Emergency equipment deficiencies are documented and reported, in accordance with facility emergency response procedures
2 Take appropriate actions in an emergency	**2.1**	Emergency signals and warnings are identified and responded to, as required
	2.2	Suitable identification is worn, in accordance with facility emergency response procedures and AS3745
	2.3	Emergency situations and possible further developments are assessed and action is taken, in accordance with facility emergency response procedures
	2.4	Arrangements are made for occupants who may require assistance during an emergency
	2.5	Emergency stations are attended and operated, in accordance with facility emergency response procedures
	2.6	Facility emergency response procedures are implemented
	2.7	Communications systems are operated, as required
3 Assist with post emergency activities	**3.1**	Facility owners, managers, occupiers and employers are collaborated with to support re-entry to the facility
	3.2	Safe re-entry processes for the facility are implemented,

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in accordance with facility emergency response procedures

3.3 Report of actions taken during the emergency is documented and prepared for debriefing

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 PUAWER005B Operate as part of an emergency control organisation.

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

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Assessment Requirements for PUAFER005 Operate as part of an emergency control organisation

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting occupants who may require assistance
- assisting with post emergency response activities
- complying with legislation, industry standards, codes of practice and regulations
- contributing to facility emergency planning
- giving clear directions to occupants and visitors
- implementing safe work practices
- initiating and controlling initial emergency response
- responding to emergency signals and warnings
- taking on a leadership role within emergency control organisation and/or a deputy role for other emergency control organisation positions
- undertaking pre-emergency planning
- using communications systems
- wearing required emergency control organisation identification

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

- command, control and coordination function of emergency control organisation
- communications systems
- context of own role within facility emergency response procedures
- dynamic risk assessment
- emergency assessment and emergency stations including assembly or marshalling points; designated telephone or intercom; designated muster points; emergency control point; master emergency control point and warden intercommunication point (WIP) telephones
- emergency signals, alarms and warnings including audible and visual alarms; audible or vibrating pagers; coded or uncoded public address announcements; email; screen alerts;

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stench alerts; verbal alerts and emergency devices evacuation priorities and conduct of evacuation including shelter-in-place or lockdown
- facility documentation including facility emergency plan; facility emergency response procedures; evacuation diagrams; personal emergency evacuation plans for occupants who have a disability and visitor profiles
- facility emergency response procedures
- hazard identification
- legislation, industry standards, codes of practice and regulations
- means of identification including arm bands with consistent colours and markings; helmets, caps, hats; tabards, vests or other distinctive clothing and uniforms
- members of emergency control organisation roles and responsibilities
- methods of accounting for occupants during and after emergencies
- methods of summoning first aid to occupants or visitors injured during an emergency evacuation
- precautions to be taken during emergencies
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including safe work practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 policies, facility emergency plan, facility emergency response procedures, emergency systems and equipment, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFER006 Lead an emergency control organisation

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 make decisions about the safety of occupants during a facility emergency and to give instructions on the priority order for responding to an emergency incident.

It includes leading the preparation of facility emergency response procedures; commanding, controlling and coordinating facility emergency response procedures and responses and concluding the facility emergency incident. Individuals who undertake this work may also act as the primary liaison with emergency services after their arrival.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in line with legislative requirements, organisational policies and procedures and approved safe practices. It applies to members of an Emergency Control Organisation (ECO) who are chief wardens, deputy chief wardens and communications officers.

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

Pre-requisite Unit

PUAFER005 Operate as part of an emergency control organisation

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for an emergency in a facility	**1.1** Possible emergency situations in a facility are identified
	1.2 Information on developments and characteristics of possible facility emergency situations is gathered, assessed, analysed and applied, in accordance with the facility emergency plan
	1.3 Emergency actions for facility emergency is identified, in accordance with the facility emergency plan
2 Undertake pre-emergency planning	**2.1** Emergency planning committee meetings, training and exercises are attended
	2.2 Regular exercises are conducted
	2.3 Facility emergency response procedures are maintained and updated
	2.4 Emergency control organisational membership information is maintained and updated
3 Take appropriate actions in an emergency	**3.1** Emergency signals and warnings are identified or initiated
	3.2 Action is taken to ensure emergency stations are attended and operated, in accordance with facility emergency response procedures
	3.3 Emergency is assessed and the action plan is initiated, in accordance with facility emergency response procedures
	3.4 Entry to affected areas is controlled, in accordance with facility emergency response procedures
	3.5 Directions are given, decisions are made appropriate to the situation and others are kept informed
	3.6 Evacuation progress is monitored and action taken is recorded
	3.7 Reports of areas affected by the emergency are received or requested

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	3.8	Attending emergency services are briefed on their arrival and senior emergency services officer instructions are followed
4 Conclude emergency	**4.1**	When emergency is safe and/or attending emergency services return control to building owner and/or manager ECO members are notified about when occupants can return to the facility
	4.2	Process for occupants to return to the facility is implemented, in accordance with facility emergency response procedures
	4.3	Reinstatement of emergency systems is reported to building owner and/or manager
	4.4	Information for debriefing is provided and it is organised in a timely manner
	4.5	Report is compiled for emergency planning committee and management, in accordance with facility emergency response procedures
	4.6	Documentation is filed, in accordance with facility emergency response 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 PUAWER006B Lead an emergency control organisation.

Links

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Assessment Requirements for PUAFER006 Lead an emergency control organisation

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- briefing emergency services personnel
- commanding, controlling and coordinating of facility emergency response procedures
- complying with legislation, industry standards, codes of practice and regulations concluding facility emergency
- giving clear directions and keeping others informed throughout the emergency in accordance with facility emergency plan
- identifying evacuation assembly areas
- implementing facility emergency response procedures
- interpreting information displayed on emergency control indicator equipment including fire indicator panel, building management system and security management system
- preparing for emergencies in a facility
- responding to emergency signals and warnings appropriately
- undertaking pre-emergency planning

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

- actions in response to developing situations
- collation of information and reporting on the status of the emergency and/or evacuation
- command, control and coordination framework
- dynamic risk assessment
- emergency response structure including external organisations and/or agencies
- emergency signals, warnings and procedures including audible and visual alarms or vibrating pagers; coded or uncoded public address announcements; email; screen alerts; stench alarms; verbal alerts and emergency devices
- emergency stations including assembly or marshalling points; designated telephone or

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intercom; designated muster points; emergency control points; master emergency control point and Wardens' Intercommunication Telephones (WIP)
- facility documentation, policies and procedures
- facility emergency plan and response procedures
- how and when emergency signals and warnings may occur in a facility
- leadership responsibilities during an emergency in a facility
- legislation, industry standards, codes of practice and regulations
- liaison requirements of emergency services
- own role in facility emergency plan including role and authority of attending emergency services
- processes and procedures for briefings
- typical behaviour of people in an emergency
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 policies, facility emergency plan, facility emergency response procedures, emergency systems and equipment, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFER007 Manage an emergency control organisation

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 by a member of an Emergency Planning Committee to document and maintain a facility emergency plan, to establish and maintain an emergency control organisation and to operate in accordance with the facility's emergency plan. It includes initiating emergency response planning, ensuring an emergency control organisation is in place, providing for initiation and control of an initial emergency response, providing for post initial response activities, planning and implementing emergency control training and providing support in the post response and/or recovery phase.

The unit has been developed to cover facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as outlined in covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe work practices. It applies to members of an Emergency Planning Committee.

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

Pre-requisite Unit

Not applicable.

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Initiate a system of emergency response planning	**1.1** Develop a facility emergency plan and ensure a system of emergency alerts is planned, specified, implemented and maintained, in accordance with legislation and available resources
	1.2 Notification of an initial emergency response is provided, in accordance with the facility emergency plan
	1.3 Emergency identification and analysis process is implemented, in accordance with the facility emergency plan
	1.4 An emergency control organisation is established and its members are trained to meet the requirements of the facility emergency plan using available resources
	1.5 Resources required to support the operation of an emergency control organisation are identified and allocated, in accordance with the facility emergency plan
2 Ensure emergency control organisation is in place	**2.1** Possible emergencies are identified, defined and plans are developed to control them
	2.2 Building plans are analysed for initial emergency response issues
	2.3 Emergency response procedures are based on possible emergencies identified in the hazard analysis
3 Provide for initiation and control of initial emergency response	**3.1** Facility procedures for initiating and controlling initial emergency response are developed, implemented and communicated, in accordance with facility emergency response procedures
	3.2 Arrangements are established, in accordance with personal emergency evacuation plans, for the evacuation of occupants who need assistance
	3.3 Facility emergency plan provides for assets to be secured, where safe to do so

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	3.4	Facility emergency plan provides for restricted access to evacuated areas
	3.5	Evacuation exercises are conducted, as required, to validate and amend facility emergency response procedures
	3.6	A system to account for all occupants during emergencies is developed and implemented, in accordance with facility emergency response procedures
4 Provide for post initial response activities	**4.1**	Priorities for evacuation and post initial response activities are put in place, in accordance with the facility emergency plan
	4.2	Emergency services personnel are briefed on post initial response activities
	4.3	Post initial response activities are documented, in accordance with facility requirements
	4.4	Facility emergency response procedures provide for recovery activities to be identified and implemented
5 Plan and implement emergency control organisation training	**5.1**	Training needs of emergency control organisation members are identified and documented, in accordance with facility emergency response procedures
	5.2	Training is developed, implemented and reviewed, in accordance with facility emergency plan
	5.3	Training is identified from hazard needs analysis
	5.4	Refresher training, drills and exercises are conducted, in accordance with facility emergency plan
	5.5	Resources for training are identified and provided, as required
	5.6	Feedback on training is sought and is used to improve training programs
6 Provide support in post response recovery phase	**6.1**	Provision is made in the facility emergency plan for minimising adverse consequences to occupants, the environment and facility
	6.2	Debriefing activities are undertaken, in accordance with the facility emergency plan

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6.3 External support services are accessed, as required, in accordance with the facility emergency plan

6.4 Liaising with media is undertaken, in accordance with the facility emergency plan

6.5 Reports are completed and referred to the emergency planning committee, in accordance with the facility emergency plan

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 PUAWER007B Manage an emergency control organisation.

Links

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Assessment Requirements for PUAFER007 Manage an emergency control organisation

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

- accessing external support services
- analysing training needs and planning and implementing emergency control organisation training
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting occupants
- communicating with occupants and stakeholders
- delivering post initial response activities
- ensuring an emergency control organisation is in place
- identifying assets
- identifying hazards
- initiating a system of emergency response planning
- offering advice and support to occupants in post response and recovery phase
- performing emergency response and evacuations
- planning and preparing for range of possible emergencies providing for initiation and control of initial emergency response

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

- characteristics and limitations of emergency alert systems and procedures
- external support services
- facility assets
- facility emergency plan
- hazard identification and precautions
- identification of occupants who may need assistance including use of personal emergency evacuation plans
- initial emergency response including

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  - advice or requests for emergency services
  - alternative evacuation
  - designated assembly area
  - evacuation routes and destinations
  - guidance from emergency response team
  - lateral evacuation
  - methods or priorities in managing media responses needs analysis evaluation
  - not re-entering an evacuated area until directed by emergency personnel
  - not to evacuate or to partially evacuate
  - relocation or provision of welfare services for evacuated occupants
  - restrictions or entry to danger areas
  - search of floors or areas
  - shelter in place and lockdown,
  - supply of emergency equipment and use of response equipment
  - whether to evacuate
- occupants who need assistance including babies, children, pregnant women and the elderly, those with an impairment either temporary or permanent, any who are injured, those from cultural or linguistic backgrounds and any others who are not able to comprehend instructions
- organisational/facility documentation, policies and procedures
- post initial response activities
- procedures for pre-planning and post initial response activities
- programs for training
- resources to support an emergency control organisation
- systems for controlling the entry of visitors, contractors and staff during an emergency
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) facility requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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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 policies, facility emergency plan and procedures, industry standards, equipment specifications, 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

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PUAFER008 Confine small emergencies in a facility

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 confine small emergencies in a facility and it applies to occupants who are required to have first attack firefighting skills. It includes preparing for emergency situations, identifying and assessing an emergency, safely confining emergencies, using initial response equipment and reporting on the facility's emergency response.

Small emergencies in a facility include incidents such as small fires that can be controlled using a fire extinguisher; chemical spills that can be controlled using facility personal protective clothing and equipment and a spill kit; or a vehicle accident where there is no significant injury or damage.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in line with legislative requirements, organisational policies and procedures, and accepted safe work practices.

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

Pre-requisite Unit

Not applicable

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for emergency situations	**1.1** Possible facility emergency situations and responses are identified by the occupant
	1.2 Emergency resources are identified and their location is ascertained
	1.3 Problems with emergency resources are identified and reported to relevant personnel, in accordance with the facility emergency plan
2 Identify and assess emergency	**2.1** Hazards are identified and effectiveness of initial response actions are assessed
	2.2 Advice in relation to the emergency is sought, in accordance with the facility emergency plan
	2.3 Where initial response actions are considered unsafe or inappropriate action is taken to discontinue, in accordance with the facility emergency plan
3 Safely confine emergencies	**3.1** Facility emergency is confined to the immediate area, in accordance with facility emergency response procedures
	3.2 Emergency resources are used, in accordance with facility emergency response procedures and safe work practices
	3.3 Emergency resources are used, in accordance with facility emergency response procedures
4 Use initial response equipment	**4.1** Initial response equipment is checked to ensure its serviceability prior to use
	4.2 Equipment is selected and used in response to the facility emergency
	4.3 Use of equipment is coordinated with other emergency actions, in accordance with the facility emergency plan
5 Report facility emergency response	**5.1** Emergency and response is documented and reported, in accordance with the facility emergency plan
	5.2 Use of initial response equipment is documented and

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reported, in accordance with the facility emergency plan

5.3 Initial response equipment is marked or positioned after use, in accordance with the facility emergency plan and a report to relevant personnel is completed to indicate if any equipment requires servicing and/or replacing

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 PUAWER008B Confine small facility emergencies.

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

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Assessment Requirements for PUAFER008 Confine small emergencies in a facility

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with occupants, emergency personnel and stakeholders
- complying with facility policies and procedures
- confining emergencies safely
- giving and following instructions
- identifying and acting to avoid or control any associated hazards
- identifying and assessing an emergency
- implementing facility emergency response procedures
- preparing for emergency situations
- reporting facility emergency response
- restowing initial response equipment
- using initial response equipment
- utilising risk management processes

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

- actions to be followed when initial response action is not safe
- facilities and equipment that may be used safely to confine emergencies
- facility emergency plan and emergency response procedures
- initial response actions including activation of response team, activation of suppression systems, use of alerts, containment of emergency, evacuation of area, removal of occupants from danger, removal of emergency, basic aid, shut down procedures, use of containment systems and use of portable fire extinguishers, fire blankets and/or hose reels
- kinds of emergency resources
- legislation, industry standards, codes of practice and regulations
- limitations of initial response equipment, emergency control equipment or facilities

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- methods of extinguishment
- organisational/facility documentation, policies and procedures
- possible hazards types of emergencies
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 activities, exercises, case studies and/or simulations
  - reflective of a range of emergency situations that may be expected in a facility
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational policies, facility emergency plan and emergency response procedures, industry standards, equipment specifications, 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

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PUAFER009 Participate as a member of a facility emergency response team

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 participate as a member of a facility emergency response team. An emergency response team works in conjunction with the emergency control organisation in the management of an emergency in a facility in the early stages prior to the arrival of emergency services and/or specialist response teams. It does not cover the competency required for crisis management, recovery or restoration.

The unit has been developed to cover the facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in line with legislative requirements, organisational policies and procedures, and accepted safe practices. It is applicable to personnel who are responsible, as part of a response team, for participating in the preparation of facility emergency response procedures and responding to emergencies.

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

Pre-requisite Unit

Not applicable

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Prepare for emergencies in a facility	**1.1**	Emergency equipment, assigned for use by the response team, is stored and maintained in a safe, accessible and serviced state
	1.2	Facility emergency response procedures to be used by personnel are identified and accessed
	1.3	Risk assessment of response team's activities is undertaken, in accordance with facility emergency response procedures
	1.4	Response team's training activities are performed, in accordance with facility emergency response procedures and legislation
2 Respond to emergencies in a facility	**2.1**	Emergency is responded to, in accordance with facility emergency response procedures
	2.2	Emergency is assessed for hazards and precautions are implemented
	2.3	Identified hazards are reported to occupants in danger and to response team leader, in accordance with facility emergency response procedures
	2.4	An appropriate response level is determined, in accordance with the status of the facility emergency
	2.5	Instructions from response team leader are confirmed and implemented safely and promptly, in accordance with facility emergency response procedures
	2.6	Equipment is selected and safely operated, in accordance with facility emergency response procedures
	2.7	Emergency is contained to prevent an escalation and to enable emergency services and specialist response team activity to be completed safely
3 Communicate with and complement other personnel	**3.1**	Communication with response team members and leader is maintained throughout facility emergency

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	3.2	Emergency response procedures and activities are consistent with the response team leader's plan of action and supports the work and actions of other response team members
	3.3	Any injuries, accidents or near misses involving team members are reported to the response team leader
4 Assist with recovery from an emergency in a facility	**4.1**	Evidence relating to the cause, origin and progress of the facility emergency is preserved and recorded
	4.2	Assistance is provided to occupants, in accordance with facility emergency response procedures
	4.3	Emergency equipment is returned to a state of readiness, in accordance with facility emergency response procedures
	4.4	Debriefings are attended and contributed to, in accordance with facility emergency response 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 PUAWER009B Participate as a member of a workplace emergency initial response team.

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

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Assessment Requirements for PUAFER009 Participate as a member of a facility emergency response team

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

- accessing and using personal protective clothing and equipment safely under emergency conditions
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting with the recovery from an emergency in a facility
- communicating with and working in collaboration with other response teams
- complying with legislation, industry standards, codes of practice and regulations
- identifying hazards and implementing appropriate precautions
- interpreting and responding to alarm systems
- preparing for emergencies in a facility
- responding to emergencies in a facility
- restowing response equipment
- using emergency equipment safely
- working as a team member under the direction of a facility emergency response team leader and with other initial response teams

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

- alarm systems and associated equipment
- dynamic risk assessments
- equipment operating characteristics, limitations and general care
- general emergency priorities and strategies
- hazard identification and analysis of precautions required during control activities
- hierarchy of control
- organisational/facility documentation, policies and procedures including procedures for responding to alarms and for survival, rescue and recovery
- other response teams including damage control, emergency control organisation, fire team,

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first aid, maintenance and security
- personal protective clothing and equipment
- tactics for safely handling specific emergencies
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 policies, facility emergency plan and emergency response procedures, industry standards, equipment specifications, 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

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PUAFER010 Lead a facility emergency response team

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 a facility emergency response team in the control of an emergency in its' early stages prior to the arrival of emergency services and/or specialist response teams. It includes leading an emergency response team by preparing the team for a facility emergency, coordinating the response to control a facility emergency, communicating with and coordinating personnel and leading a team's recovery from a facility emergency.

This unit has been developed to cover the facilities as considered in Australian Standard (AS) 3745 and AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures, and accepted safe practices. It applies to team leaders of a facility emergency team.

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

Pre-requisite Unit

PUAFER009 Participate as a member of a facility emergency initial response team

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish and maintain emergency response teams	**1.1** Role, authority, structure and scope of emergency response team is negotiated with management of the facility and is documented in facility emergency response procedures
	1.2 A system for alerting emergency response team members to an emergency is developed, demonstrated and regularly tested
	1.3 A business plan and budget are developed and maintained for the emergency response team
	1.4 Facility emergency systems and procedures are audited for compliance with industry standards, codes and/or regulations
2 Provide information and develop procedures	**2.1** A risk assessment of emergency response team's expected activities is conducted, in accordance with industry standards, codes and/or regulations
	2.2 Hazards are identified and controls are developed and implemented, in accordance with industry standards, codes and/or regulations
	2.3 Information is provided to the emergency response team about its role, authority, structure, scope, equipment and training requirements
	2.4 Facility emergency response procedures are developed and provided to emergency response teams and other appropriate personnel and are regularly reviewed
	2.5 Pre-incident planning information about layout of the facility and key features relevant to potential emergencies is provided to the emergency response team
	2.6 Suitably qualified and competent emergency planners are consulted
	2.7 Members of the emergency response team and emergency control organisation are consulted about and encouraged to participate in the development and review of facility emergency procedures
3 Make recommendations	**3.1** Recommendations are made for the acquisition of

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	for provision of emergency equipment and manage its maintenance		emergency equipment appropriate to the role and scope of the emergency response team
		3.2	Safe operating procedures, based on risk assessments and manufacturers' instructions, are developed and communicated to the emergency response team
		3.3	Arrangements are made for the storage of emergency equipment in a location that is safe, convenient and readily accessible to the emergency response team
		3.4	Arrangements are made to ensure emergency equipment is maintained, in accordance with industry standards and/or manufacturers' instructions
		3.5	Personal protective clothing and equipment and information about its characteristics, limitations, safe use and care are provided to each member of the emergency response team
4	**Arrange training for emergency response teams**	**4.1**	Training and assessment is arranged before personnel are assigned to emergency response duties
		4.2	Training is arranged, based on needs analysis, to ensure currency of competence
		4.3	Arrangements are made for scheduling, promoting, reporting and recording of training, in accordance with facility emergency response procedures
		4.4	Feedback on performance, during training, is used to validate and improve training delivery, processes and procedures
5	**Monitor and report on emergency response team**	**5.1**	Emergency response team is audited and reviewed for relevance and ability to implement emergency response systems
		5.2	Status of the emergency response team and emergency control system is reported to the emergency planning committee, in accordance with facility emergency response procedures

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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 PUAWER010B Lead a facility emergency initial response team.

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

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Assessment Requirements for PUAFER010 Lead a facility emergency response team

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with and coordinating personnel
- completing reports
- complying with legislation, industry standards, codes of practice and regulations
- coordinating response to control an emergency in a facility
- coordinating use of emergency equipment safely under emergency conditions
- leading a safe and prompt response to a facility emergency
- leading team's recovery from a facility emergency
- preparing team for an emergency in a facility
- selecting, implementing and coordinating safe actions by the team
- supporting responding emergency services and/or specialist response teams
- taking on a leadership role including giving clear directions under emergency conditions, making decisions appropriate to the situation and keeping others informed
- undertaking pre-incident planning
- using communication skills during emergencies
- working with other response teams

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

- alarm systems and associated equipment
- dynamic risk assessment
- equipment operating characteristics, limitations, precautions and general care
- facility emergency management plans and emergency response procedures
- fire safety features in buildings
- hazards and precautions
- how people react in emergency situations

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- legislation, industry standards, codes of practice and regulations
- management of contingencies
- organisational documentation, policies and procedures
- other response teams
- personal protective clothing and equipment
- pre-incident planning including contingency plans, sketches, notes about facility layout, features, hazards and emergency control facilities, discussions and/or use of operational procedures involving emergency plans, sketches, notes, procedures or Safety Data Sheets (SDSs)
- priorities and strategies for a general emergency
- procedures for responding to alarms
- roles, responsibilities and authority of attending emergency services personnel
- situational awareness
- survival, rescue and recovery procedures
- tactics for safely handling specific emergencies
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - emergency initial response equipment
- applicable documentation including organisational policies, facility emergency plan, facility emergency response procedures, industry standards, equipment specifications, 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

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PUAFER011 Manage facility emergency response teams

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 manage a facility emergency response team assigned to control workplace emergencies in their early stages prior to the arrival of the emergency services and/or specialist response team. It includes establishing and maintaining emergency response teams, providing information and developing procedures, making recommendations for the provision of emergency equipment and managing its maintenance, arranging training for emergency response teams and monitoring and reporting on emergency response teams.

Depending on the size and structure of the facility management of the emergency may involve more than one facility emergency response team over more than one physical location, as specified in the emergency management plan.

The unit has been developed to cover the facilities as considered in Australian Standard (AS) 3745 or AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures, and accepted safe practices. It applies to members of an Emergency Planning Committee (EPC).

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

Pre-requisite Unit

Not applicable.

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish and maintain emergency response teams	**1.1** Role, authority, structure and scope of emergency response team is negotiated with management of the facility and is documented in facility emergency response procedures
	1.2 A system for alerting emergency response team members to an emergency is developed, demonstrated and regularly tested
	1.3 A business plan and budget are developed and maintained for the emergency response team
	1.4 Facility emergency systems and procedures are audited for compliance with industry standards, codes and/or regulations
2 Provide information and develop procedures	**2.1** A risk assessment of emergency response team's expected activities is conducted, in accordance with industry standards, codes and/or regulations
	2.2 Hazards are identified and controls are developed and implemented, in accordance with industry standards, codes and/or regulations
	2.3 Information is provided to the emergency response team about its role, authority, structure, scope, equipment and training requirements
	2.4 Facility emergency response procedures are developed and provided to emergency response teams and other appropriate personnel and are regularly reviewed
	2.5 Pre-incident planning information about layout of the facility and key features relevant to potential emergencies is provided to the emergency response team
	2.6 Suitably qualified and competent emergency planners are consulted
	2.7 Members of the emergency response team and emergency control organisation are consulted about and encouraged to participate in the development and review

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			of facility emergency procedures
3	**Make recommendations for provision of emergency equipment and manage its maintenance**	**3.1**	Recommendations are made for the acquisition of emergency equipment appropriate to the role and scope of the emergency response team
		3.2	Safe operating procedures, based on risk assessments and manufacturers' instructions, are developed and communicated to the emergency response team
		3.3	Arrangements are made for the storage of emergency equipment in a location that is safe, convenient and readily accessible to the emergency response team
		3.4	Arrangements are made to ensure emergency equipment is maintained, in accordance with industry standards and/or manufacturers' instructions
		3.5	Personal protective clothing and equipment and information about its characteristics, limitations, safe use and care are provided to each member of the emergency response team
4	**Arrange training for emergency response teams**	**4.1**	Training and assessment is arranged before personnel are assigned to emergency response duties
		4.2	Training is arranged, based on needs analysis, to ensure currency of competence
		4.3	Arrangements are made for scheduling, promoting, reporting and recording of training, in accordance with facility emergency response procedures
		4.4	Feedback on performance, during training, is used to validate and improve training delivery, processes and procedures
5	**Monitor and report on Emergency response team**	**5.1**	Emergency response team is audited and reviewed for relevance and ability to implement emergency response systems
		5.2	Status of the emergency response team and emergency control system is reported to the emergency planning committee, in accordance with facility emergency response procedures

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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 PUAWER011B Manage facility emergency initial response teams.

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

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Assessment Requirements for PUAFER011 Manage facility emergency response teams

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- arranging training for emergency response teams
- assessing resources needed by facility emergency response team
- communicating and consulting with all stakeholders form a range of organisations, agencies and professions including advisers
- complying with legislation, industry standards, codes and regulations
- developing facility emergency response procedures
- establishing and maintaining emergency response teams
- making recommendations for the provision of emergency equipment and managing its maintenance
- managing and conducting risk assessments and/or analysis
- managing, monitoring and reporting on facility emergency response teams
- planning, coordinating, promoting training and collecting feedback
- providing information
- undertaking pre-incident planning
- using business plans and budgets
- working with other emergency response teams
- writing reports

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

- business plans and budgets
- emergency warning systems
- equipment operating characteristics, limitations, procedures and general care
- facility emergency plan and emergency response procedures
- hazards and precautions

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- how people react in emergency situations
- legislation, industry standards, codes and regulations
- maintenance management systems
- organisational/facility documentation, policies and procedures
- other emergency response teams
- personal protective clothing and equipment
- pre-incident planning including contingency plans, sketches or notes about facility, layout, features, hazards, emergency control facilities and discussions and/or use of operational procedures involving emergency plans, sketches, notes, procedures and/or Safety Data Sheets (SDSs)
- priorities and strategies for a general emergency
- situational awareness
- statutory and legislative requirements
- tactics for safely handling specific emergencies
- training cycles and management systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 policies, facility emergency plan and emergency response procedures, fire engineer reports, occupancy permits, industry standards, equipment specifications, 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

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PUAFIR001 Coordinate state aerial operations

Modification History

Release 1.0 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 to coordinate the allocation and strategic placement of aircraft and specialist aviation personnel and equipment within the state or territory for the purposes of emergency management. It includes establishing aviation resource coordination for state or territory, monitoring need for state or territory aviation resources, engaging state or territory aviation resources, prioritising and allocating aviation resources, supervising deployment of aviation resources, monitoring management of aviation resources at incidents, responding to reports of aircraft occurrences and reviewing coordination arrangements.

The unit is applicable to personnel responsible within their state or territory for coordinating aircraft and specialist personnel and equipment. Authorisation to perform this role is subject to state or territory policies and procedures.

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

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

Pre-requisite Unit

Not applicable

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

	ELEMENTS		PERFORMANCE CRITERIA
	Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Establish aviation resource coordination for state or territory**	**1.1**	Authority to coordinate state or territory aviation resources is confirmed
		1.2	Coordination arrangements for aviation resources in state or territory are invoked
		1.3	Aviation coordination is established within state or territory control or coordination facility
		1.4	Air space requirements and issues are negotiated, as required, and Notices to Airmen (NOTAM) are issued in consultation with aviation regulators
2	**Monitor need for state or territory aviation resources**	**2.1**	Strategic overview of current and potential emergency situation in state or territory is maintained
		2.2	Liaison is maintained with state or territory organisational personnel to determine current and potential need for aviation resources
		2.3	Aircraft requirements and support resources are quantified
3	**Engage state or territory aviation resources**	**3.1**	Legislation, regulations and national, state and territory and organisational policies and procedures for the engagement of aviation resources are followed
		3.2	Aviation resources are confirmed as meeting the standards set by state or territory
		3.3	Negotiations on scarce aviation resources are undertaken and alternative sourcing is investigated
		3.4	Contractual constraints for aviation resources are identified and communicated to personnel responsible for dispatching
4	**Prioritise and allocate aviation resources**	**4.1**	Overview on availability and capability of individual aviation resources is maintained

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	4.2	Requests for aviation resources are received and processed with consideration given to appropriate aircraft for the task, logistics support required and cost effectiveness
	4.3	State or territory emergency coordinators are consulted on priorities where there are competing requests
	4.4	Discussions are held with incident and/or regional controllers on availability, capability and limitations of aircraft resources and state or territory priorities
	4.5	Permission to dispatch aviation resources is granted within established authority and procedures
5 Supervise deployment of aviation resources	**5.1**	Aircraft, pilots and air crew are dispatched in accordance with their contracts and state or territory administrative arrangements
	5.2	Monitoring is undertaken to ensure appropriate aviation dispatch system records are maintained
	5.3	Monitoring is undertaken to ensure pilots of dispatched aircraft are advised of known aircraft allocated to incident and Fire Common Traffic Advisory Frequency (FCTAF)
	5.4	Monitoring is undertaken to ensure flight following is established and maintained, as required
	5.5	Requests to retain aircraft are reviewed using cost effective analysis and in consultation with state or territory operations coordinator, as required
6 Monitor management of aviation resources at incidents	**6.1**	Management arrangements and support for aviation resources at incidents are monitored for safety, effectiveness and efficiency
	6.2	Action is taken within scope of authority to suspend operations where a breach of legislation, regulations or state or territory procedures is identified
7 Respond to reports of aircraft occurrences	**7.1**	Aircraft search and rescue procedures are established and implemented, as required
	7.2	Accidents and incidents are reported and investigated in accordance with aviation regulations

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8	**Review coordination arrangements**	**8.1**	Debriefings are conducted to evaluate effectiveness of aviation resources coordination
		8.2	Reports are produced and disseminated in accordance with regulatory requirements and 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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR001 Coordinate state aerial operations

Modification History

Release 1.0 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

- adhering to aircraft contracts, legislation, regulations and state or territory policies and procedures for aviation operations
- advising regional and/or incident controllers about aircraft resources and priorities
- conducting debriefings to evaluate effectiveness of aviation resource coordination
- confirming authority to coordinate state or territory aviation resources
- confirming availability, capability and limitations of aircraft resources
- consulting state or territory emergency coordinators on priorities
- coordinating allocation and deployment of aviation resources across multiple incidents
- coordinating engagement of aviation resources for incident response within state or territory
- dispatching aircraft, pilots and air crew
- ensuring flight following procedures are established and maintained
- establishing aircraft search and rescue procedures and implementing as required
- establishing aviation coordination within state or territory control or coordination facility
- following legislation, regulations and national, state or territory policies and procedures relating to acquisition of aviation resources
- identifying and communicating contractual constraints on aviation resources to personnel responsible for dispatch
- investigating alternative sources for resources
- invoking coordination arrangements for aviation resources in state or territory
- liaising with state or territory organisational personnel to determine current and potential need for aviation resources
- maintaining an overview on availability and capability of individual aviation resources
- monitoring
  - management arrangements and support for aviation resources at incidents for safety, effectiveness and efficiency
  - provision of information to pilots regarding known aircraft allocated to incident and Fire Common Traffic Advisory Frequency (FCTAF) records in the aviation dispatch system
- negotiating air space requirements, issues and scarce aviation resources
- processing requests for aviation resources and reviewing requests to retain aircraft

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- producing and disseminating reports
- quantifying aviation resources and support resource arrangements
- reporting and investigating accidents and incidents in accordance with aviation regulations
- suspending operations where a breach of legislation, regulations or state or territory procedures is identified, if required
- undertaking and maintaining a strategic overview of current and potential emergency.

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

- accident and incident notification and response procedures
- air base and helibase requirements
- aircraft in national fleet including their capability, contract arrangements and management requirements
- aircraft use including
  - aerial incendiary operations
  - air observation
  - cargo and equipment transport for resupply operations
  - fire bombing
  - heavy air tanker operations
  - helicopter insertion and extraction
  - passenger transportation
  - Remote Piloted Aircraft System (RPAS) operations
  - specialist equipment utilisation
  - specialist intelligence gathering
- air operations unit structure and roles
- air space restriction requirements
- aviation resources including
  - aerial attack platforms including light or large helicopter and light or medium fixed wing aircraft
  - aerial products including water, foam, retardant and gel, their characteristics, application and effectiveness
  - factors affecting performance of aviation resources including fuel, vegetation, weather and topographic factors
  - firebombing aircraft including fixed and rotary wing firebombers, single engine air tankers (seats) and multi engine aircraft
  - firebombing systems including buckets, belly tank and scoopers
- flight safety including
  - aviation briefings
  - aviation communications

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  - duty time limitations
  - Notice to Airmen (NOTAM)
  - restricted airspace
- flight planning and flight following requirements
- general fire behaviour and strategies and tactics used by firefighting organisations
- hazards that may adversely affect aircraft operations
- organisational aircraft activation protocols
- organisational policies and procedures for aerial operation missions conducted in state or territory
- procedures for conducting aircraft support operations including aircraft marshalling, refuelling, aerial suppressant mixing and loading and incendiary operations
- radio communication protocols including requirements for ground to air communications
- record keeping requirements
- relevant legislation, regulations and civil aviation regulations
- risk management principles
- roles and responsibilities in aerial operations missions
- search and rescue arrangements
- state and territory aviation deployment systems
- Team Resource Management (TRM) principles
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - operational environment involving coordination of aircraft across a state or territory
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR002 Manage aviation resources for an incident

Modification History

Release 1.0 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 to manage aviation resources, and coordinate flight and ground based services to support aerial operations missions conducted as part of an incident response. It includes delivering services within an organisational regulatory framework, assisting with planning for air operations as part of the incident action plan, activating and managing aircraft, overseeing management of support personnel and contractors, establishing and managing facilities and consumables to support aerial operations, planning and managing flight schedules and pilot services, managing air base accident response, ensuring the air base has safety and security systems in place and ensuring record keeping systems are in place.

The unit is applicable to aircraft officers managing aviation resources within complex incident response operational environments. Authorisation to perform this role is subject to agency policies and procedures.

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

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

Pre-requisite Unit

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

PUAFIR003 Manage aviation support operations at an air base

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

	ELEMENTS		PERFORMANCE CRITERIA
	Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Deliver services within organisational regulatory framework**	**1.1**	Team Resources Management (TRM) principles are applied and roles and responsibilities are confirmed
		1.2	Communication is established and maintained with air attack supervisors, support personnel and contractors
		1.3	Work, Health and Safety (WHS)/Occupational Health and Safety requirements are implemented
		1.4	Job hazards are identified and action is taken to eliminate, minimise or control them
		1.5	Delivery of inflight and ground support services are managed in accordance with organisational and regulatory framework
2	**Assist with development of air operations plan as part of incident action plan**	**2.1**	Briefing is obtained and clarification is confirmed from task supervisor
		2.2	State air desk, air attack supervisor and air operations manager, if appointed, are consulted on availability, capability and management of national and/or organisational aviation resources
		2.3	Advice is provided on administrative and logistical requirements of potential aerial operations missions
		2.4	Aircraft and support requirements for aerial operations missions are identified and documented within the air operations plan as part of the Incident Action Plan (IAP)
3	**Activate and manage aircraft**	**3.1**	Arrangements are made to obtain or activate required aircraft in accordance with organisational procedures
		3.2	Records are maintained of the number, type and activities of aircraft allocated to an incident

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	3.3	Aircraft identification is recorded on arrival and an air communications plan is developed in consultation with aircrews and the communications planner and is included in the IAP
	3.4	Aircraft and welfare arrangements for flight and air crews are managed in accordance with contractual arrangements
4 Oversee management of support personnel and contractors	**4.1**	Support personnel and contractors assigned to assist with delivery of air support facilities and services are activated in accordance with organisational procedures
	4.2	Air base manager is appointed, as required, in accordance with organisational procedures
	4.3	Oversight is provided for engaging support personnel to deliver specialist services
	4.4	Supervisory structure for support personnel is established, monitored and adjusted, as required
	4.5	Oversight is provided for management of support personnel including tasking, briefing, performance management, welfare management and debriefing
	4.6	Oversight is provided to ensure personnel who are impaired or working unsafely are stood down from the operation
	4.7	System to identify job hazards and to eliminate, minimise or control them is established and maintained
5 Establish and manage facilities and consumables to support aerial operations	**5.1**	Air base and facilities to support air operations are established, as required, and are fit for purpose
	5.2	Consumables and supplies for air operations and welfare are identified, ordered, stored and their use recorded
	5.3	Welfare services are provided in accordance with aircraft contractual arrangements and in consultation with the logistics officer
	5.4	Safe work practices for storage and handling of dangerous goods and hazardous substances are

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			implemented and monitored
6	**Plan and manage flight schedules and pilot services**	**6.1**	Proposed aerial operations missions are confirmed with task supervisor and priorities are confirmed
		6.2	Requests for non-tactical use of aircraft are considered
		6.3	Flights are coordinated and tasked for operations, as required
		6.4	Procedures to take and retain passenger manifests are implemented
		6.5	Flight dispatch is coordinated and authorised
		6.6	Flight notification and flight following procedures are implemented
		6.7	Ground-to-air radio communications are monitored to ensure only authorised personnel undertake communications
		6.8	Recording of aircraft and pilot flight times is managed
		6.9	Pilots are debriefed at the end of task flights
7	**Manage air base accident response**	**7.1**	Accident response plan is prepared and included in the IAP
		7.2	Aircraft accident response procedures are implemented
		7.3	Aircraft are tasked in response to an accident
		7.4	Accident response equipment is located and checked in accordance with organisational procedures and statutory regulations, where air base is located at a permanent airport
8	**Ensure air base has safety and security systems in place**	**8.1**	Designated unsafe areas are demarcated and clearly signposted
		8.2	Security is provided for aircraft and equipment and access to the air base is controlled
9	**Ensure record keeping systems are in place**	**9.1**	Systems for recording storage and use of consumables and aerial products are established and maintained in accordance with organisational

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procedures

9.2 Record of activities is maintained and a handover is conducted with incoming aircraft officer

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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR002 Manage aviation resources for an incident

Modification History

Release 1.0 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

- activating and managing aircraft resources including both fixed wing and rotary wing aircraft to support aerial operations missions for incident response
- appointing air base manager and assigning support personnel and contractors to assist with delivery of air support facilities and services
- confirming Team Resources Management (TRM) principles and priorities for aerial operations mission are applied
- considering requests for non-tactical use of aircraft
- consulting with state air desk, air operation manager and air attack supervisor on availability, capability and management of aviation resources
- coordinating and authorising flight dispatch and tasking for flight operations
- debriefing pilots on return from flights
- demarcating and signposting designated unsafe areas
- developing air communications plan
- documenting aircraft and support requirements for aerial operations missions in air operations plan
- establishing facilities to support air operations including
  - aircraft refuelling facilities
  - airstrips and helipads
  - car parking areas
  - firefighting product preparation and loading facilities
  - storage areas for dangerous goods that may include fuel, incendiaries and fire suppressant chemicals
  - welfare facilities and services
- establishing security for aircraft and equipment and monitoring access to air base
- establishing, monitoring and adjusting supervisory structure for support personnel
- identifying job hazards and eliminating, minimising or controlling them
- identifying, ordering, storing and recording consumables and aerial products
- implementing relevant legislation, regulations and organisational policies and procedures for aerial operations missions

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- locating and checking accident response equipment where an air base is located at a permanent airport
- maintaining records of activities and hand overs to incoming aircraft officers and the number, type and activities of aircraft allocated to an incident
- managing aircraft and welfare arrangements for flight and air crews, delivery of in-flight and ground support services and briefings
- managing engagement of contractors and support personnel to deliver specialist services
- managing personnel who are impaired or working in an unsafe way
- monitoring aviation support services to ensure they are undertaken by trained and authorised personnel including
  - aerial fire suppressant mixing and loading
  - aircraft marshalling
  - aircraft refuelling
  - external load lifting
  - ground-to-air radio communications
- monitoring safe work practices for storage and handling of dangerous goods and hazardous substances
- obtaining and activating aircraft
- preparing accident response plans
- providing advice on the administrative and logistical requirements of a range of aerial operations missions
- providing advice on the availability, capability and support requirements of aviation resources
- recording aircraft identification on arrival and aircraft and pilot flight times
- taking and retaining passenger manifests where an air base manager has not been appointed
- tasking aircraft in response to an accident.

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

- accident, incident and near miss response procedures and reporting system
- air operations plan content including accident response plan and air communications plan
- air operations unit structure and roles
- air space requirements and processes
- aircraft operator, flight and air crew roles and responsibilities
- aviation radio communications
- flight planning, flight notification and flight following requirements
- management of briefings and debriefings
- Notices to Airmen (NOTAM), temporary flight restrictions and danger areas
- organisational aircraft activation protocols
- organisational policies and procedures for conducting aerial operations missions and ground

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support services
- radio communication protocols including requirements for ground-to-air communications
- record keeping requirements
- relevant legislation and regulations
- risk management principles
- roles and responsibilities in aerial operations missions
- safety and security requirements at air bases
- search and rescue arrangements
- Team Resource Management system (TRM) principles
- types of aircraft used within jurisdictions, their capability, use and management requirements including contract arrangements
- types of consumables, supplies, aerial suppressants and incendiaries
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - incident control centre or command post
  - an air base
  - aircraft refuelling facilities
  - firefighting product preparation and loading facilities
  - fixed wing and rotary wing aircraft and pilots
  - ground to air communication facilities
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR003 Manage aviation support operations at air base

Modification History

Release 1.0 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 establish and manage an air base as part of an incident response and to provide support services for the resources in aerial operations missions. It includes working safely as a member of air operations team, planning for aerial operations support, establishing and managing a support unit to assist with service delivery, maintaining a safe and secure air base, supervising the layout of air base facilities, supervising the delivery of in-flight pilot services, supervising the storage and handling of dangerous goods, implementing air base accident response and maintaining records.

The unit is applicable to individuals managing an air base supporting fixed wing aircraft, rotary wing aircraft and/or remotely piloted aircraft. The air base may be established at an existing airport or helipad or may be in a remote location. Authorisation to perform this role is subject to agency policies and procedures.

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

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

Pre-requisite Unit

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

PUAOPE020 Lead a crew

PUAOPE013 Operate communications systems and equipment

PUAFIR017 Work safely around aircraft

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

	ELEMENTS		PERFORMANCE CRITERIA
	Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Work safely as air operations team member**	**1.1**	Team Resource Management (TRM) principles are applied and roles and responsibilities are confirmed in the air operations unit
		1.2	Communication is established and maintained with air attack supervisors, support personnel and contractors
		1.3	Work, Health and Safety (WHS)/Occupational Health and Safety requirements are implemented
		1.4	Job hazards are identified and action is taken to eliminate, minimise or control them
2	**Plan for aerial operations support**	**2.1**	Briefing is obtained on need for aerial operations support and points requiring clarifications are confirmed
		2.2	Facility and service requirements to support aerial operations missions are identified in consultation with the supervisor and are documented in the air operations plan within the Incident Action Plan (IAP), if developed
		2.3	Need for personnel and contractors to assist with delivery of air base facilities and services is determined
3	**Establish and manage a support unit to assist with service delivery**	**3.1**	Personnel are engaged to deliver specialist services
		3.2	Supervisory structure for personnel assisting with delivery of air base services is established
		3.3	Personnel are briefed on tasks and their performance is monitored and they are debriefed at the conclusion of their deployment

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		3.4	Personnel are monitored for application of safe work practices and personnel working in an unsafe way are stood down
4	**Maintain safe and secure air base**	**4.1**	Arrangements are made to demarcate and clearly signpost designated unsafe areas
		4.2	Arrangements are made to escort personnel in designated unsafe areas who are not aircrew or part of the air operations unit
		4.3	Security is provided for aircraft and equipment, if required
		4.4	Arrangements for controlling access to the air base are established
5	**Supervise layout of air base facilities**	**5.1**	Air base facilities are planned and established in accordance with organisational procedures
		5.2	Parking and facility areas are identified and established
		5.3	Storage areas for dangerous goods are established
		5.4	Fire product mixing and loading facilities are established
		5.5	Refuelling facilities and services are established
		5.6	Welfare facilities and services are established to meet the needs of air base personnel and pilots
		5.7	Dust abatement measures are implemented, as required
6	**Supervise delivery of in-flight pilot services**	**6.1**	Delivery of inflight pilot services is monitored
		6.2	Pilots are briefed prior to their flights and debriefed on return
7	**Supervise storage and handling of dangerous goods**	**7.1**	Dangerous goods and hazardous substances are identified from documentation or through confirmation with relevant personnel
		7.2	Storage requirements for dangerous goods and hazardous substances are identified and established

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		7.3	Handling procedures for different classes and characteristics of goods are implemented
8	**Implement air base accident response**	**8.1**	IAP accident response plan for aerial operations is obtained and followed
		8.2	Accident response equipment is located and checked in accordance with organisational procedures and statutory regulations
		8.3	Air base accident response procedures are communicated to support personnel and their implementation is monitored
9	**Maintain records**	**9.1**	Records of storage and use of consumables are maintained in accordance with organisational procedures
		9.2	Record of activities is maintained and a handover is prepared for the incoming air base manager

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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to PUAFIR313 Operate aviation support equipment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR003 Manage aviation support operations at air base

Modification History

Release 1.0 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

- applying Team Resource Management (TRM) principles
- communicating air base accident response procedures to support personnel and monitoring adherence
- confirming team roles and responsibilities within air operations unit
- demarcating and signposting designated unsafe areas and arranging escort of personnel who are not aircrew or part of the air operations unit
- determining and engaging personnel, contractors and specialists for delivery of air base facilities and services
- establishing and managing delivery of support services including
  - access to air base
  - air base facilities
  - parking and facility areas
  - product preparation and loading services, as required
  - records for storage and use of consumables
  - refuelling facilities and services
  - storage areas for dangerous goods
  - supervisory structure for support personnel and contractors
  - welfare facilities and services
- following organisational polies and procedures
- identifying
  - dangerous goods and hazardous substances from documentation or relevant personnel
  - job hazards
  - storage requirements for dangerous goods and hazardous substances
- implementing
  - accident response plan for aerial operations
  - action to eliminate, minimise or control hazards
  - dust abatement measures, as required
  - Work, Health and Safety (WHS)/Occupational Health and Safety requirements including

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    handling procedures for different classes of goods
- locating and verifying accident response equipment
- managing delivery of flight services including
  - aircraft marshalling and parking services
  - aircraft timekeeping
  - briefing pilot
  - flight coordination
  - flight following
  - ground-to-air radio communications
  - recording passenger manifests
  - security service for aircraft and equipment, if required
  - weather information
- maintaining communication records of activities and handing over to incoming air base manager
- supervising support personnel and contractors including
  - application of safe work practices
  - appropriate tasking
  - briefing and debriefing
  - monitoring performance
  - task completions.

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

- aircraft marshalling and refuelling requirements
- air base establishment including
  - air base support personnel
  - communications
  - layout
  - logistics planning
  - selecting a site
- aerial fire suppression products, systems and equipment including
  - aircraft product loading procedures
  - managing stores
  - product mixing
- air operations planning
- airspace classifications
- consumables planning
- coordination of aircraft

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- crew marshalling
- dangerous goods and hazardous substances including fuel, incendiaries and fire retardants
- flight following
- flight notification
- flight planning
- management of briefings and debriefings
- night operations, if undertaken
- organisational communications systems
- organisational policies and procedures including
  - accident, incident and emergency responses and procedures
  - conducting hazardous aircraft support operations including aircraft marshalling, refuelling, aerial product preparation and loading and incendiary operations
  - management of aircraft and air operations missions
- passenger safety briefing protocols to be conducted prior to flights
- personnel who provide specialist services for dangerous goods handling, aircraft marshalling, aircraft refuelling, fire suppressant mixing and loading, external load lifting and ground-to-air radio communications
- requirements for reporting and record keeping
- risk management principles
- search and rescue processes
- Team Resource Management (TRM) principles
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an air base which may be an aerodrome or a remote air base
  - aircraft
  - appropriately skilled support personnel

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  - refuelling facilities
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR004 Manage complex aerial operations for an incident

Modification History

Release 1.0 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 to manage complex aerial operations during the response to an incident. It includes working within organisational and regulatory frameworks, establishing and managing an air operations unit for an incident, confirming safety and effectiveness of aerial operations, developing aerial operations strategies, developing and maintaining an air operations plan within an incident action plan, managing the implementation of an air operations plan, responding to changed circumstances and establishing systems for the safety and security of aerial operations.

The unit is applicable to personnel that may fill the role of the air operations manager at an incident. The air operations manager is the most senior aviation related official, during an incident response, responsible for coordinating a range of tactical aerial operations missions within a complex operational environment. They are also responsible for managing personnel undertaking missions and for providing aviation related support services. Authorisation to perform this role is subject to organisational policies and procedures.

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

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

Pre-requisite Unit

Not applicable

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Work within an organisational and regulatory framework	**1.1** Briefing on the incident is obtained from the operations officer
	1.2 Responsibility for coordinating aerial operations for the incident and managing work of the air operations unit is accepted
	1.3 Legislation, regulations and organisational policies and procedures for incident aerial operations are identified and implemented
	1.4 Communication is established and maintained with state or territory aircraft coordinator
	1.5 Air space requirements and issues are referred to state or territory aircraft coordinator
	1.6 Incident reporting requirements for air operations are met
	1.7 Advice is provided on aircraft availability and capability, support requirements and operational priorities in accordance with organisational regulatory framework
2 Establish and manage air operations unit	**2.1** Air operations unit, appropriate to incident scale and needs, is established
	2.2 Personnel are allocated responsibilities and are briefed and debriefed at the conclusion of their deployment
	2.3 Communication is maintained with operations officer, aircraft officer and air attack supervisor and their specialist expertise is sought, as required
	2.4 Communication is maintained with aircraft contractors including pilots, engineers and refuellers and their specialist advice is sought, as required

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	2.5	Team Resource Management (TRM) principles are applied to incident air operations and roles and responsibilities for air operations missions are confirmed
	2.6	Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements are implemented
	2.7	Job hazards are identified and action is taken to eliminate, minimise or control them
	2.8	Personnel are managed and monitored for safe and effective work practices and those who are impaired or working in an unsafe way are stood down from duty
3 Confirm safety and effectiveness of current aerial operations	**3.1**	Air operations plan and details of specific aviation support aspects are confirmed
	3.2	Aircraft at incident, en route or in the vicinity are identified
	3.3	Aerial operations missions are identified
	3.4	Temporary restricted air space need is determined with incident controller and operations officer, with requests then forwarded through to the state air desk
	3.5	Air communications plan is established and maintained
	3.6	Flight following procedures are established and maintained
	3.7	Support services and related personnel are confirmed
	3.8	Accident response plan is established and maintained
4 Develop aerial operations strategies	**4.1**	Incident controller’s intent and incident management objectives are identified

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	4.2	Current and projected incident situation is obtained
	4.3	Capabilities and constraints of available aircraft are reviewed
	4.4	Options for use of aircraft resources to support operational needs are developed and analysed
	4.5	Aerial strategies and tactics that contribute towards achievement of incident management objectives are developed
	4.6	Availability of resources to implement strategies are confirmed with aircraft officer
	4.7	Priorities and strategies for use of aircraft resources are proposed and confirmed with operations officer
5 Develop and maintain air operations plan within the IAP	**5.1**	Air operations plan is developed in accordance with organisational procedures and in collaboration with operations officer and planning officer
	5.2	Aerial operations mission resources, support facilities and services are identified in the air operations plan
	5.3	Accident response and air communication plans are developed and are included in the air operations plan
	5.4	Air operations plan is developed in consultation with operations officer and submitted to incident controller for approval
	5.5	Air operations plan is regularly reviewed in response to changed situations or at predetermined timeframes
6 Manage implementation of air operations plan	**6.1**	Roles and responsibilities for implementing air operations plan are confirmed
	6.2	Arrangements are made for aerial operations mission personnel to be briefed

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		6.3	Tasking of flights is authorised in accordance with organisational procedures
7	**Respond to changed circumstances**	**7.1**	Effectiveness of aerial operations missions is monitored and priorities for aircraft use are regularly confirmed with operations officer
		7.2	Procedures are established for reassignment of aircraft
		7.3	Operations officer is notified of changes to aircraft capability or status and situations that are or may be hazardous
8	**Provide oversight of systems for safety and security of air operations**	**8.1**	Flight following procedures are established and implemented in accordance with organisational regulations and requirements
		8.2	Search and rescue procedures are established and implemented in accordance with organisational regulations and requirements
		8.3	Incident and near miss reporting system is established and monitored
		8.4	Notifiable incidents are reported in accordance with organisational procedures and regulatory requirements
		8.5	Secure areas are designated for aircraft and are monitored to ensure only authorised personnel can access them
		8.6	Security for aircraft and equipment and arrangements for controlling access to the air base are established

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.

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Non-essential conditions may be found in the PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR004 Manage complex aerial operations for an incident

Modification History

Release 1.0 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

- allocating roles and responsibilities and managing personnel performance and welfare
- applying Team Resource Management (TRM) principles
- authorising tasking of flights
- briefing and debriefing personnel and pilots
- complying with relevant legislation and regulations
- coordinating complex aerial operations during an incident response
- designating secure areas for aircraft and monitoring access
- determining restricted air space and forwarding requests to state air desk
- developing air operation plan for complex aerial operation
- confirming
  - accident response plan and air communications plan
  - aerial strategies and tactics
  - availability and options for use of aircraft resources to support operational needs
  - priorities and strategies for aircraft resources
  - support services and personnel
- establishing and maintaining flight following procedures and incident and near miss reporting system
- following organisational policies and procedures including reassignment of aircraft and search and rescue procedures
- identifying
  - aerial operations mission, resources, support facilities and services in air operations plan
  - aircraft at incident, en route or in the vicinity
  - incident controller’s intent and incident management objectives
  - job hazards and action to eliminate, minimise or control them
- implementing Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and safe work practices
- managing work of air operations unit for complex aerial operations
- maintaining communication with state or territory aircraft coordinators, operations officer, aircraft officer, air attack supervisor and aircraft contractors including pilots, engineers and

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refuellers
- monitoring aerial operations missions and confirming priorities for aircraft
- controlling aircraft and equipment security and access to the air base
- notifying authorised personnel of changes to aircraft capability or status and of hazardous situations
- obtaining briefings from relevant personnel to coordinate aerial operations
- planning air attack strategies for complex aerial operations
- providing aviation and general information advice to personnel
- referring air space requirements and issues to state or territory aircraft coordinators
- reporting notifiable incidents
- reviewing air operations plan and capabilities and constraints of available aircraft.

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

- air accident, incident and near miss response procedures and reporting systems
- air attack strategies including offensive, defensive and firebombing
- air attack tactics including direct, indirect, head, flank, parallel, line building and asset and crew protection and aerial ignition
- air base establishment requirements
- air operations unit structure including roles and responsibilities
- aircraft capability relative to fire and incident management activities
- aircraft operator, flight crew and air crew roles and responsibilities
- aircraft refuelling and marshalling requirements
- aircraft operating environment including
  - airspace classifications and process
  - aviation communications systems
  - flight rules
  - temporary restricted airspace
  - visual meteorological conditions
- air radio communication requirements
- aviation resources including
  - aerial attack platforms including light helicopter, light or medium fixed wing aircraft
  - aerial products including water, foam, retardant and gel and their characteristics, application and effectiveness
  - factors affecting performance of aviation resources including fuel, weather and topographic factors
  - firebombing aircraft including fixed and rotary wing firebombers, single engine air tankers (seats) and multi engine aircraft
  - firebombing systems including buckets, belly tank and scoopers
- consumables planning

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- coordination of aircraft
- crew marshalling
- fire behaviour
- firebombing systems
- flight following
- flight notification
- flight planning
- flight safety including
  - aviation briefings
  - aviation communications
  - duty time limitations
  - Notice to Airmen (NOTAM)
  - restricted airspace
- hazards that may adversely affect aircraft operations
- incident action plan content including
  - accident response plan
  - air operations plan
  - aircraft communications plan
- logistics planning
- management of briefings and debriefings including passenger safety briefings
- night operations, if required
- operational support requirements for aerial operations missions
- organisational policies and procedures for conducting hazardous aircraft support operations including aircraft marshalling, refuelling, firebombing product mixing and loading, passenger transport and incendiary operations
- relevant legislation and regulations including civil aviation regulations
- report and record keeping requirements
- risk management principles
- safety and security requirements at an airbase
- search and rescue requirements
- strategies and tactics relating to fire activity, behaviour and suppression
- tactical aircraft
- Team Resource Management (TRM) principles
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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

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time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- an incident or exercise involving complex aerial operations that requires coordination
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an air operations unit with personnel performing both tactical and support functions for complex aerial operations
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR005 Observe fire from an aircraft

Modification History

Release 1.0 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 observe a fire or prescribed burn from an aircraft and to collect intelligence relating to fire location and behaviour including fuel loads, terrain, rate of spread, threats and progress of strategies and tactics. It includes working safely as an air observation team member, preparing for air observation mission, planning flight route, preparing for flight, validating flight path en route to mission area, collecting and recording incident intelligence, reacting to changed conditions and emergencies and concluding air observation mission.

The unit is applicable to personnel responsible for collecting incident intelligence from either a fixed wing or rotary wing aircraft or from the ground using remotely piloted aircraft. Authorisation to perform this role is subject to organisational policies and procedures.

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

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

Pre-requisite Unit

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.

PUAFIR017 Work safely around aircraft

PUAFIR303 Suppress wildfire

PUAOPE013 Operate communications systems and equipment

PUAOPE014 Navigate to an incident

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Work safely as air observation team member	**1.1**	Team Resource Management (TRM) principles are applied during air observation mission
	1.2	Compliance is maintained with relevant legislation, regulations and organisational policies and procedures
	1.3	Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements for air operations are implemented
	1.4	Job hazards are identified and action is taken to eliminate, minimise or control them
2 Prepare for air observation mission	**2.1**	Briefing on air observation mission is obtained from task supervisor
	2.2	Mission information is collated
	2.3	Maps, navigation equipment and personal protective clothing and equipment for mission are prepared
3 Plan flight route	**3.1**	Mission aircraft, its performance capability and fuel range are confirmed with task supervisor
	3.2	Pre-flight plan is prepared using available information including known terrain, hazards, mission requirements, weather forecast and expected time duration
	3.3	Alternative landing areas in flight area are identified in consultation with pilot
	3.4	Flight plan and communication arrangements for mission are confirmed with pilot
	3.5	Flight following and search and rescue arrangements are confirmed
4 Prepare for flight	**4.1**	Pilot is briefed on mission

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	4.2	Briefing from pilot is received on aircraft safety and emergency procedures
	4.3	Communication equipment is tested for correct frequencies and functionality
	4.4	Satellite navigation equipment, where required, for the mission is checked for correct programming and operability
5 Validate flight path en route to mission area	**5.1**	Communication is maintained with pilot to ensure planned route is followed and mission objectives are achieved
	5.2	Flight following protocols are established and maintained
	5.3	Flight route is followed on map and/or using satellite navigation technology and location is confirmed though identification of ground features
	5.4	En route, diversion and arrival reporting information is transmitted in accordance with organisational procedures
6 Collect and record fire intelligence information	**6.1**	Spatial data on fire location and progress of suppression efforts is recorded and communicated in accordance with organisational procedures
	6.2	Observations of current and projected fire behaviour, including factors that may affect it, are collected and recorded
	6.3	Fire intelligence information is communicated to task supervisor within agreed timeframes using approved communication arrangements
7 React to changed conditions and emergencies	**7.1**	Contact is made with task supervisor and/or fire ground commander, if present, to confirm communication arrangements
	7.2	Observed hazards that pose a risk to people, property, assets or the environment are reported to task supervisor and/or fire ground commander, if present
	7.3	Observed changes in operational conditions are communicated to task supervisor and/or fire ground commander, if present

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8 Conclude air observation mission	**8.1**	After action review is conducted with air observation personnel
	8.2	Navigation equipment is stored in accordance with organisational procedures and faults are referred to approved personnel for attention
	8.3	Details of air operations mission are recorded in accordance with 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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to PUAFIR408 Plan aircraft operations and PUAFIR315 Navigate from an aircraft.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR005 Observe fire from an aircraft

Modification History

Release 1.0 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

- applying Team Resource Management (TRM) principles
- briefing pilot on mission requirements and receiving pilot briefing on aircraft safety and emergency procedures
- checking satellite navigation equipment, where required, for correct programming and operability
- collecting and recording observations of current and projected fire behaviour
- communicating fire intelligence and changed conditions to task supervisor and/or fireground commanders
- complying with organisational policies and procedures
- conducting after action reviews with air observation personnel
- confirming
  - flight following and search and rescue arrangements
  - flight plan and communication arrangements with pilot
  - mission aircraft, its performance capability and fuel range
- contacting task supervisor to confirm communication arrangements
- determining job hazards and taking action to eliminate, minimise or control them
- establishing and maintaining flight protocols, as required
- following flight routes using satellite navigation technology and/or map and ground features
- identifying alternative landing areas in flight zone
- implementing relevant legislation and regulations
- maintaining communication with pilot
- observing and communicating hazards that pose a risk
- observing fire from aircraft
- obtaining mission briefings
- preparing maps, navigational equipment, personal protective clothing and equipment and preliminary flight plans
- receiving briefing on mission, aircraft safety and emergency procedures from pilot
- recognising location though identification of ground features
- recording and communicating spatial data and progress of incident response strategies

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- recording details of air operation mission
- reporting en route, diversion and arrival information
- storing navigation equipment and reporting faults
- testing communication equipment for correct frequencies and functionality
- wearing personal protective clothing and equipment.

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 include knowledge of

- aircraft performance capability
- alternate routes due to weather and aircraft tactical issues
- burning techniques including prescribed burning techniques
- cartographic symbols, legends and other information relating to fire mapping
- communication methods and processes with ground and air team members
- correct use of organisational satellite navigation equipment, if used
- factors that impact aircraft navigation including prevailing weather and environmental conditions and margin of error allowable per task or incident terrain
- fire behaviour, firefighting strategies and tactics
- hazards and risks associated with fire and flight
- legislation and regulations including relevant civil aviation regulations
- methods for determining current location
- mission information including weather forecast, incident action plan, if developed, and communications plan
- organisational policies and procedures including fire mapping protocols and procedures, intelligence collection protocols and procedures, air observations procedures and reporting requirements
- other flight planning considerations that may impact mission
- personal protective clothing and equipment requirements
- pilot briefings and debriefings
- processes for organising an aerial fire observation mission
- radio communication protocols including requirements for ground-to-air communications
- risk management principles and risks associated with incidents
- roles and responsibilities in aerial operations units
- route planning techniques
- spatial data collection
- Team Resource Management (TRM) principles
- use of satellite navigation equipment and/or maps, where required
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including safe working procedures around aircraft.

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an aircraft suitable for air observation with a pilot
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR006 Observe non-fire incident from an aircraft

Modification History

Release 1.0 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 observe a non-fire incident from an aircraft and to collect intelligence information relating to an incident. It includes working safely as air observation team member, preparing for air observation mission, planning flight route, preparing for flight, validating flight path en route to mission area, collecting and recording incident intelligence, reacting to changed conditions and emergencies and concluding air observation mission.

The unit is applicable to personnel responsible for collecting intelligence relating to incidents such as flood, storm, cyclone, earthquake or tsunami from either a fixed wing or rotary wing aircraft or from the ground using remotely piloted aircraft. Authorisation to perform this role is subject to organisational policies and procedures.

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.

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

Pre-requisite Unit

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.

PUAFIR017 Work safely around aircraft

PUAOPE013 Operate communications systems and equipment

PUAOPE014 Navigate to an incident

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

	ELEMENTS		PERFORMANCE CRITERIA
	Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Work safely as air observation team member**	**1.1**	Team Resource Management (TRM) principles are applied during air observation mission
		1.2	Compliance is maintained with relevant legislation, regulations and organisational policies and procedures
		1.3	Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements for air operations are implemented
		1.4	Job hazards are identified and action is taken to eliminate, minimise or control them
2	**Prepare for air observation mission**	**2.1**	Briefing on air observation mission is obtained from task supervisor
		2.2	Mission information is collated
		2.3	Maps, navigation equipment and personal protective clothing and equipment for mission are prepared
3	**Plan flight route**	**3.1**	Mission aircraft, its performance capability and fuel range are confirmed with task supervisor
		3.2	Preliminary flight plan using available information including known terrain, hazards, mission requirements, weather forecast and expected time duration is prepared
		3.3	Alternative landing areas in flight area are identified in consultation with pilot
		3.4	Flight plan and communication arrangements for mission are confirmed with pilot
		3.5	Flight following and search and rescue arrangements are confirmed
4	**Prepare for flight**	**4.1**	Pilot is briefed on mission

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		4.2	Briefing from pilot is received on aircraft safety and emergency procedures
		4.3	Communication equipment is tested for correct frequencies and functionality
		4.4	Satellite navigation equipment, where required, for the mission is checked for correct programming and operability
5	**Validate flight path en route to mission area**	**5.1**	Communication is maintained with pilot to ensure planned route is followed and mission objectives are achieved
		5.2	Flight following protocols are established and maintained
		5.3	Flight route is followed on map and/or using satellite navigation technology and location is confirmed through identification of ground features
		5.4	En route, diversion and arrival reporting information is transmitted in accordance with organisational procedures
6	**Collect and record incident intelligence information**	**6.1**	Spatial data on incident location and progress of incident response strategies is recorded and communicated in accordance with organisational procedures
		6.2	Observations of current and projected incident behaviour including factors that may affect incident behaviour are collected and recorded
		6.3	Intelligence information is communicated to task supervisor within agreed timeframes using approved communication arrangements
7	**React to changed conditions and emergencies**	**7.1**	Contact is made with task supervisors and ground based supervisor, where appointed, to confirm communication arrangements
		7.2	Observed hazards that pose a risk to people, property, assets or the environment are reported to task supervisor and ground based supervisor, where appointed

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		7.3	Observed changes in operational conditions are communicated to task supervisor and ground based supervisor, where appointed
8	**Conclude air observation mission**	**8.1**	After action review is conducted with air observation personnel
		8.2	Equipment is stored in accordance with organisational procedures and faults are referred to approved personnel for attention
		8.3	Details of air operations mission are recorded in accordance with 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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to PUAFIR408 Plan aircraft operations and PUAFIR315 Navigate from an aircraft.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR006 Observe non-fire incident from an aircraft

Modification History

Release 1.0 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

- applying Team Resource Management (TRM) principles
- briefing pilot on mission requirements and receiving pilot briefing on aircraft safety and emergency procedures
- checking satellite navigation equipment for correct programming and operability
- collating information on non-fire incidents
- collecting, communicating and recording intelligence including observed changes in operational conditions
- complying with organisational policies and procedures
- conducting after action reviews with air observation personnel
- confirming
  - flight following and search and rescue arrangements
  - flight plan and communication arrangements
  - mission aircraft, its performance capability and fuel range
- contacting task supervisors and ground based supervisor, where appointed, to confirm communication arrangements
- determining job hazards and taking action to eliminate, minimise or control them
- establishing and maintaining flight following protocols, as required
- following flight route using satellite navigation technology and/or map and ground features
- identifying alternative landing areas in flight zone
- implementing relevant legislation and regulations
- maintaining communication with pilot
- observing and communicating hazards that pose a risk
- observing non-fire incidents from aircraft
- obtaining mission briefings
- preparing maps, navigation equipment, personal protective clothing and equipment and preliminary flight plans
- receiving briefing on mission, aircraft safety and emergency procedures from pilot
- recognising location though identification of ground features
- recording and communicating spatial data and progress of incident response strategies

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- recording and reporting details of air operation mission
- reporting en route, diversion and arrival information
- storing navigation equipment and reporting faults
- testing communication equipment for correct frequencies and functionality
- wearing personal protective clothing and equipment.

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

- aircraft performance capability
- alternate routes due to weather, aircraft tactical issues or lost procedures
- characteristics of non-fire incidents
- communication methods and processes
- correct use of organisational satellite navigation equipment, if used
- factors that may impact on navigation including prevailing weather and environmental conditions and margin of error allowable per task or incident terrain
- hazards and risks associated with flight
- intelligence collection protocols and procedures
- methods for determining current location
- mission information requirements including weather forecast, incident action plan if it is developed, communications plan and contacts for task supervisors and ground based supervisors, where appointed
- organisational policies and procedures
- other flight planning considerations
- personal protective clothing and equipment requirements
- pilot briefings and debriefings
- potential flight and job hazards
- preparation of flight plans and route planning techniques
- processes for organising aerial observation mission
- radio communication protocols including requirements for ground to air communications
- relevant legislation and regulations including civil aviation regulations
- risk management principles and risks associated with incidents
- roles and responsibilities in air operations unit
- route planning techniques
- spatial data collection
- Team Resource Management (TRM) principles
- use of satellite navigation equipment and/or maps, when required
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an aircraft suitable for air observation and a pilot
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR007 Operate aerial drip torch

Modification History

Release 1.0 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 prepare, operate and maintain an aerial drip torch, also called an aerial helitorch, as part of an aerial ignition operation. It includes preparing for aerial ignition operation, preparing drip torch, conducting aerial ignition operation and maintaining aerial drip torch within scope of authority.

The unit is applicable to an aerial drip torch operator responsible for dropping ignited gelled petroleum from a helicopter as part of aerial ignition operations, which introduces fire into the landscape in order to ignite either a prescribed burn or burning as part of a fire suppression strategy. Because of the risks involved aerial ignition must be conducted in accordance with an approved burn plan or incident action plan with the ignition sequence and intervals planned and monitored.

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.

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

Pre-requisite Unit

It is essential that the prerequisite unit 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.

PUAFIR013 Supervise incendiary operations during aerial ignition

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

	ELEMENTS		PERFORMANCE CRITERIA
	Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for aerial ignition**	**1.1**	Personal protective clothing and equipment and other safety equipment is tested and worn in accordance with organisational procedures
		1.2	Requirements for aerial ignition are identified and confirmed with relevant personnel
		1.3	Activities are undertaken in accordance with industry standards, legislation, organisational procedures and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
		1.4	Aerial drip torch and gelled petroleum are stored and transported in accordance with organisational procedures and regulatory requirements
2	**Prepare aerial drip torch**	**2.1**	Aerial drip torch power loom is installed on aircraft in accordance with the organisational procedures and aircraft operator requirements
		2.2	Aerial drip torch is inspected by pilot to ensure correct sling configuration for operation
		2.3	Mixing operations for gelled petroleum are monitored to ensure they are undertaken in accordance with organisational procedures
		2.4	Gelled petroleum is loaded into aerial drip torch in accordance with organisational procedures
		2.5	Aerial drip torch is tested and adjusted, where required, to ensure correct operation
3	**Conduct aerial ignition operations**	**3.1**	Principles of Team Resources Management (TRM) are established and maintained for aerial ignition operations
		3.2	Briefing is received from pilot on aircraft safety including aircraft emergency procedures
		3.3	Response procedures for emergency situations involving the aerial drip torch are confirmed with the pilot

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	3.4	Aerial drip torch is attached via sling to the aircraft in accordance with organisational procedures and aircraft operator requirements
	3.5	Communication with the pilot is maintained to ensure aerial ignition achieves its objectives
	3.6	Aerial drip torch is operated in accordance with organisational procedures and manufacturers' specifications
	3.7	Adjustments to the aerial drip torch are made, as required, in response to changed conditions or alterations to burn plan
	3.8	Response to emergencies involving aircraft or aerial drip torch is undertaken in accordance with aircraft and organisational procedure
4 Maintain aerial drip torch within scope of authority	**4.1**	Aerial drip torch is shut down in accordance with organisational procedures and manufacturers' guidelines prior to departure of aircraft from ignition site
	4.2	Excess gelled petroleum is stored or disposed of in accordance with organisational procedures and regulatory requirements
	4.3	Aerial drip torch is maintained within scope of authority
	4.4	Aerial drip torch faults are documented and forwarded to appropriate personnel for repair, if required
	4.5	Aerial drip torch is stored in accordance with 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 PUA Public Safety Training Package Companion Volume Implementation Guide.

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Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

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Assessment Requirements for PUAFIR007 Operate aerial drip torch

Modification History

Release 1.0 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

- adhering to safe working practices if aerial drip torch malfunctions
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including aircraft or other emergency procedures and requirements for personal protective clothing and equipment
- checking and wearing of personal protective clothing and equipment
- conducting aerial drip torch operations
- demonstrating pre-flight testing and installation, where required, of an aerial drip torch
- ensuring gelled petroleum is mixed and loaded into aerial drip torch in accordance with organisational procedures
- implementing regulatory requirements for storage and handling of dangerous goods
- maintaining and storing the aerial drip torch within scope of authority and in accordance with regulatory requirements
- operating aerial drip torch from an airborne aircraft
- operating for extended periods in an aircraft
- preparing aerial drip torch
- reporting aerial drip torch malfunctions, accidents and incidents
- using communications equipment
- working as a member of a team.

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

- aircraft operator’s policy and procedures for aerial drip torch operations
- aircraft safety and emergency procedures
- characteristics and limitations of aerial drip torch and gelled petroleum
- emergency procedures for aerial drip torch malfunction
- guidelines relating to safe use of aerial drip torch
- methods for disposal of excess gelled petroleum

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- organisational policies and procedures including for working in aerial ignition operations and for use of an aerial drip torch
- personal protection clothing and equipment for operating an aerial drip torch
- regulatory and organisational requirements for storage and transport of dangerous goods
- risk mitigation and hazard identification
- roles and responsibilities of team involved in aerial drip torch operations
- Team Resources Management (TRM) principles
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment and tools currently used in industry including
  - aerial drip torch and gelled petroleum
  - an area to conduct operations
  - appropriate tools for maintaining an aerial drip torch where within scope of authority
  - helicopter authorised to fly with an aerial drip torch
  - personal protective clothing and equipment for operating an aerial drip torch
  - safe disposal facilities for unused gelled petroleum
  - safe transport of aerial drip torch equipment and consumables in accordance with relevant dangerous goods codes
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR008 Operate aerial ignition equipment in an aircraft

Modification History

Release 1.0 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 prepare, operate and maintain aerial ignition equipment in an aircraft. It includes preparing aerial ignition equipment, conducting aerial ignition operations and servicing, maintaining and storing ignition equipment.

Equipment may comprise automated incendiary machines and handheld manual incendiary injection. The ignition equipment is used to drop consumables such as incendiaries from a fixed wing aircraft, helicopter or a remotely piloted aircraft as part of aerial ignition operations.

Aerial ignition equipment introduces fire into the landscape in order to ignite either prescribed burn or burning as part of a fire suppression strategy. Because of the risks involved aerial ignition must be conducted in accordance with an approved burn plan or incident action plan with the ignition sequence and intervals planned and monitored.

The unit is applicable to a person required to operate ignition equipment in a helicopter in order to ignite either a prescribed burn or burning as part of a fire suppression strategy. An incendiary operations supervisor is responsible for supervising the aerial ignition.

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.

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

Pre-requisite Unit

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.

PUAFIR017 Work safely around aircraft

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare aerial ignition equipment	**1.1** Personal protection clothing and equipment and other safety equipment is checked and worn in accordance with organisational procedures
	1.2 Requirements for aerial ignition operations are identified and confirmed with relevant personnel
	1.3 Activities are undertaken in accordance with standards, legislation, organisational procedures and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
	1.4 Ignition equipment and consumables to be used are confirmed
	1.5 Ignition equipment and consumables are stored and transported in accordance with organisational procedures and regulatory requirements
	1.6 Ignition equipment is installed in aircraft in accordance with organisational procedures and aircraft operator requirements
	1.7 Ignition equipment is inspected and tested to ensure correct operation, where required
	1.8 Consumables are loaded into ignition equipment in accordance with organisational procedures
2 Conduct aerial ignition operations	**2.1** Principles of team resources management are established and maintained for aerial ignition operations
	2.2 Briefing is received from pilot on aircraft safety including aircraft emergency procedures
	2.3 Response procedures for emergency situations involving ignition equipment or aircraft are confirmed with pilot

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		and incendiary operations supervisor
	2.4	Communication with pilot and incendiary operations supervisor is maintained to ensure aerial ignition operations achieves burn prescription
	2.5	Ignition equipment is operated in accordance with organisational procedures and manufacturers' specifications
	2.6	Adjustments to ignition equipment are undertaken, as required or requested
	2.7	Ignition operations are conducted in accordance with burn plan
3 Service, maintain and store ignition equipment	**3.1**	Ignition equipment is isolated or shut down in accordance with organisational procedures and manufacturers' guidelines prior to departure of aircraft from ignition site
	3.2	Excess incendiary devices are stored or disposed of in accordance with organisational procedures
	3.3	Ignition equipment is serviced, maintained and repaired within scope of authority
	3.4	Ignition equipment faults are documented and forwarded to appropriate personnel for action
	3.5	Ignition equipment is stored and forwarded to appropriate personnel for maintenance

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAFIR312 Operate aerial ignition equipment in an aircraft.

Links

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Assessment Requirements for PUAFIR008 Operate aerial ignition equipment in an aircraft

Modification History

Release 1.0 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

- adhering to safe working practices if machine or ignition equipment malfunctions
- applying organisation procedures for aerial ignition
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including aircraft or other emergency procedures
- checking and wearing of personal protective clothing and equipment
- conducting aerial ignition operations using approved ignition equipment and consumables
- demonstrating pre-flight testing and installation, where required, of aerial ignition equipment
- operating for extended periods in an aircraft
- operating ignition equipment from an airborne aircraft
- preparing and maintaining ignition equipment
- receiving briefing from pilot on aircraft safety
- reporting equipment malfunctions, accidents and incidents
- servicing, maintaining, repairing and storing equipment and consumables
- shutting down or isolating ignition equipment
- using communications equipment
- using ignition equipment
- working as a member of a team.

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

- aircraft operator’s policy and procedures for aerial ignition
- aircraft safety and emergency procedures
- characteristics and limitations of ignition equipment and consumables
- consumables such as capsules containing potassium permanganate and ethylene glycol (antifreeze)
- emergency procedures for equipment malfunction
- guidelines relating to safe use of ignition equipment used by organisation

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- mechanical knowledge sufficient to service, maintain and repair aerial ignition equipment
- methods for disposal of excess consumables
- organisational policies and procedures for aerial ignition
- personal protection clothing and equipment for operating the aerial ignition equipment
- requirements for packing and transporting aerial ignition equipment and consumables
- risk mitigation and hazard identification
- roles and responsibilities of team involved in aerial ignition operations
- Team Resources Management (TRM) principles
- types and applications of aerial ignition equipment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions. Assessment will take place in a simulated environment followed by an assessment by an accredited operator on the job.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment and tools currently used in industry including
  - aerial ignition equipment and consumables
  - an aircraft
  - an area to conduct operations
  - personal protective clothing and equipment and relevant safety equipment
  - safe disposal facilities
  - suitable tools for testing, maintenance and inspection of equipment
  - transport of consumables and ignition equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR009 Operate airborne intelligence system

Modification History

Release 1.0 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 to operate an airborne intelligence system such as advanced aerial mapping systems, camera and/or infrared equipment in order to collect spatial data in relation to fires, floods or other incidents. It includes preparing airborne intelligence system for data collection mission, operating airborne intelligence system and servicing, maintaining and storing the airborne intelligence system.

Airborne intelligence systems may be mounted on fixed wing aircraft, rotary wing aircraft or remotely piloted aircraft. The equipment can be operated from within an aircraft or from the ground.

The unit is applicable to personnel operating an airborne intelligence system in order to collect spatial data about a fire, flood or other incident. Authorisation to perform this role is subject to organisational policies and procedures.

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

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

Pre-requisite Unit

It is essential that the prerequisite unit 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.

PUAFIR005 Observe fire from an aircraft

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

	ELEMENTS		PERFORMANCE CRITERIA
	Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare airborne intelligence system for data collection mission**	**1.1**	Requirements for airborne data collection mission including location, data type and format, timing and method of transmission are confirmed with task supervisor
		1.2	Airborne intelligence system is prepared in aircraft in accordance with organisational procedures and aircraft operator and pilot requirements
		1.3	Airborne intelligence system is inspected, tested and adjusted, as required, to ensure correct operation
		1.4	Pilot is briefed on airborne intelligence mission and flight requirements
2	**Operate airborne intelligence system**	**2.1**	Communication is maintained with pilot to ensure aircraft flies over areas specified for data collection
		2.2	Airborne intelligence system is operated in accordance with organisational procedures and manufacturers' specifications
		2.3	Data collection and analysis techniques for mission are determined and implemented
		2.4	Digital image techniques and data formats are applied in accordance with mission requirements
		2.5	Data is communicated to incident management in accordance with mission requirements
3	**Service, maintain and store airborne intelligence system**	**3.1**	Airborne intelligence system is stored and/or removed from aircraft in accordance with organisational procedures and aircraft operator and pilot requirements
		3.2	Airborne intelligence system is maintained
		3.3	Airborne intelligence system faults are documented and forwarded to approved personnel for action

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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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR009 Operate airborne intelligence system

Modification History

Release 1.0 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

- applying digital image techniques and data formats
- briefing pilot on mission requirements
- communicating mission spatial data
- confirming airborne data collection mission with task supervisor
- determining and implementing data collection and analysis techniques for mission
- documenting and forwarding airborne intelligence system faults to approved personnel for action
- following organisational policies and procedures
- inspecting, testing and adjusting airborne intelligence system to ensure correct operation
- installing and operating airborne intelligence system in aircraft
- maintaining airborne intelligence system within scope of authority
- maintaining communication with pilot to ensure aircraft flies over areas specified
- operating airborne intelligence system
- receiving pilot briefing on aircraft safety and emergency procedures
- recording spatial data for an incident
- removing and storing airborne intelligence system from aircraft including packing and transporting safely, where required.

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

- airborne intelligence data including formats and communication
- airborne intelligence systems operation
- data collection and digital image and analysis techniques
- operation of airborne intelligence system
- organisational airborne intelligence systems including advanced aerial mapping system and camera or infrared equipment used to collect spatial data relating to fire, flood or other incidents, if used by the organisation

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- organisational policies and procedures including emergency procedures for system malfunctions and use of airborne intelligence systems
- personal protective clothing and equipment for travelling in an aircraft
- requirements for packing and transporting airborne intelligence systems safely
- roles and responsibilities in airborne intelligence missions
- maintenance procedures for airborne intelligence systems
- spatial data communication and requirements
- Team Resources Management (TRM) principles
- types of airborne intelligence system faults
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an aircraft suitable for airborne intelligence system use
  - an organisational airborne intelligence system
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR010 Operate small equipment to prepare and load product into aircraft

Modification History

Release 1.0 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 to operate small equipment and to prepare and load product into aircraft tanks as part of an incident response strategy. It includes working safely with product, protecting water supplies and the environment, operating and maintaining small equipment to prepare and load product, loading product into aircraft and responding to product spillage.

Product may include fire retardant, a fire suppressant such as foam, gel, or water (without additive). It may also be an oil spill dispersant or other product. Some products, such as water, will require minimum preparation and work may be undertaken under limited supervision. The preparation of other products such as fire retardant will be more technical and therefore, preparation may need to be undertaken under supervision within a team environment.

A wide range of small equipment is used to prepare and load product. A trained person will need to receive an induction where the preparation and loading involves product and/or equipment with which they are unfamiliar.

This unit is applicable to personnel working at an airbase and operating small equipment to prepare and load product into aircraft for dispersal as part of an incident management strategy. Authorisation to perform this function is subject to organisational policies and procedures.

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

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

Pre-requisite Unit

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

PUAFIR017 Work safely around aircraft

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Work safely with product	**1.1** Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements are implemented
	1.2 Organisational procedures for preparing and loading product are followed
	1.3 Personal protective clothing and equipment suitable for the product being used is worn and used correctly
	1.4 Site and job hazards are identified and reported, risks are assessed and control measures are implemented
2 Protect water supplies and the environment	**2.1** Site for preparing and loading product is located to ensure water supplies and the environment are not contaminated
	2.2 Preventative actions are undertaken to protect water supplies and the environment
3 Operate and maintain small equipment to prepare and load product	**3.1** Small equipment for preparing and/or loading product is set up and operated in accordance with manufacturers' instructions
	3.2 Issues with operation of equipment are resolved through systematic checking of factors that may affect operation
	3.3 Equipment is cleaned and maintained in accordance with manufacturers' instructions.
4 Load product into aircraft	**4.1** Equipment required to load product is attached to aircraft under pilot supervision

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	4.2	Product is transferred to aircraft under pilot supervision
	4.3	Equipment is cleaned, as required, at the conclusion of the operation
5 Respond to product spillage	**5.1**	Appropriate organisational procedures are implemented for product spillage
	5.2	Emergency and first aid procedures on Safety Data Sheets for product are followed
	5.3	Persons affected by product spillage are washed using eye, hand and shower facilities, as appropriate, and a report is filed

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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR010 Operate small equipment to prepare and load product into aircraft

Modification History

Release 1.0 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

- assessing risks and implementing control measures
- attaching equipment required to load product to aircraft under pilot supervision
- cleaning equipment at the conclusion of an operation, as required
- following emergency and first aid procedures on Safety Data Sheets
- following organisational procedures for preparing and loading product
- identifying and reporting hazards
- implementing Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- locating site for preparing and loading product
- operating small equipment for preparing and loading product into aircraft according to manufacturers' instructions
- resolving operation of small equipment issues
- setting up small equipment
- transferring product to aircraft under pilot supervision
- undertaking preventative actions to protect water supplies and the environment
- wearing and correctly using personal protective clothing and equipment
- working safely with product and responding to spillage, as required.

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

- environmental risks of product spillage including spills near water sources
- hazard identification
- how to load product onto aircraft
- maintenance and cleaning of equipment
- operation of small equipment
- organisational policies and procedures
- personal protective clothing and equipment suitable for specific products

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- preventative actions to protect water supplies and the environment
- product characteristics and/or limitations
- risk management principles
- storage and handling requirements for specific products
- types of aircraft used in aerial fire suppression
- use and content of Safety Data Sheets for products
- uses and risks of water, foam, gel and fire retardant
- Work, Health and Safety (WHS) / Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment and tools currently used in industry including
  - an aircraft for loading
  - equipment for preparing and loading product
  - operating procedures
  - product for preparing and loading
  - personal protective clothing and equipment for product being used
  - safe working conditions
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice, Safety Data Sheets and manufacturers' operating instructions for product and equipment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR011 Operate state air desk

Modification History

Release 1.0 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 deploy aircraft and specialist aviation personnel and equipment to incidents within the state or territory. It includes working in accordance with state and territory operating procedures, processing requests for aviation resources, dispatching aviation resources, processing requests to retain or release aircraft, processing information affecting aviation resource management and reporting aircraft accidents, incidents and occurrences.

The unit is applicable to personnel that deploy national firefighting fleet aircraft and/or aircraft and services directly contracted by the state or territory as part of incident management. Authorisation to perform this role is subject to state or territory policies and procedures.

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

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

Pre-requisite Unit

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

PUAOPE013 Operate communications systems and equipment

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Work in accordance with state or territory operating procedures	**1.1**	State or territory procedures for deploying aviation resources are followed
	1.2	Records, including deployment system records, are maintained in accordance with state or territory requirements
2 Process requests for aviation resources	**2.1**	Availability of aircraft within state or territory is maintained and monitored on deployment system
	2.2	Requests for aviation resources are received and processed in accordance with state or territory procedures
	2.3	Authorisation for dispatch of an aircraft is obtained, as required
	2.4	State or territory aviation operations coordinator is consulted on competing priorities for aviation resources
3 Dispatch aviation resources	**3.1**	Aircraft and aviation resources are deployed in accordance with their contract requirements
	3.2	Flight crew of dispatched aircraft is advised of known aircraft allocated to incident and Fire Common Traffic Advisory Frequency (FCTAF)
	3.3	Flight following is arranged as required, for specific aircraft
	3.4	Requesting organisation is advised of dispatched aircraft and/or aviation resources in accordance with state or territory procedures
	3.5	Dispatch of aviation resources is recorded on deployment system
4 Process requests to retain or release aircraft	**4.1**	Requests to release aircraft are received and processed in accordance with state or territory procedures

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	4.2	Requests to retain aircraft are referred to state or territory aviation operations coordinator
5 Process information affecting aviation resource management	**5.1**	Information on arrangements for managing and supporting aviation resources at incidents is collected and reported in accordance with organisational procedures
	5.2	State or territory aviation operations coordinator is notified of concerns with the safety or effectiveness of the management of aviation resources
	5.3	Information on airspace restrictions or Notice to Airmen (NOTAM) is processed in accordance with state or territory procedures
6 Report aircraft accidents, incidents and occurrences	**6.1**	Notifications of accidents, incidents or other occurrences are reported to state or territory aviation coordinator
	6.2	Search and rescue procedures are actioned in accordance with 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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR011 Operate state air desk

Modification History

Release 1.0 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

- actioning search and rescue procedures
- advising organisations of details on aircraft and/or aviation resources dispatched
- advising pilots of known aircraft allocated to incident and Fire Common Traffic Advisory Frequency (FCTAF)
- arranging flight following for specific aircraft
- collecting and reporting on arrangements for managing and supporting aviation resources at incidents
- consulting with state or territory aviation operation coordinator
- coordinating deployment of aviation resources to incidents
- deploying aircraft and aviation resources according to contracts
- implementing state or territory policies and procedures for deploying aviation resources
- maintaining records
- monitoring availability of aircraft and recording dispatched resources on deployment system
- notifying state or territory aviation operation coordinator on safety and/or effectiveness of aviation resources
- obtaining authorisation for dispatch of an aircraft, where required
- performing as state or territory air desk operator
- processing information on airspace restrictions or Notice to Airmen (NOTAM) and requests for aviation resources according to state or territory procedures
- referring and processing requests to release and retain aircraft
- reporting on accidents, incidents or other occurrences
- using state or territory aviation deployment system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all requirements of the elements and performance criteria and includes knowledge of

- Fire Common Traffic Advisory Frequency (FCTAF)
- flight safety including
    - aviation briefings

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    - aviation communications
    - duty time limitations
    - flight following requirements
    - Notice to Airmen (NOTAM)
    - restricted airspace
    - search and rescue arrangements
- management requirements for aviation resources including support services at incidents
- national aviation resource sharing arrangements
- organisational policies and procedures for deploying aviation resources
- record keeping requirements
- role and responsibilities of state or territory aviation operation coordinator
- state or territory aviation deployment systems
- state or territory aviation resources
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
    - state or territory aviation deployment systems
    - operational environment involving deployment of aircraft to incidents
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR012 Supervise aerial firefighting operations

Modification History

Release 1.0 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 supervise aerial fire operations missions during an incident response. It includes applying principles of team resource management to aerial operations missions, assisting with the development of air operations plans, planning aerial operations missions, deploying to mission site, assessing proposed mission site, prioritising and coordinating aircraft assignments, reviewing, monitoring and adjusting aircraft strategy and tactics and concluding mission.

The unit is applicable to airborne air attack supervisors, operating in a separate aircraft to the tactical aircraft, who observe the incident ground and activities of tactical aircraft. However, it should be noted that air attack supervisors may operate from the ground. Authorisation to perform this role is subject to organisational policies and procedures.

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

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

Pre-requisite Unit

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

PUAFIR005 Observe fire from an aircraft

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

	ELEMENTS		PERFORMANCE CRITERIA
	Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Apply principles of team resource management to aerial operations missions**	**1.1**	Team Resource Management (TRM) principles are applied and roles and responsibilities for missions are confirmed
		1.2	Communication is maintained with appropriate ground and air team members, where appointed
		1.3	Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements are implemented
		1.4	Job hazards are identified and action is taken to eliminate, minimise or control them
		1.5	Legislation, regulations, contracts and organisational procedures for the mission are implemented
2	**Assist with development of air operations plan**	**2.1**	Incident controller's intent and incident management objectives are confirmed
		2.2	Strategies for aerial fire suppression to achieve incident management objectives are developed
		2.3	Most appropriate product is selected based on level of fire risk, types of fuels and any restrictions on use of specific products
		2.4	Resources to implement strategies are confirmed
		2.5	Assistance is provided for development of the air operations plan within the incident action plan, as required
3	**Plan aerial operations mission**	**3.1**	Briefing is obtained from task supervisor on mission location and objectives
		3.2	Assessment of forecast weather conditions on aerial operations is undertaken in discussion with the pilot
		3.3	Operational and support resources for mission are confirmed

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	3.4	Hazards are identified and assessed for effect on aerial strategies and tactics
	3.5	Information for the mission is collated
	3.6	Air communication and operational communication plans are obtained and contact arrangements for team members are confirmed
4 Deploy to mission site	**4.1**	Briefing on situation, aerial mission, roles, command and communication arrangements, safety and identified hazards is delivered to pilots
	4.2	Communication equipment is tested for correct frequencies and functionality
	4.3	Where an air attack supervisor is airborne, pilot is requested to fly to mission site and flight following protocols are established and maintained
5 Assess proposed mission site	**5.1**	Mission site is located and key topographic features and hazards are identified
	5.2	Communication is established and maintained with ground based commander and pilots of tactical aircraft assigned to mission
	5.3	Flight hazards within mission area are noted including topography, tall infrastructure, other aircraft, smoke and extreme fire behaviour
	5.4	Weather, fuels, fire behaviour and smoke in the mission area are monitored
	5.5	All aircraft flying in the vicinity of the mission area are identified
	5.6	Location of ground based resources and members of the public are identified
	5.7	Progress of incident and incident control activities are observed, noted and communicated
6 Prioritise and coordinate aircraft assignments	**6.1**	Liaison is maintained with ground based commander to identify appropriate targets for tactical aircraft assignments

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	6.2 Proposed assignments are prioritised on basis of incident management priorities and safety and effectiveness and are, where appropriate, allocated to individual aircraft
	6.3 Safety of ground based resources and members of the public in the mission area is assured prior to commencement and during assignments
	6.4 Pilots are briefed on their assignments including area hazards, targets, drop pattern and location of any people
	6.5 Activities of multiple tactical aircraft are coordinated
	6.6 Separation and stacking of tactical, observation, media and itinerate aircrafts are coordinated and maintained in consultation with pilots
7 Review, monitor and adjust aircraft strategy and tactics	**7.1** Aircraft and pilot performance are monitored and requests to modify tactics are made, as required
	7.2 Ground based commander, where appointed, is contacted to determine effectiveness of assignments
	7.3 Pilots are directed to cease assignments where mission is unsafe, ineffective or conditions are unsuitable
	7.4 Aircraft not achieving performance are stood down and replacements are requested, as required
	7.5 Changes to types of fire product being used is requested, as required
	7.6 Observed hazards or changes in operational conditions that pose a risk to people, property, assets or the environment are reported to ground based commander or operations officer
8 Conclude mission	**8.1** Aircraft pilots are advised when to cease operations and return to air base
	8.2 Ground based commander and members of mission team are provided with situation reports prior to departure of aircraft from fire site

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8.3 Notifiable incidents are reported in accordance with organisational procedures

8.4 After action review is conducted with team members

8.5 Details of aerial fire suppression mission are recorded in accordance with 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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to PUAFIR409 Develop air attack strategies.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR012 Supervise aerial firefighting operations

Modification History

Release 1.0 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

- applying Team Resource Management (TRM) principles
- assessing weather forecast conditions with pilots
- collating information
- complying with relevant legislation and regulations
- confirming
  - incident controller's intent and incident management objectives
  - operational and support resources
  - team roles and responsibilities including contact arrangements for team members
- delivering briefings to pilots on situation, aerial mission, roles, safety, hazards and command and communication arrangements
- developing strategies for aerial fire suppression
- ensuring, where the air attack supervisor is airborne, pilot flies to mission site and implements flight following protocols
- following organisational policies and procedures
- identifying job hazards and actions required to eliminate, minimise or control them
- maintaining communication with team members and task supervisors
- obtaining air communications and operations communications plans
- planning and supervising aerial fire suppression mission
- providing assistance to develop air operations plan
- receiving briefing from task supervisor on mission location and objectives
- reviewing hazards for their impact on aerial strategies and tactics
- selecting appropriate product for firefighting operations
- testing communication equipment for correct frequencies and functionality.

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

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- aerial products and equipment including
  - performance characteristics and comparative features of fire suppressants and retardants
  - types of retardants and suppressants
- aircraft capability
- air attack strategies
- air operations plans
- communication equipment
- effective firebombing including
  - delivery systems and equipment
  - different applications of small medium and large air tankers
  - effect of distance, elevation and atmospheric conditions
  - environmental considerations
  - factors that influence drop patterns
  - fixed wing and helicopter firebombing
  - helicopter belly tanks and buckets
- firebombing procedures including
  - air attack, ongoing, en route and general procedures including TRM
  - joint helicopter and fixed wing firebombing operations
  - maintaining aircraft separation
  - on site tactics and techniques
  - pilot briefings and debriefings
  - pre-flight preparation
- firebombing tactics including
  - containment of a remote fire
  - drop assessment
  - line building techniques
  - operating in urban interface areas
  - support of ground forces and assets
  - techniques for grassfires
- hazards affecting aircraft performance
- organisational policies and procedures
- relevant legislation and regulations including Civil Aviation Regulations
- selection of appropriate products
- Team Resource Management (TRM) principles
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - aircraft platform for transporting air attack supervisor
  - an airbase with facilities
  - firebombing aircraft
  - ground operations commander
  - personnel for loading firebombing aircraft with product
  - water source for use as an aerial fire suppressant
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR013 Supervise incendiary operations during aerial ignition

Modification History

Release 1.0 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 supervise incendiary operations during aerial ignition of a prescribed burn or fire suppression operations. It includes planning aerial ignition operation, supervising preparation of personnel, equipment and consumables, preparing for flight, conducting aerial ignition operation, collecting information relating to operation, reacting to changed conditions and emergencies and concluding aerial ignition operation.

The unit is applicable to a supervisor responsible for conducting aerial ignition from a fixed wing or rotary wing aircraft or using remotely piloted aircraft who is undertaking the ignition to an approved burn or incident action plan. Authorisation to perform this role is subject to organisational policies and procedures.

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.

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

Pre-requisite Unit

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.

PUAOPE020 Lead a crew

PUAFIR303 Suppress wildfire

PUAFIR005 Observe fire from an aircraft

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan aerial ignition operation	**1.1** Approved burn plan or incident action plan is used to identify burn location, objectives, control lines and burn prescription or defined burn conditions
	1.2 Hazards and risks are identified during planning to ensure safety of flight, firefighting resources, neighbours and environmental values
	1.3 Factors affecting burn prescription or defined burn are determined including terrain, fuel loads, types and distribution in the burn area and forecast weather conditions
	1.4 Factors affecting aerial ignition are determined including operating height and incendiary drift
	1.5 Ignition pattern, lighting sequence and aerial ignition lines for planned burn are confirmed with burn manager or incident operations officer
	1.6 Time of day and weather conditions for aerial ignition are determined in conjunction with burn manager or incident operations officer
	1.7 Time required to complete aerial ignition is estimated and departure time and flight duration is calculated
	1.8 Alternative aircraft landing locations are identified
	1.9 Aerial ignition operation arrangements are reviewed against burn plan or incident action plan and variations are checked with burn manager or incident operations officer
2 Supervise preparation of personnel, equipment and consumables	**2.1** Safe work practices are implemented around aircraft

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	2.2	Organisational procedures for aerial ignition operations are identified and implemented
	2.3	Resource requirements for personnel, equipment, aircraft and fuel for aerial ignition are identified and organised
	2.4	Consumable requirements are calculated and obtained
	2.5	Confirmation is obtained that ignition equipment has been checked and tested prior to flight in accordance with the manufacturers' and organisational operating manual
	2.6	Satellite navigation equipment used to locate burn area and implement lighting pattern is checked for correct programming and operability prior to flight
	2.7	Personal protection clothing and safety equipment is checked and worn prior to flight
3 Prepare for flight	**3.1**	Principles of Team Resource Management (TRM) are established and maintained
	3.2	Briefings on aircraft safety including aircraft emergency procedures is received from pilot
	3.3	Briefings on burn or incident operations management including chain of command, communication arrangements, burn objectives, planned ignition sequence and forecast weather is received from burn manager or incident operations officer
	3.4	Briefings on aerial ignition operations including response procedures for emergency situations involving ignition equipment is delivered to pilot and air crew
	3.5	Aircraft communications equipment is tested pre-flight for correct frequencies and functionality
	3.6	Flight following protocols are established and maintained
4 Conduct aerial ignition operation	**4.1**	Pilot is directed to burn site, flight route is followed on map, burn site is identified and reconnaissance is carried out to establish key ground features and hazards
	4.2	Contact is made with fire ground supervisor to confirm communication arrangements and intended strategy and tactics

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	4.3	Preliminary fly over is conducted to identify hazards and confirm area is clear of personnel and equipment
	4.4	Weather conditions, smoke and fire behaviour are monitored
	4.5	Approval to commence operations is obtained from burn manager or incident operations officer
	4.6	Communication with pilot and ignition equipment operator is maintained to ensure ignition commences and concludes in accordance with lighting plan
5 Collect information relating to operation	**5.1**	Observations of fire behaviour resulting from aerial ignition are recorded
	5.2	Data on aerial ignition mission is collected, recorded and communicated to appropriate personnel
6 React to changed conditions and emergencies	**6.1**	Observed changes in operational conditions are communicated to fire ground supervisor and burn manager or incident operations officer
	6.2	Adjustments to ignition rate and sequence including altering aerial ignition lines, airspeed, rate of ignition and ceasing ignition are made to achieve burn objectives
	6.3	Observed hazards that pose a risk to people, property, assets or the environment are reported to fire ground supervisor and burn manager or incident operations officer
	6.4	Response to emergencies involving aircraft or ignition operations is undertaken in accordance with aircraft and organisational procedures
7 Conclude aerial ignition operation	**7.1**	Isolation or shutdown of ignition equipment is confirmed in accordance with manufacturers' guidelines prior to departure of aircraft from burn site
	7.2	Fire ground supervisor and burn manager or incident operations officer are provided with situation reports prior to departure of aircraft from burn site
	7.3	After action review is conducted with aerial ignition operation personnel
	7.4	Details of aerial ignition operation are recorded

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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 not equivalent to PUAFIR519 Supervise incendiary operations during aerial ignition

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR013 Supervise incendiary operations during aerial ignition

Modification History

Release 1.0 This is the first release of this unit of competency in the 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

- adhering to burn plan or incident action plan
- communicating clearly with pilot, aerial ignition equipment operator and ground operational personnel
- confirming correct pre-flight testing and operating procedures have been completed
- ensuring safety of firefighting resources, public, neighbours and environmental values
- establishing, implementing and monitoring flight following procedures
- estimating time required to complete aerial ignition operations including departure times and flight duration
- following flight route on map and/or using satellite navigation technology and confirming location through identification of ground features
- following organisational operating procedures
- identifying ignition patterns, lighting sequences and flight lines to achieve burn objectives
- interpreting fire behaviour observed from the air
- maintaining an appropriate airspeed and commencing and ceasing ignition to ensure rate of ignition (drop rate) will achieve burn objectives
- modifying ignition rates and sequence, and making operational adjustments including
  - altering aerial ignition lines
  - altering rate of ignition i.e. drop rate
  - altering the airspeed
  - ceasing ignition
- observing changes in operational conditions
- providing clear directions to pilot and aerial ignition equipment operator
- receiving briefing on aerial ignition operations including response procedures recording activities in a written log of activities
- undertaking actions in response to an aircraft emergency or equipment malfunction
- using organisationally approved safe work practices around aircraft and incendiary equipment.

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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

- aircraft and fire ground communications
- communication requirements within the aircraft and with ground supervisor relating to ignition lines, maintenance of an appropriate airspeed, when to commence and cease ignition and appropriate rates of ignition
- consumables including aerial incendiaries, ethylene glycol, gelling agent or unleaded petrol
- content of burn plan or incident action plan and of burn prescriptions or conditions
- fire behaviour for burns including fire intensity, flame height and rate of spread and spotting
- ground features including flight hazards, control lines, helipads or landing strips, escape routes and refuges for ground crews, staging areas and designated locations for managing burn or fire
- hazards and risks to flight and firefighting operations
- how to brief pilots and other personnel involved in aerial ignition operations including burn prescription and Team Resource Management (TRM) principles
- ignition equipment such as manually operated ignition equipment or automated ignition equipment
- ignition patterns including contour lighting, grid, line, ridge and spot lighting
- lighting sequence taking into account fuel structure, slope, time of day, wind speed and direction, temperature, humidity and sun angle
- observed changes in operational conditions including changes in weather and smoke direction, increase in flame height and fire intensity and the effects of smoke and shading on fire ground
- organisational and aircraft operator procedures, where appropriate, for handling storage and transport of ignition equipment and operating ignition equipment including
  - stop and/or start procedures
  - response procedures for emergency situations involving the operation of ignition equipment including actions to take for ignited ignition equipment on aircraft electrical system fault and ignition placement outside of the control line
- potential contingency arrangements for changes in weather and smoke direction, increase in flame height and fire intensity and changes in fire behaviour from effects of smoke and shading on fire ground
- property and assets in or near burn area including urban interface areas, commercial land, cultural sites or historical buildings, utilities, camps or recreational areas, plantations, research plots or reference areas identified in a burn plan and/or on an operational map
- protocols for briefings and debriefings
- risks to firefighters, public, neighbours and environmental values
- role and responsibility of incendiary operations supervisor including organisational requirements for the role in evolving fire situations
- safety of personnel and public including those involved with burn implementation in the burn area or in adjacent areas and vulnerable communities that may be impacted by smoke
- selection of aircraft for aerial ignition taking take into account aircraft performance

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- weather and contingency planning for changes in the weather
- when and how to make adjustments to planned ignition patterns including consideration of line and spot spacing, line orientation and burning time remaining.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an aircraft operator and pilot endorsed by CASA and approved by state or territory organisation to conduct aerial ignition
  - an aircraft with capacity to hold ignition equipment
  - authorisation to light burn
  - authorised personnel and/or aerial ignition equipment operator
  - fire suppression crew
  - ignition equipment and consumables
  - plan for aerial ignition of prescribed burn or burning out operations including a map
  - weather forecast
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR014 Supervise preparation and loading of product into aircraft

Modification History

Release 1.0 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 supervise the preparation and loading of product into aircraft for dispersal as part of an incident response strategy. It includes ensuring safety of support personnel, supervising storage and handling of product, reviewing environmental considerations, supervising preparation and loading of product, supervising storage of prepared product, overseeing transfer of product into an aircraft and supervising the response to a spillage.

The unit is applicable to personnel at an airbase who are responsible for preparing products such as fire retardant or fire suppressant such as foam, gel, water (without additives) or an oil spill dispersant and loading it into fixed wing or rotary wing aircraft. Work is performed independently or under limited supervision as a single operator or within a team environment. Authorisation to perform this role is subject to organisational policies and procedures.

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

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

Pre-requisite Unit

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

PUAFIR010 Operate small equipment to prepare and load product into aircraft

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Ensure safety of support personnel	**1.1** Initial briefing is obtained from air base manager and communication is maintained throughout operation
	1.2 Support personnel involved in the preparation and loading of product are briefed, tasked and their performance is monitored
	1.3 Site and job hazards are identified, risks are assessed and control measures are implemented
	1.4 Trained personnel who are unfamiliar with product and equipment are identified and provided with information, instruction and supervision on safe techniques
	1.5 Liaison is maintained with pilots and task supervisors on product quality and loading requirements of aircraft
2 Supervise storage and handling of product	**2.1** Emergency and first aid procedures on Safety Data Sheets for product being handled are identified and followed
	2.2 Storage requirements for product are identified and established
	2.3 Handling procedures for product are implemented and complied with
3 Review environmental considerations	**3.1** Site is confirmed after consideration of environmental factors and organisational requirements
	3.2 Preventative actions are identified for protecting water supplies and are implemented, as required
4 Supervise preparation and loading of product	**4.1** Equipment for preparing product is set up and operated in accordance with manufacturers' instructions

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	4.2	Equipment issues are resolved through systematic checking of operation
	4.3	Quality of prepared product is tested using approved equipment and adjustments are made, as required
5 Supervise storage of prepared product	**5.1**	Product is stored in accordance with manufacturers' instructions and organisational requirements
	5.2	Quality of stored product is monitored in accordance with manufacturers' requirements, as required
	5.3	Storage tank is flushed and waste material is collected for disposal when a contaminant is detected
6 Oversee transfer of product into aircraft	**6.1**	Attaching transfer equipment and transferring product to the aircraft is conducted under pilot supervision
	6.2	Equipment is cleaned at the conclusion of the transfer operation, as required
7 Supervise response to spillage	**7.1**	Organisational procedures are implemented for product spillage
	7.2	Emergency and first aid procedures on Safety Data Sheet for product are followed
	7.3	Personnel affected by spillage of fire control chemicals are washed using eye, hand and shower facilities, as appropriate, and a report is filed

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 PUA Public Safety Training Package Companion

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Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit, there is no equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR014 Supervise preparation and loading of product into aircraft

Modification History

Release 1.0 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

- ascertaining which trained personnel are unfamiliar with product and/or equipment and providing information, instruction and supervision on safe handling techniques
- assessing risks and implementing control measures
- attaching transfer equipment and transferring product to the aircraft under pilot supervision
- briefing and tasking support personnel
- cleaning equipment
- ensuring personnel affected by spillage are washed appropriately and a report is filed
- flushing storage tank and collecting waste material for disposal when contamination is detected
- following emergency and first aid procedures on Safety Data Sheet
- identifying and establishing product storage requirements
- identifying hazards
- implementing organisational procedures for site confirmation and product spillage
- maintaining communication with air base manager and liaising with pilots on product quality and loading requirements
- monitoring the performance of support personnel
- obtaining briefings from the air base manager
- resolving issues with the operation of small equipment
- setting up equipment for preparing product
- storing product and monitoring quality
- supervising teams preparing and loading product into aircraft
- testing quality of prepared product and making adjustments.

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

- associated risks of contact with products
- how to clean and flush equipment, where required

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- measurement of product quality
- organisational equipment used
- organisational procedures for product spillage
- personal protective clothing and equipment suitable for specific products
- potential issues with product - cause and solution
- product contamination
- range of other types of equipment including
  - foam injection unit
  - gel injection unit
  - retardant mixers
- risk management principles and control measures
- risks of product near water sources and preventative actions
- roles and responsibilities in an air operations unit
- safe working procedures around aircraft
- storage and handling requirements for different products
- types of aircraft used for applying products
- use and content of Safety Data Sheets for products
- use, composition and risks of water, foam, gel, fire retardants and other products
- Work Health and Safety (WHS)/ Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and case studies and/or simulations
- appropriate personnel, materials, equipment and tools currently used in industry including
  - an aircraft for loading
  - product
  - equipment for preparing product
  - team to supervise
  - personal protective clothing and equipment suitable for product
  - operating procedures
- applicable documentation including organisational procedures, standards, equipment

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specifications, regulations, codes of practice, Safety Data Sheets for products and manufacturers' operating instructions for product and equipment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR015 Undertake helicopter winch operations

Modification History

Release 1.0 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 for personnel and their equipment, where required, to be winched in and out of a hovering helicopter during an incident in accordance with civil aviation orders. It includes preparing for winch-exit operations, loading personnel and equipment into helicopter, preparing to winch-exit from helicopter, winching-exiting from a helicopter, winching on board helicopter and documenting maintenance of equipment.

The unit is applicable to personnel who undertake helicopter winch exit-entry as a part of their duties. Operations are typically conducted within a team environment.

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.

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

Pre-requisite Unit

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.

PUAFIR017 Work safely around aircraft

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Prepare for winch-exit operations	**1.1**	Equipment, where required, is appropriate to helicopter winch-exit operations and is selected and prepared
	1.2	Personal protective clothing and safety equipment is selected and worn during winch-exit operations
	1.3	Checks on personal protective clothing and equipment are undertaken
	1.4	Instructions of pilot and/or air crew are followed during helicopter activities including emergencies
2 Load personnel and equipment into helicopter	**2.1**	Personnel and equipment, where required, are assembled, weighed and recorded
	2.2	Pilot or air crew is informed of equipment, where required, and personnel weights
	2.3	Equipment, where required, is loaded into helicopter and secured under supervision of pilot or air crew
	2.4	Personnel boarding helicopter are secured with seatbelt in accordance with instructions from pilot or air crew
	2.5	Pre-flight safety briefing is obtained from pilot or air crew
3 Prepare to winch-exit from helicopter	**3.1**	Following clearance from pilot or air crew, instructions are received to prepare for exit
	3.2	Winch cable is attached and checked
	3.3	Pre-descent checks are conducted
	3.4	Seat belt is released in accordance with instructions received from air crew
	3.5	Movement towards helicopter door and assumption of winching position is undertaken
	3.6	Clearance is obtained from pilot or air crew to commence helicopter winch-exit
	3.7	Emergency procedures are conducted, as required
	3.8	Emergency commands are responded to, in accordance with organisational procedures

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4 Winch-exit from helicopter	**4.1**	Winch operations are conducted in accordance with legislation, regulations, organisational procedures and Work, Health and Safety (WHS)/ Occupational Health and Safety (OHS) requirements
	4.2	Actions are undertaken to minimise uncommanded movement, spinning or swaying during descent to ground
	4.3	Appropriate landing technique is selected and used in accordance with ground and safety conditions
	4.4	Winch equipment is detached and the all clear signal is communicated to pilot or air crew when landing activities are complete
	4.5	Assembly point is identified and reached
	4.6	Emergency procedures and commands are followed
	4.7	Emergency commands are responded to in accordance with organisational procedures
5 Winch on board helicopter	**5.1**	Individuals and equipment, where required, are located at assembly point in preparation for winching on board
	5.2	Winching equipment is donned and attached to winch cable and the all clear signal is communicated to air crew
	5.3	Actions to minimise uncommanded movement, spinning or swaying during ascent are undertaken
	5.4	Movement on board helicopter and towards allocated seat is undertaken
	5.5	Seat belt is secured until clearance is obtained to commence movement within helicopter
	5.6	Winch cable is detached under instruction and handed to air crew
	5.7	Seat belt remains secured during landing until helicopter has landed and clearance is obtained to commence movement
6 Document maintenance of equipment	**6.1**	Damage to equipment is reported for maintenance, where required

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6.2 Damage to equipment is documented, where required

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 PUAFIR219 Undertake helicopter winch operations.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR015 Undertake helicopter winch operations

Modification History

Release 1.0 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assembling, weighing and recording personnel and equipment, where required, and informing pilot or air crew
- documenting equipment maintenance
- ensuring seatbelt is secured
- following instructions and procedures within a helicopter
- identifying an assembly point
- implementing legislative, regulatory, organisational and operational guidelines
- loading personnel and equipment, where required, into a helicopter
- minimising movement during ascent and descent of a helicopter
- participating in pre-flight safety briefings
- preparing and conducting helicopter winch exit-entry operations including being winched to the ground from a helicopter and being winched into the helicopter from the ground
- responding to emergency procedures and commands
- selecting and wearing personal protective clothing and safety equipment.

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

- aircraft operator policies and procedures
- areas and slope suitable to conducting operations
- authorised personnel including airbase or helibase manager, air crew and pilot
- briefing reports and formats
- characteristics, limitations and operating principles of winch-exit equipment including winch and related equipment and materials
- formats for briefings
- organisational documentation requirements

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- organisational policies and procedures including emergency procedures and emergency command procedures
- personal protective clothing and safety equipment
- regulatory reporting arrangements
- risk mitigation
- safe work practices when working in and around aircraft
- safe work procedures for winch operations including roles and responsibilities of individuals and helicopter crews
- types of equipment appropriate to winch operations
- types of equipment, where required, that must be weighed and assembled
- types of helicopters used by emergency service organisations for conducting winch-exit operations
- types of landing techniques
- winch-exit and winch-entry operations
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment and tools currently used in industry including
  - an area to conduct winching
  - a helicopter with pilot and authorised winch operator
  - personal protective clothing and safety equipment
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR016 Undertake hover-exit operations from helicopter

Modification History

Release 1.0 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 by personnel to enter and exit a hovering helicopter, along with equipment where required, during an incident. It includes preparing for hover-exit operations, loading helicopter, preparing to exit from hovering helicopter, exiting from hovering helicopter, entering a hovering helicopter and documenting maintenance of equipment.

Hover exit and entry are performed independently or under limited supervision as a single operator or within a team environment. The unit is applicable to personnel involved in the response to an incident such as a fire or flood and who is required to enter and exit a hovering helicopter as part of their duties.

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.

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

Pre-requisite Unit

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.

PUAFIR017 Work safely around aircraft

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Prepare for hover-exit operations	**1.1**	Equipment, if required during hover-exit, is prepared for loading
	1.2	Appropriate personal protective clothing and equipment is selected and worn during hover-exit operations
	1.3	Checks on personal protective clothing and equipment are undertaken, where required
	1.4	Instructions of pilot and/or air crew are followed during helicopter activities including emergencies
2 Load helicopter	**2.1**	Personnel and equipment, where required, are assembled and weighed with names and weights recorded as instructed by air and/or ground crew
	2.2	Pilot and/or air crew is informed of personnel and equipment weight
	2.3	Equipment, where required, is loaded into helicopter and secured under pilot and/or air crew supervision
	2.4	Personnel board helicopter and are secured with seatbelts or other approved means in accordance with pilot and/or air crew instructions
	2.5	Pre-flight safety briefing is obtained from pilot or aircrew
3 Prepare to exit from hovering helicopter	**3.1**	Following clearance from pilot and/or air crew, instructions are received to prepare for exit
	3.2	Seat belt is released prior to moving towards the helicopter doorway in accordance with instructions received from air crew
	3.3	Pre-descent checks are conducted
	3.4	Clearance is obtained from pilot and/or air crew to disembark
	3.5	Emergency procedures are followed, as required

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	3.6	Emergency commands are responded to in accordance with organisational procedures
4 Exit from hovering helicopter	**4.1**	Operations are undertaken and conducted in accordance with organisational procedures and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
	4.2	Slow and controlled movements are taken to minimise uncommanded aircraft reactions to changing and shifting weight
	4.3	Individuals and equipment are transferred between helicopter and the ground under instruction from pilot and/or air crew
	4.4	Assembly point for individuals and equipment, where required, is identified and reached
	4.5	Emergency procedures are followed, as required
	4.6	Emergency commands are responded to in accordance with organisational procedures
	4.7	All clear signal is communicated to pilot or air crew when landing activity is complete
5 Enter a hovering helicopter	**5.1**	Individuals and equipment, where required, are located at nominated assembly point in preparation for hover-entry
	5.2	Following clearance from pilot and air crew, movement towards helicopter is undertaken in accordance with instructions received
	5.3	Under instruction from air crew, individuals and equipment, where required, are transferred between the ground and helicopter
	5.4	Slow and controlled movements are taken to minimise uncommanded aircraft reactions to changing and shifting weight
	5.5	Seat belt, or other approved means, is secured or connected
	5.6	Seat belt remains secured until clearance for release is issued by the pilot and/or aircrew

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6 Document maintenance of equipment	**6.1**	Damage to equipment is reported for maintenance, where required
	6.2	Damage to equipment is documented, where required

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 PUAFIR211 Undertake hover-exit operations from helicopter.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR016 Undertake hover-exit operations from helicopter

Modification History

Release 1.0 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- demonstrating hover-exit procedures for exiting from a helicopter at different heights
- documenting equipment maintenance
- following instructions and procedures within a helicopter
- implementing emergency procedures
- implementing legislative, regulatory, organisational and operational procedures
- loading hover-exit personnel and equipment, where required, into a helicopter
- minimising movement during ascent and descent from a helicopter
- participating in briefings and debriefings
- preparing for hover-exit operations from a helicopter
- preparing to enter and exit from a hovering helicopter
- preparing, inspecting, carrying and stowing equipment, where required, prior to, during and following exiting from a helicopter
- reporting accidents and incidents
- responding to emergency commands
- working as a team member in transferring personnel and equipment, where required, between the helicopter and ground.

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

- categories of helicopters used by emergency service organisations for conducting hover-exit operations
- characteristics, limitations and operating principles of hover-exit operations and equipment
- correct methods for carrying various types of equipment, where required, on a helicopter

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- format and content for briefings
- general safety, pre-mission and pre-flight safety
- methods for carrying various types of equipment, where required, on a helicopter
- organisational documentation and regulatory reporting arrangements
- organisational policies and procedures including emergency procedures, emergency commands and safety
- personal protective clothing and equipment
- preparations of equipment, where required, for hover-exit loading and unloading
- risk mitigation
- safe work practices when working in and around helicopters
- signals and commands used in hover-exit operations
- site selection for hover-exits
- techniques to minimise uncommanded movement of the helicopter during hover-exit transfers
- types of landing techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment and tools currently used in industry including
  - area to conduct hover entry-exit operations
  - helicopter with pilot and air crew
  - personal protective clothing and equipment and safety equipment
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR017 Work safely around aircraft

Modification History

Release 1.0 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 apply safe work practices when working around aircraft for organisational operations. It includes working safely in or around aircraft and facilitating safe ground support.

The unit is applicable to the provision of introductory training for personnel providing support services for aerial operations, noting that personnel undertaking specialist functions such as aircraft marshalling, aircraft refuelling, fire suppressant mixing and loading and ground-to-air radio communications will require further training. It also applies to the provision of safety training for operational personnel who may be required to utilise aircraft or work in the vicinity of aircraft in the performance of their work tasks and/or the provision of foundation training for all aviation related roles for fire, land management and emergency management.

Work is performed independently or under limited supervision as a single operator or within a team environment.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Work safely in and around aircraft	**1.1**	Site and job hazards are identified, risks are assessed and control measures are implemented
	1.2	Personal protective clothing and equipment is worn and used correctly in accordance with organisational procedures
	1.3	Appropriate clearances and permissions, where required, are obtained and procedures are adhered to whilst operating in aircraft movement areas
	1.4	Any approach to an operating aircraft is made from an angle visible to the pilot or air crew and with approval of the pilot or air crew
	1.5	Adequate clearance is maintained from propellers, rotors, engines, exhaust gases and engine intakes
	1.6	Typical manoeuvring patterns of aircraft are anticipated and a safe distance is maintained
	1.7	Instructions or signals from pilots or staff controlling aircraft are complied with in accordance with organisational procedures
2 Facilitate safe ground support	**2.1**	Briefing on safety and tasks are received and acknowledged from task supervisor
	2.2	Appropriate approvals and precautions are observed when positioning vehicles or equipment close to aircraft
	2.3	Instructions from pilots and/or authorised air crew coordinating aircraft operations are followed
	2.4	Aircraft loading and other activities relating to the aircraft, where required, are conducted under pilot or authorised air crew supervision
	2.5	Aircraft hazards and equipment defects are reported to pilot or approved task supervisor
	2.6	Compliance is maintained around aircraft in accordance with air base regulations

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2.7 Accidents are identified and reported to pilot and/or task supervisor

2. 8 Directions from pilot or air crew are followed during an emergency

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 PUAFIR209 Work safely around aircraft.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR017 Work safely around aircraft

Modification History

Release 1.0 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- complying with regulatory requirements and organisational procedures
- ensuring safety and quality procedures are applied
- following directions from pilot or air crew during an emergency
- identifying hazards and risks and acting to minimise, mitigate, control or eliminate
- implementing precautions and aviation emergency procedures, as required
- participating in briefings
- reporting accidents
- using personal protective clothing and equipment
- working safely around aircraft.

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

- actions to be taken in the event of an emergency
- air base site hazards
- airbase access and security requirements
- airbase layout, facilities and services including working zones and lighting facilities
- aircraft design features including ‘no step’ places
- aircraft features and movement characteristics
- aircraft operations including loading and refuelling precautions
- content of briefings
- correct selection, fitting and wearing of personal protective clothing and equipment for tasks to be performed
- hazards of working around aircraft
- organisational policies and procedures including safe work practices around aircraft
- risk identification and mitigation processes

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- roles and responsibilities of personnel supervising, managing and supporting aircraft operations
- safety equipment including fire extinguisher and first aid kit
- types of aircraft which may include but is not limited to aeroplanes, helicopters, remotely piloted aircraft and their movement characteristics
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR018 Navigate from an aircraft

Modification History

Release 1.0 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 navigate from an aircraft using visual techniques. It includes preparing for flight, determining and planning a safe flight route, navigating to a destination and completing post navigational activities.

The unit applies to personnel such as air observers, air attack supervisors and incendiary operations supervisors who are required to obtain accurate intelligence information of fire activity and control progress from an aircraft to support planning and operations.

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.

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

Pre-requisite Unit

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.

PUAFIR017 Work safely around aircraft

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for flight	**1.1** Incident and/or task information is obtained
	1.2 Relevant maps and navigation equipment are gathered and checked
	1.3 Information and navigation techniques are applied to plot position on map or navigation chart and to determine current location and destination, within accepted tolerances
	1.4 Aircraft performance capabilities are considered
2 Determine and plan a safe flight route	**2.1** Preliminary flight route is determined using available information
	2.2 Assessment of hazards, topographical features and other considerations along proposed flight route and at destination is undertaken
	2.3 Preliminary flight route is modified, in accordance with outcomes of hazard assessment
	2.4 Records are prepared, in accordance with organisational requirements
	2.5 Pilot is briefed on task requirements, planned flight route and relevant information, in accordance with organisational requirements
3 Navigate to destination	**3.1** Pilot is directed to follow planned route, as required
	3.2 Route plan and navigation aids are used to maintain compliance with planned route
	3.3 Location is determined by identification with ground features
	3.4 Current location is regularly verified within accepted tolerances
	3.5 Amendments to flight route are undertaken, in accordance with changes in environmental factors, fire behaviour and operational requirements
	3.6 Lost en route procedures are implemented, as required
	3.7 Unanticipated difficulties are reported, in accordance with organisational procedures

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	3.8	En route and arrival reporting information is transmitted, in accordance with organisational procedures
4 Complete post navigational activities	**4.1**	Report is completed, in accordance with organisational procedures
	4.2	Navigational equipment is maintained, in accordance with 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.

environmental factors must include one or more of the following	• fire behaviour • need to match transportation mode to terrain • time of day

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR315 Navigate from an aircraft.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR018 Navigate from an aircraft

Modification History

Release 1.0 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- briefing a pilot and conducting pilot briefings
- communicating through verbal and written instructions, intercom, radio system and hand signals
- completing post navigational activities including reporting requirements
- conducting grid and/or magnetic north and latitude and longitude conversions
- determining location and planning safe flight route by plotting a navigational route
- identifying hazards
- maintaining accuracy within accepted tolerances when following a route and retaining positional awareness
- navigating for extended periods in an aircraft
- preparing for aircraft flight including collecting incident information
- plotting positions on a map
- reacting to changes in the operating environment necessitating replanning of a course
- using maps and charts
- using navigational aids and equipment

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

- accepted tolerances
- aircraft performance capability
- alternate routes strategies due to weather, aircraft tactical issues or lost procedures
- cartographic symbols and legends
- characteristics and limitations of Global Positioning System (GPS) and aircraft navigational

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equipment
- communication methods and processes
- determination of locations
- environmental factors
- factors that may impact on navigation including prevailing weather and environmental conditions and margin of error allowable per task or incident terrain
- grid and magnetic conversions
- information on a map
- map and chart types
- methods for determining current location
- navigational equipment
- organisational documentation, policies and procedures
- other flight planning considerations
- pilot briefing
- potential hazards and flight hazards
- report requirements
- route planning techniques
- topographical features
- types of incident or task information
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - navigation equipment, weather forecast information and maps and charts for aerial navigation
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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PUAFIR201 Assist with prescribed burning

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 assist with prescribed burning for agricultural, natural resource purposes or hazard mitigation.

Prescribed burning is the process of planning and applying fire to a predetermined area under specific environmental conditions to achieve a desired outcome. It requires the ability to assist with preparations for the burn, support the conduct of the burn and participate in clean up activities.

The unit applies to personnel participating in lighting and conducting prescribed burns under direct supervision.

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.

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

Pre-requisite Unit

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.

PUAFIR210 Prevent injury

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assist with preparations for burn	**1.1** Ignition devices and fire equipment to be used in the burn are prepared for use, as directed
	1.2 Safety equipment including personal protective equipment, is checked and prepared for use
	1.3 Location and extent of the burn is discussed and clarified with supervisor
	1.4 Strategies and tactics for conducting the burn, including contingency plans are obtained in a briefing and clarification is sought, if required
	1.5 Assets requiring protection during the burn are recognised and noted
	1.6 Personal role, crew activities and extent of the burn are checked with supervisor
2 Participate in conducting burn	**2.1** Assistance with pre-burn checks is provided, as directed by supervisor
	2.2 Burn ignition activities are undertaken using ignition devices, as directed
	2.3 Ignition patterns suitable for burn objectives are implemented, as directed
	2.4 Fire suppression activities are undertaken using suppression equipment, in accordance with organisational procedures
	2.5 Problems or concerns during the burn are raised with supervisor
	2.6 Communication is maintained with team members and supervisor at all times, in accordance with organisational procedures
	2.7 Conditions at the burn are observed and their effect on fire behaviour and development are reported to supervisor
	2.8 Safe escape route or refuge is discussed and maintained, in accordance with organisational procedures

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	2.9	Personal protective clothing and equipment is utilised throughout the burn, in accordance with organisational procedures
	2.10	Burn perimeter is made safe, in accordance with burn plan
	2.11	Hazards remaining in the burn area are reported to supervisor
	2.12	Burn debriefing is participated in
3 Participate in clean up and burn security	**3.1**	Clean up and burn security activities are carried out as directed
	3.2	Personal protective clothing and equipment is cleaned and returned to storage
	3.3	Equipment used in the burn is cleaned, maintained and returned to storage

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.

ignition devices must include one or more of the following	• drip torch • incendiary devices • matches
fire suppression equipment must include one or more of the following	• hand tools • hose • knapsack • other burn preparation equipment • small gear pump • tanker
clean up and burn security activities must include one or more of the following	• burn security activities • maintenance of ignition equipment • maintenance of personal protective clothing and equipment

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- maintenance of suppression equipment
- use of vehicles to patrol until the burn is declared safe

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR213 Assist with prescribed burning.

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

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Assessment Requirements for PUAFIR201 Assist with prescribed burning

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, performance criteria and range of conditions on at least one occasion and includes

- aiding clean up activities
- assisting with preparations for prescribed burn including undertaking pre-burn checks
- assisting in lighting a burn using the relevant equipment
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with supervisor and team members
- discussing safe escape routes and refuges
- following directions and responding to instructions given during a prescribed burn
- participating in conducting prescribed burn including recognition of assets requiring protection
- participating as a team member using safe work practices
- participating in briefings and debriefings
- using equipment in burn preparation and suppression activities
- undertaking clean up and burn security activities
- working with personal protective clothing and equipment

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

- assets requiring protection
- clean up activities and burn security activities
- fire hazards
- impact of conditions at prescribed burns on potential fire behaviour including weather, terrain and fuel characteristics
- organisational documentation, policies and procedures
- personal protective clothing and equipment

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- types of burn ignition devices and techniques
- types of preparation and burn suppression equipment and techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and working safely around fires

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - burn preparation suppression equipment
  - ignition equipment
  - range of controlled fires or prescribed burns
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR202 Use Class A foam in wildfire operations and non-structural applications

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 use Class A foam to extinguish Class A carbonaceous solid fires in wildfire operations, secure against ignition or extinguish Class B shallow hydrocarbon fuel spills and to operate and maintain foam equipment required for its production.

Class A foam is a liquid foam solution used mostly to extinguish fires in ordinary combustible solids such as wood, fabric, paper or organic material. The foam blanket adheres to fuels and gradually releases the water in the foam to wet fuels for a longer period than water alone.

Class B shallow hydrocarbon fuel spills includes incidents such as at road crashes where fuel tanks may have been ruptured or begun leaking, service station fuel pump area spills or machinery refuelling trailers have occurred.

The unit applies to personnel on the fire ground responsible for preparing, handling and applying Class A foam during wildfire and non-structural firefighting operations.

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.

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

Pre-requisite Unit

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.

PUAFIR204 Respond to wildfire

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare Class A foam for use	**1.1** Type of foam for application in a wildfire or on non-structural object is selected depending on the required effect of foam on components of the fire triangle and fuel
	1.2 Decision to apply Class A foam to Class A fuels at wildfire or non-structural incident is received from Incident Controller
	1.3 Foam proportioning or induction rate is selected, in accordance with manufacturers' recommendations, organisational procedures and guidelines, to produce the solution strength required to achieve operational objectives with the decision communicated to the crew preparing the foam
	1.4 Foam expansion or aspiration ratio is confirmed, based on fuel type, operational requirements and need to achieve maximum operational benefit
	1.5 Class A foam concentrate and equipment is prepared for use, in accordance with organisational procedures and safe work practices with consideration of potential environmental impact and required precautions to be complied with
	1.6 Correct personal protective clothing and equipment required for working with Class A foam is donned for handling concentrate and solution
2 Operate Class A foam system and equipment	**2.1** Type of Class A foam system is confirmed through chain of command
	2.2 Predetermined amount of foam concentrate is added to water flow using appropriate equipment, as directed
	2.3 Foam system available is operated using predetermined

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		proportioning or induction method
	2.4	Where system is manually regulated, proportioning percentage rate and flow is monitored and achievement of operational objectives is confirmed
3 Apply Class A foam	**3.1**	Foam system and equipment is operated to produce required solution strength suitable for its intended application as non-aspirated or aspirated foam and for the type of fuel to which it is to be applied
	3.2	Class A foam is applied as a direct attack to extinguish the edge of the fire using non-aspirated or low expansion foam nozzles
	3.3	Class A foam is used to wet fuels to construct a control line adjacent to the fire edge, using required foam proportion rate to contribute to fuel reduction burning, burning out and back burning
	3.4	Foam is applied to conduct mop up/blacking out operations by regulating flow to suit application type and rate
	3.5	Class A foam is applied to non-structural objects, in accordance with organisational operating procedures for these types of fires
	3.6	Direct and indirect application of Class A foam is demonstrated, in accordance with organisational operating procedures
	3.7	Environmental contamination from application of Class A foam is considered and preventative measures are implemented
4 Store and handle Class A foam and prevent damage to equipment and the environment	**4.1**	Class A foam is stored on tankers and appliances in designated storage drums, racks or tanks, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
	4.2	Storage arrangements in workplace and other locations for Class A drum stocks of foam concentrate are implemented and adhered to, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
	4.3	Measures to control foam leaks or spills are followed, in accordance with organisational procedures

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4.4 Class A foam tanks are refilled using personal protective clothing and equipment and approved foam concentrate transfer equipment, in accordance with organisational procedures and environmental requirements

4.5 Cleaning and safe disposal of any foam spills is undertaken, in accordance with relevant Safety Data Sheets (SDS)

4.6 Foam compatibility is considered when using Class A foam solutions from different vehicles on the same fire particularly when mixing one manufacturer’s brand of Class A foam with another's

4.7 Environmental regulations, as specified in organisational procedures, are adhered to when using foam and cleaning spills or foam equipment

4.8 Procedures for foam storage, mixing and filling sites are implemented, in accordance with organisational procedures and industry guidelines

4.9 Practices that do not contaminate water bodies, storm water drains or agricultural areas are implemented and adhered to when cleaning equipment at an incident or other location where Class A foam is used

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.

non-structural objects must include two or more of the following

- coal fires
- hydrocarbon fuels
- machinery fire dozers and graders
- motor vehicles
- small and shallow hydrocarbon fuel spills
- tyre dumps

measures to control leaks or spills must include

- exercising care to avoid spills at mixing and

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loading areas

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR214 Use Class A foam in wildfire operations and non-structural applications.

Links

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Assessment Requirements for PUAFIR202 Use Class A foam in wildfire operations and non-structural applications

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, performance criteria and range of conditions on at least one occasion and includes

- applying Class A foam including direct and indirect application
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- constructing control lines, mopping up and completing blacking out operations
- constructing a control line including using a natural or constructed barrier or treated fire edge to limit spread of fire
- containing and disposing of, where practicable, fire water runoff containing Class A foam or wetting agent prior to its use
- directing attacks must include constructing a control line immediately adjacent to fire edge
- extinguishing fire's edge using water, foam and earth or by beating out flames
- handling concentrate using nitrile or neoprene handling gloves, P2 nuisance level organic vapour respirator (non-cartridge type) and in addition when handling solution using barrier cream for hands and leather gloves
- implementing asset protection
- implementing safe work practices when using Class A foam including avoiding the use of foam 50 metres from waterways
- implementing safe work practices when preparing, selecting, operating, cleaning up, storing and handling Class A foam
- implementing environmental precautions when working with Class A foams
- instigating environmental precautions when working with Class A foam
- minimising the use of foam and wetting agents
- mopping up and blacking out operations including making a fire safe after it has been controlled by extinguishing or removing burning material along or near the control line including felling stags and trenching logs to prevent rolling and the like, coal conveyor belts, power station cable ducts, ship holds, underground mining and vehicles
- notifying and seeking advice from environmental protection authorities
  - if there is substantial or significantly polluted fire water runoff or where Class A foam or wetting agent enters a waterway
  - where Class A foam or wetting agent enters a domestic water storage, flushing the water

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storage before reuse
  - where possible, using alternatives to foam and wetting agents to suppress fires where there is a risk of contaminating waterways
- operating Class A foam system and equipment
- preparing Class A foam for use and applying on a range of fuels using nominated proportioning or induction rates to maximise operational benefits
- refilling Class A foam containers
- selecting foam proportioning rate and foam expansion or aspiration ratio for fuel to be treated
- selecting and operating branch nozzle to apply foam
- storing and handling Class A foam including implementing procedures for operating and flushing Class A foam system and minimising risk of equipment and/or environmental contamination
- using personal protective clothing and equipment required for working with Class A foam in all situations as per manufacturers' specifications including rubber or leather boots, safety goggles, wildfire or structural helmet, wildfire overalls or structural firefighter clothing for specialist use applications

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

- application of Class A foam
- aspirated and non-aspirated foam
- characteristics and limitations of equipment including cleaning and maintenance
- Class A foam system types and their operating components
- classes of fires
- Class A foams including concentrate storage and handling, expansion or aspiration of, expansion ratio, proportioning or induction rates, storage, mixing and filling sites and types and their use for wildfire application
- Class A foam including combinations of synthetic detergent surfactants that reduce the surface tension of water and foaming agents and corrosion inhibitors that reduce corrosion of metals and preservative to prolong shelf life
- Class A fuels such as flammable solids including forest flammable and grassland fuels, wood, paper, plastics and rubber
- Class A foam systems including low and high energy
- direct and indirect application of low expansion foam
- effects of Class A foam on fire triangle
- environmental impacts of Class A foams and precautions
- foam proportioning or induction rates including production of foam with properties within effective range and use of foam chemicals at safe concentrations
- foam expansion or aspiration ratio including low and high expansion foam, medium expansion foam and non-aspirated foam

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- intended application of non-aspirated foam including cools, isolates and penetrates
- intended application of aspirated foam including insulates and smothers
- maximum operational benefits including application visible from ground and air, easily proportioned, effective use of Class A fuel, extension of useful life of water, increase in effectiveness of water, reduction in suppression and mop up time, short term fire barriers and simple application
- measures for the control of leaks or spills and exercising care to avoid spills at mixing and loading areas
- non-structural applications
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- properties and benefits of Class A foam
- safe work practices including
  - avoiding contamination from exposure
  - being alert to concentrate and solution as it contributes to creating slippery conditions on vehicle decks and on the ground
  - being alert to the presence of trip hazards
  - holes and hot ash beds that can be concealed beneath the foam blanket and
  - potential environmental impact of using Class A foam
- storage arrangements in workplaces including storage of foam to minimise risk of foam entering drains and location of foam mixing and loading areas away from waterways
- types for non-structural applications and reason for restricting use of Class A foam on structures
- use of Class A foam on Class B hydrocarbon fuels including flammable liquids such as petrol, diesel and fuel oils and their impact
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including safe work practices, risk mitigation and use of Safety Data Sheets (SDSs)

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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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 including
  - conducting foam training at a location away from waterways, storm water drains or agricultural areas
  - pumper or tanker fitted with a Class A foam system and associated equipment
  - training site where activity can be undertaken with minimum impact to the environment
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR203 Respond to urban fire

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 respond to an urban fire where offensive and defensive strategies are used. It includes proceeding to a fire, preparing extinguishing media and/or equipment for use, entering a structure, conducting search and rescues and combatting fires.

The unit applies to firefighting personnel who work as a member of a team, under direct supervision. Work at this level is undertaken under direct supervision, and with instruction.

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.

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

Pre-requisite Unit

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.

PUAFIR207 Operate breathing apparatus open circuit

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Proceed to fire	**1.1** Information received about the location and type of fire is confirmed
	1.2 Appropriate personal protective clothing and equipment is donned, in accordance with organisational procedures
	1.3 Most effective route to the fire is identified and navigated safely
2 Prepare extinguishing media and/or equipment for use	**2.1** Water supplies at the incident to support firefighting are located
	2.2 Equipment to access and supply water to firefighting operations are identified and assembled, in accordance with organisational procedures
	2.3 Nominated extinguishing media and/or equipment is identified, obtained and accessed
	2.4 Extinguishing media and equipment are used, in accordance with manufacturers' specifications and organisational procedures
3 Enter the structure	**3.1** Hazards are identified, monitored and controlled, in accordance with organisational procedures
	3.2 Personal protective clothing and equipment selected is appropriate to the hazards
	3.3 Organisational breathing apparatus procedures and safe work practices are followed
	3.4 Structure is entered, in accordance with organisational procedures and safety practices
	3.5 Safe paths of access and egress are identified and maintained throughout the incident
	3.6 Life is protected and damage to property and the environment is minimised, in accordance with organisational procedures
4 Conduct search and rescue	**4.1** Systematic primary and secondary searches are conducted
	4.2 Rooms are searched and marked, in accordance with organisational procedures

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	4.3	Casualties are located, assisted and rescued, in accordance with organisational procedures
	4.4	Fatalities are located and protected, in accordance with organisational procedures and relevant legislation
	4.5	All persons are accounted for and information is reported utilising the organisations chain of command.
5 Combat fires	**5.1**	Personal safety is maintained, in accordance with organisational procedures and workplace health and safety guidelines
	5.2	Organisational firefighting objectives, strategies and tactics are received, confirmed and implemented as directed
	5.3	Firefighting considerations are taken into account when implementing firefighting tactics
	5.4	Equipment and extinguishing media used to combat the fire are appropriate to the class of fire and support firefighting requirements
	5.5	Firefighting equipment is positioned to achieve maximum effect in suppressing the fire, protecting exposures and preserving evidence of fire cause
	5.6	Extinguishing media is applied using appropriate application techniques
	5.7	Fire suppression techniques are applied to minimise hazards to occupants trapped or lost within the structure
	5.8	Communication with team members and the supervisor are maintained throughout the incident
6 Observe and react to changes in conditions and fire behaviour	**6.1**	Changing conditions at the fire are observed and their effects on fire behaviour are noted and reported
	6.2	Evidence of changing conditions at the fire are reported
	6.3	Firefighting tactics are adapted to meet changing conditions and fire behaviour
7 Participate in ancillary operations	**7.1**	Ancillary activities to complement firefighting operations and prevent further damage to the structure and its contents are undertaken

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	7.2	Water runoff from the fire is monitored and conditions are reported
	7.3	Damage to the environment at the incident is minimised through appropriate firefighting and ancillary activities
8 Conclude firefighting operations	**8.1**	Firefighting equipment is collected and stowed at the incident
	8.2	Incident scene is made safe for the public
	8.3	Defective or missing equipment is identified and reported
	8.4	Incident information is record and completed, in accordance with 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.

types of fire must include	• fires involving dangerous goods and/or hazardous substances • mobile property • non-structures • structures
personal protective clothing and equipment must include	• breathing apparatus • eye protection • hearing protection • turnout uniform and gloves
water supplies must include	• open • reticulated • static
equipment must include	• and may also include other extinguishing substances • BA and control equipment • branches, nozzles and monitors

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	• fire extinguishers • forcible entry tools • hoses and hose fittings • ladders and rope lines • portable lights • radios • salvage gear • small gear and ancillary equipment • standpipes, hydrants and booster connections
extinguishing media must include:	• extinguishing powder • foam • gaseous extinguishing agents • water
hazards must include three or more of the following:	• electricity, including photovoltaic generation • gas • hazardous products and materials • industrial (machinery, equipment and products) • smoke, darkness and heat • structural collapse • structural hazards • unauthorised personnel
assisted must include	• first aid • handing over to ambulance, medical or other organisational care • protecting from the elements • providing refreshments
firefighting objectives must include	• confining the spread of fire • extinguishment • protecting exposures • rescuing occupants • salvage and overhaul • ventilation
fire strategies must include	• defensive mode • direct attack • indirect attack • offensive mode
firefighting tactics must include	• cooling the fuels • excluding oxygen • interrupting the chemical chain reaction • removing fuels

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	• ventilation
firefighting considerations must include	• available firefighting resources • extinguishing media • fire exposures • indications of extreme fire behaviour • signs of structural collapse • size of fire • stage of fire development • topography • type of fire • weather
firefighting activities must include	• anticipating fire behaviour • applying extinguishing media • applying techniques to maximise effect and minimise damage • ensuring safety • hose stream techniques • locating and accessing fire • protecting and notifying supervisor of evidence of fire cause • search and rescue
changing conditions at the fire must include	• fire spread • flame colour and size • impending structural collapse • increase in heat • increase or decrease in fuel available to fire • increase or decrease in heat of fire • increase or decrease in oxygen available to fire • other materials becoming involved in fire • signs of structural collapse • smoke colour • weather conditions
evidence of changing conditions at the fire must include	• fire spread • flame colour and size • impending structural collapse • increase in heat • smoke colour • weather conditions
ancillary activities must include	• damming water run off • guarding against hazards • making up equipment

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recording appropriate incident information must include	• overhaul • salvage • securing the area • attendance records • completing personal notebooks logs and/or report forms • equipment used • objectives set • obtain relevant details • owner or occupant details • problems encountered

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR203B Respond to urban fire.

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

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Assessment Requirements for PUAFIR203 Respond to urban fire

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including maintaining the health and safety of self and others
- combating fires through implementing firefighting objectives, strategies and tactics
- concluding firefighting operations
- conducting search and rescue
- controlling fire environment by cooling fire gases
- entering structures affected by fire
- identifying hazardous materials
- instigating actions to avoid risk of injury
- moving in smoke and darkness
- observing and reacting to changes in conditions and fire behaviour
- obtaining water from reticulated or static water supplies
- operating a firefighting branch
- operating fire extinguishers
- participating in ancillary operations
- preparing extinguishing media and equipment for use
- proceeding to a fire
- recording incident information
- selecting and using firefighting equipment
- using extinguishing media on a fire
- using personal protective clothing and equipment
- using structural entry techniques
- utilising breathing apparatus, associated equipment and operational procedures

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

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- ancillary activities
- basic signs of fire cause and activities for protecting evidence
- behaviour of a building or structure in a fire
- chain of command
- change in conditions at a fire caused by increase or decrease in
  - fuel available to fire
  - increase or decrease of oxygen available to fire
- different construction types and their behaviour in a fire
- equipment and tools used in fire suppression activities extinguishing media
- fire behaviour
- fire ground signals including audible and visual
- fire tetrahedron
- firefighting foams
- firefighting tasks, tactics and techniques
- hazardous materials identification
- hazards and actions to minimise, mitigate, control or eliminate
- identification of various building types including structural elements and materials, causes and signs of structural failure
- methods of heat transfer
- natural ventilation procedures
- navigation and map reading
- organisational documentation, policies and procedures including procedures for working with ladders, ropes, lines and tying knots
- portable fire extinguishers
- principles and methods of extinguishment
- salvage and overhaul
- signs of structural collapse
- water supplies
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including safety assessments and/or risk mitigation processes, safe work practices and personal protective clothing and equipment

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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.

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Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situation that reflects workplace conditions.

Competency should be assessed on the job and/or in a range of simulated fire environments.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- a relevant appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - range of controlled or simulated fires, firefighting equipment, extinguishing media and breathing apparatus and associated equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR204 Respond to wildfire

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 respond to a wildfire, work as a safe and situationally aware member of a crew to attack and extinguish a fire, participate in mop ups and patrol operations and prepare equipment for the next crew.

The unit applies to firefighting personnel who work as a member of a team. It includes preparing to respond to fire; proceeding to fire; obtaining and using firefighting equipment and extinguishing media; combating wildfire; observing and reacting to wildfire and weather conditions; participating in mop up and patrol activities; supporting operations and recovering and storing equipment. Work at this level is undertaken under direct supervision, and with instruction.

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.

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

Pre-requisite Unit

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.

PUAFIR210 Prevent injury

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Prepare to respond to fire	**1.1**	Information received about the location and type of wildfire is confirmed
	1.2	Most effective route to the fire is identified and navigated safely
	1.3	Appropriate personal protective clothing and equipment is donned, in accordance with organisational procedures
2 Proceed to fire	**2.1**	Location of the fire and type of fuel is confirmed on approach
	2.2	Life is protected and damage to property and the environment is minimised, in accordance with organisational procedures
	2.3	Evidence relevant to fire cause is noted and reported utilising the organisations chain of command, in accordance with organisational procedures
	2.4	Indicators of fire behaviour are observed and reported
3 Obtain and use firefighting equipment and extinguishing media	**3.1**	Nominated extinguishing media and/or firefighting equipment are located and obtained
	3.2	Extinguishing media and equipment are used, in accordance with manufacturers' specifications and organisational procedures
4 Combat wildfire	**4.1**	Instructions are received, firefighting strategies and tactics are confirmed and implemented
	4.2	Suppression techniques, equipment and extinguishing media appropriate to wildfire conditions are used
	4.3	Control lines are prepared as directed
	4.4	Equipment is positioned, made ready for use and protected from damage
	4.5	Fire is attacked taking into account wildfire hazards as directed

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	4.6	Evidence of fire cause and area of fire origin are protected
	4.7	Communication is maintained at all times with all personnel
5 Observe and react to wildfire and weather conditions	**5.1**	Changing conditions at the fire are observed and their effects on fire behaviour are noted and reported
	5.2	Weather conditions and changes to fire behaviour are observed and reported
	5.3	Variations in topography, fuel features and fuel arrangements are observed and reported
	5.4	Escape routes and safety zones are confirmed and maintained throughout the incident
	5.5	Communication is maintained with other firefighting personnel throughout operational activities
6 Participate in mop up and patrol activities and support operations	**6.1**	Mopping up activities are carried out, as directed
	6.2	Patrol of the perimeter or sector of the fire is maintained, as directed
	6.3	Activities to support firefighting operations are carried out, as directed
7 Recover and store equipment	**7.1**	Equipment and consumables are recovered, as directed
	7.2	Firefighting equipment is collected and stored at the incident
	7.3	Cleaning and maintenance are carried out in accordance with organisational procedures
	7.4	Damaged or lost equipment is identified and reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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.

extinguishing media must include two of the following	• class A foam • retardants • soil • water • wetting agents
personal protective clothing and equipment must include	• eye and head protection • turnout uniform and gloves
types of wildfire must include	• surface
types of fuel must include one of the following	• forest • grass • scrub
firefighting equipment must include	• hand tools • hose and small gear • pump • tanker
firefighting tactics must include	• control line construction • mopping up • patrol • use of extinguishing media
suppression techniques must include	• dry and wet firefighting

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR204B Respond to wildfire.

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

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Assessment Requirements for PUAFIR204 Respond to wildfire

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- combating wildfires
- communicating on the fire ground using a range of tools
- detecting hot spots, hazardous trees, unsecured wildfire perimeter
- maintaining situational awareness
- maintaining health and safety of self and others in work area
- observing and reacting to wildfire and weather conditions
- obtaining and using firefighting equipment and extinguishing media
- participating in mop ups, patrol activities and support operations
- participating in entrapment safety procedures
- preparing to respond to a fire
- proceeding to a fire
- reacting to changing wildfire behaviour due to changes in weather, topography and fuel conditions
- recovering, reinstating and storing equipment
- undertaking dry and wet wildfire attack
- undertaking operational activities safely, in accordance with organisational procedures
- using extinguishing media in wildfire control
- using wildfire control tools and equipment
- working with firefighting equipment
- working as a member of a team

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

- communication on the fire ground using radio and telephone

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- consumables including flagging tape, fuel, rubbish and signs
- extinguishing media, water, foam and suppressants
- escape routes including prepared tracks, roads, trails and waterways
- earth moving equipment such as bulldozers, graders and tractors with blades
- equipment for firefighting including chainsaw, ropes and lines, drip torch and knap sack
- evidence related to fire cause including fresh vehicles tracks, items or objects at scene, nature and behaviour of fire at the scene upon arrival, nature and colour of smoke and number of columns, people and vehicles leaving the scene and whether gates on access routes to the fire were closed, opened or locked
- fire behaviour
- fuel features including arrangement and distribution, moisture content, quantity, size and type
- indicators of fire behaviour including flame height and length, noise, rate of spread, smoke colour and density, spotting and extreme fire behaviour
- organisational documentation, policies and operating procedures
- safety zones including bare ground, burnt areas, clearings, rivers and site of recent wildfire or prescribed burn, static water bodies and defendable space
- support operations including providing and transporting food, water and equipment
- tactics for firefighting including backburning, burning out and patrol
- types of wildfire including crown and ground
- types of fuel including crop, heath, peat, coal, combustible soils and plantation
- strategies for firefighting including defensive, direct and indirect attack, offensive and parallel attack
- variations in topography including aspect, elevation, landscape features and slope
- weather conditions including atmospheric stability, relative humidity, temperature and variations to wind speed and direction
- wildfire control tactics and techniques
- wildfire hazards
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including health and fitness requirements, hygiene and wellbeing, safe work practices, safety assessments and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that

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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, equipment specifications, 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

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PUAFIR205 Respond to aviation incident (specialist)

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 work under supervision as a member of a specialist aviation incident response team while responding to an aviation event. It applies to personnel who are members of specialist aviation incident response teams.

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.

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

Pre-requisite Unit

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.

PUAFIR203 Respond to urban fire

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Respond to aircraft incident	**1.1** Approach to aircraft incident is based on type of accident or collision, location, terrain, weather, wind

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		speed, direction and response time requirements
	1.2	Hazards and personal injury risks associated with aircraft incidents and/or accidents are identified
	1.3	Access to incident is gained through use of airport maps and aircraft diagrams or plans
	1.4	Changing incident conditions are anticipated, reported and managed, in accordance with organisational procedures
	1.5	Operations are carried out, in accordance with organisational procedures and regulatory requirements
2 Use appropriate equipment	**2.1**	Equipment is selected, in accordance with incident objectives and strategies
	2.2	Appropriate rescue and/or firefighting equipment is selected and used, in accordance with organisational procedures
	2.3	Appropriate equipment is selected and used to isolate aircraft fuselage from hazards and escape paths are maintained, in accordance with organisational procedures
3 Evacuate persons and attend to casualties	**3.1**	Hazards and injury risks associated with aircraft incidents are identified and reported
	3.2	Equipment is selected and located to facilitate evacuation and rescue
	3.3	Evacuees are directed to a safe area and casualties are attended to
4 Conduct operations	**4.1**	Operational tactics are implemented based on incident conditions, in accordance with organisational procedures
	4.2	Changing incident conditions are evaluated and any alterations to tactics are communicated, in accordance with organisational procedures
	4.3	Operations are carried out, in accordance with industry regulatory requirements
	4.4	Fuselage protection and escape paths are established and maintained, in accordance with organisational procedures

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	4.5	Assistance to passengers and crew is provided during aircraft evacuation
	4.6	Evacuees and or casualties are moved or directed to a safe area, in accordance with organisational procedures and Aerodrome Emergency Plan
	4.7	Appropriate rescue techniques are used to release trapped persons from aircraft
5 Conclude operations	**5.1**	Evidence at aircraft incident is preserved and secured, in accordance with organisational procedures
	5.2	Any damage to the aircraft caused by forcible entry is recorded and reported, in accordance with organisational procedures and legislative requirements

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 PUAFIR205B Respond to aviation incident (specialist).

Links

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Assessment Requirements for PUAFIR205 Respond to aviation incident (specialist)

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

- adhering to airport operating procedures
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including identifying toxic environments
- conducting and concluding operations
- evacuating persons and attending to casualties
- identifying hazards and undertaking risk assessment
- implementing aviation firefighting objectives and tactics and strategies
- meeting legislative and regulatory requirements
- responding to an aviation incident
- selecting and using aviation firefighting equipment, extinguishing media and personal protective clothing and equipment
- using appropriate equipment
- using strategies including controlling and extinguishing fire, isolation of aircraft fuselage from hazard and maintenance of safe paths of egress
- working with aviation firefighting equipment including
  - aircraft rescue and firefighting vehicle
  - ancillary firefighting equipment
  - apparatus to deliver extinguishing medium
  - breathing apparatus
  - equipment for lighting
  - escape safety devices
  - extrication devices
  - fire hose
  - fixative or sealant for composite fibres
  - ladders
  - rescue equipment
  - specialised tools for cabin entry
  - ventilation equipment

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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

- aircraft construction
- aircraft and airport emergency procedures
- characteristics and limitations of equipment
- incident objectives, strategies and tactics
- organisational documentation, policies and procedures
- potential hazards and risk mitigation
- types of aviation incidents
- types of aviation accidents and incidents including aircraft incidents, equipment, strategies and operational tactics
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - firefighting equipment, aircraft or simulator and fire extinguishing media
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR206 Check installed fire safety systems

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 locate, identify and check the status of installed fire safety systems.

The unit applies to personnel required to locate, identify and check the status of installed fire safety systems. Work at this level is performed under direct supervision and instruction.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Locate and identify installed fire safety systems	**1.1** Installed fire safety systems are identified and located in buildings

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	1.2	Onsite visual identification of installed fire safety systems and mode of operation is confirmed and reported through direct chain of command
2 Check and monitor the status of fire safety systems	**2.1**	Installed fire safety systems are checked, in accordance with organisational procedures
	2.2	Status of installed fire safety systems is monitored and irregularities such as faults and isolation of individual functions are identified and reported, in accordance with 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.

fire safety systems must include three or more of the following	• alternative fire suppression system • fire detection systems • fire hydrant and hydrant booster system • fire indicator panels, occupant warning and communications systems • fire sprinklers and sprinkler booster system • smoke hazards management and ancillary systems

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR206B Check installed fire safety systems.

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

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Assessment Requirements for PUAFIR206 Check installed fire safety systems

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- checking and monitoring the status of installed fire safety systems
- checking status of various fire safety systems
- completing organisational documentation
- identifying components of various fire safety systems
- identifying faults in installed fire safety systems
- implementing organisational procedures
- locating and identifying installed fire safety systems
- working under supervision

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

- advantages and disadvantages of various forms of heat and smoke detection devices
- basic components of a fire hydrant system, their operation and function, sources of water supply to and within a fire hydrant system and its use and operation
- basic components of a sprinkler system, their operation and function, sources of water supply to and within a sprinkler system and its use and operation
- basic components of heat and smoke detection systems, their operation and function
- emergency evacuation procedures
- operating principles and applications of heat and smoke alarms and detectors
- operating principles and applications of smoke hazard management and ancillary systems
- operation and use of fire control room
- organisational documentation, policies and procedures
- safe work practices when working with alternative fire suppression systems
- use and operation of occupant warning systems equipment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational

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requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - a wide range of fire safety systems and their components
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR207 Operate breathing apparatus open circuit

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial update.

Release 1.0 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 select, don, operate and maintain breathing apparatus equipment in a hazardous atmosphere. It includes conducting pre-donning checks and tests of breathing apparatus; donning and checking of breathing apparatus; operating breathing apparatus and concluding breathing apparatus operations.

The unit applies to personnel who work as a member of a team. Work at this level is undertaken under direct supervision and instruction.

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.

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

Pre-requisite Unit

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.

PUAFIR210 Prevent injury

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Conduct pre-donning checks and tests on breathing apparatus	**1.1**	Breathing apparatus is inspected for immediate use, in accordance with the organisational procedures
	1.2	Faulty or damaged equipment is reported and recorded, in accordance with the organisational procedures
2 Don and check breathing apparatus	**2.1**	Breathing apparatus is donned, in accordance with the organisational procedures
	2.2	Breathing apparatus is started and checked, in accordance with organisational procedures
	2.3	Ancillary equipment required for tasks is selected for use
3 Operate breathing apparatus	**3.1**	Hazards are identified, monitored and controlled, in accordance with the organisational procedures
	3.2	Communication is established and maintained with team members and other appropriate personnel throughout activity
	3.3	Response activities are undertaken as a member of a team, demonstrating effective application of breathing apparatus, in accordance with the organisational procedures
	3.4	Breathing apparatus control procedures are followed, in accordance with the organisational procedures
	3.5	Entrapment procedures are implemented, in accordance with the organisational procedures
	3.6	Personal safety is maintained, in accordance with organisational procedures
4 Conclude operations	**4.1**	Breathing apparatus set is shut down, in accordance with organisational procedures
	4.2	Breathing apparatus set is removed, in accordance with organisational procedures
	4.3	Cleaning and maintenance of breathing apparatus is

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	undertaken, in accordance with organisational procedures
4.4	Equipment is made ready for operational use, in accordance with organisational procedures
4.5	Participating in debriefing sessions

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.

type of breathing apparatus must include	• open circuit
breathing apparatus is inspected must include	• ancillary equipment • cylinder pressure • integrity of air flow system • serviceability and integrity of components
breathing apparatus control procedures must include	• entry or exit control officer • entry or exit control point • organisational procedures • principles of breathing apparatus control • stage one (one entry point) and stage two (multiple entry points) • timing device
breathing apparatus control equipment must include	• breathing apparatus set tallies • control boards • entry control officer identification • guideline and branch line tallies • personal lines • procedures
hazards must include	• disorientation in smoke/darkness or confinement • entrapment • exhaustion of air supply (regular gauge monitoring)

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	• failure to maintain a face seal • fire • hazardous atmospheres • malfunction of equipment • manual handling • structural hazards and/or hazardous materials
communications must include	• distress signal unit • hand signals • portable radio
entrapment procedures must include	• activating the distress signal unit • calling for assistance • ceasing all strenuous activity • operating breathing apparatus • relocating to safest available place • remaining calm

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR207B Operate breathing apparatus open circuit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR207 Operate breathing apparatus open circuit

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial update.

Release 1.0 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- conducting pre-donning checks and tests on breathing apparatus
- donning and checking breathing apparatus
- following organisational policies and procedures including implementing entrapment and breathing apparatus emergency procedures
- inspecting breathing apparatus after its use
- inspecting breathing apparatus and concluding breathing apparatus operations
- moving in conditions of reduced visibility
- operating breathing apparatus
- participating in debriefing sessions
- returning breathing apparatus to operational status
- complying with organisational procedures for breathing apparatus use and maintenance

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

- characteristics, component parts, operation of compressed air breathing apparatus
- how breathing apparatus supports personal protection
- industry standards for breathing apparatus
- operation of breathing apparatus
- operational testing, operating procedures and safe work practices when wearing breathing apparatus

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- organisational documentation, policies and procedures including entrapment procedures
- performance of breathing apparatus control equipment
- personal protective clothing and equipment
- respiratory system and effects of hazardous atmospheres on the body
- types of hazardous atmospheres including heated, smoke or other suspended particles
- use of personal lines and tallies
- utilisation of distress signal unit
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including safety assessments and risk mitigation

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

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 including
  - range of controlled or simulated scenarios, breathing apparatus and associated equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR208 Participate in community safety activities

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 participate as a member of a team in community safety activities including working with the community on matters, presenting organisational approved community safety information and contributing to hazard mitigation activities. Community safety activities provide an important opportunity to build community capacity in relation to prevention, preparedness and response to fires.

The unit applies to personnel required to participate as a member of a team in a variety of activities to build community capacity in relation to prevention, preparedness and response to fire events. Work at this level is performed under direct supervision and instruction.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Participate in the identification of specific hazards**	**1.1**	Accompanied inspections are undertaken with community members or groups to identify specific hazards
		1.2	Community members and organisations are consulted during the identification of hazards process, in accordance with organisational procedures
		1.3	Outcomes of hazard identification process are reported chain of command
		1.4	Confidentiality of information collected during inspection and during consultation process is maintained, in accordance with organisational procedures
2	**Participate in presenting community safety information**	**2.1**	Community safety information is collected and prepared, in accordance with organisational procedures
		2.2	Community safety information is distributed to relevant target groups, as required
		2.3	Location for community safety presentation is identified and preparations for the event are undertaken
		2.4	Feedback received from community safety presentation is recorded and reported, in accordance with organisational procedures
3	**Participate in risk mitigation activities**	**3.1**	Appropriate risk mitigation procedures, work instructions and directions are followed, in accordance with organisational procedures when completing community safety activities
		3.2	Work is undertaken in accordance with organisational and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures
		3.3	Mitigation activities are undertaken with minimum damage to the environment, in accordance with organisational procedures and legislation
		3.4	Outcomes from risk mitigation activities are reported, in accordance with organisational procedures

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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 PUAFIR208B Participate in community safety activities.

Links

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Assessment Requirements for PUAFIR208 Participate in community safety activities

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

- accompanying inspections
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- collecting, reporting and responding to feedback
- identifying specified hazards
- participating in identifying specific hazards, presenting community safety information and risk mitigation activities and procedures
- presenting information
- undertaking mitigation activities
- using communication methods and techniques

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

- community organisations and members
- environments and the potential impact of fire and hazards
- hazard identification
- organisational documentation, policies and procedures including on those on confidentiality and privacy
- risk mitigation processes and activities
- techniques for collecting, recording and reporting feedback
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements

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

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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
- appropriate literature and equipment applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR210 Prevent injury

Modification History

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

Application

This unit involves the skills and knowledge required to identify and avoid workplace hazards and risks, to maintain personal safety and to report identified issues to supervisors and team members.

It is designed as an introduction to safe work practices and is specifically relevant to a workplace requiring personnel to be involved in incidents, prescribed burns and/or operational aspects of emergency management. It includes identifying, implementing and monitoring effectiveness of workplace hazards and risk control procedures.

The unit applies to personnel who work as a member of a team. Work at this level is undertaken under direct supervision and instruction.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify workplace hazards and risks, and advise others	**1.1** Procedures and practices are followed to identify hazards and risks in the workplace
	1.2 Identified hazards and risks in the work area are communicated to team members and supervisors
	1.3 Identified risk factors which may create or escalate the immediate risk to life, property or the environment are reported, in accordance with organisational procedures
2 Implement hazard and risk control procedures	**2.1** Personal protective clothing and equipment is selected and donned, in accordance with organisational procedures
	2.2 Hazard identification and risks controls are implemented, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines and organisational procedures
	2.3 Equipment appropriate for dealing with a hazard is selected for use and checked, in accordance with organisational procedures
	2.4 Personal health and welfare is managed, in accordance with organisational policy
3 Monitor effectiveness of hazard and risk control procedures	**3.1** Situation awareness is maintained to ensure the continued effectiveness of hazard and risk control procedures
	3.2 Changes in incident behaviour and conditions are reported immediately through the chain of command, in accordance with organisational procedures
	3.3 Activities and debriefings regarding hazard and risk control procedures are participated in, as appropriate

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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

personal protective clothing and equipment must include	• eye and head protection • turn out uniform and gloves
controlling risks must include	• dynamic risk assessment • safe person approach

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR215 Prevent injury.

Links

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Assessment Requirements for PUAFIR210 Prevent injury

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, performance criteria and range of conditions on at least one occasion and includes

- applying safe work practices in accordance with organisational Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) policies and procedures
- identifying hazards and using risk control measures
- identifying workplace hazards and risks and advising others
- implementing hazard and risk control procedures
- monitoring effectiveness of hazard and risk control procedures
- selecting equipment pertinent to incidents, prescribed burning and/or operational aspects of emergency management
- working with organisational procedures including the selection and use of personal protective equipment

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

- basic principles of a dynamic risk assessment and safe person approach
- hazards, including heat illness, fire, structural, aerial operations, hazardous materials and vehicles
- methods of hazard identification, risk control reporting and debriefing
- organisational documentation, policies and procedures for hazard and risk management
- personal protective clothing and equipment requirements
- risks to life, community, property and the environment
- situational awareness actions that support safety in the work place
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including occupational hazards and risks encountered in the workplace, safety assessments, risk mitigation processes and risk control measures such as eliminate, isolate and substitute

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAFIR212 Rappel from helicopter

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 safely and effectively rappel from a hovering helicopter using a personal rappel line. The unit applies to personnel required to rappel from a helicopter.

Aviation operations occur in a heavily regulated environment. This work is undertaken in accordance with rappelling policies, regulations, protocols and procedures required to safely rappel from a helicopter.

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.

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

Pre-requisite Unit

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.

PUAFIR209 Work safely around aircraft

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare operational rappel equipment	**1.1** Rappel equipment is selected and prepared, in accordance with organisational procedures and requirements
	1.2 Appropriate rappel and safety equipment is donned, in accordance with organisational procedures and requirements
	1.3 Pre-flight checks on clothing and equipment are undertaken, in accordance with organisational procedures and requirements
	1.4 Damage to rappel or safety equipment is reported to relevant supervisor for repair, replacement or disposal
2 Load rappel personnel and equipment into helicopter	**2.1** Rappel personnel, rappel and operational equipment are weighed and recorded
	2.2 Pilot is informed of equipment and personnel weights
	2.3 Equipment is secured into helicopter under pilot or flight crew supervision
	2.4 Seat position is assumed and seatbelt is secured
	2.5 Pre-mission briefing instructions are obtained from operations officer or rappel crew leader and clarification of objectives and procedures is sought, where required
	2.6 Pre-flight safety briefing is obtained from pilot or air crew
3 Prepare to rappel from hovering helicopter	**3.1** Rappel rope is attached and checked, in accordance with organisational procedures
	3.2 Movement to helicopter skids is undertaken, as directed, in accordance with organisational procedures
	3.3 Pre-descent checks are conducted, in accordance with organisational procedures and requirements
	3.4 Emergency procedures are conducted, as required
	3.5 Communications and emergency commands are responded to, in accordance with organisational procedures and requirements

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4	**Rappel from hovering helicopter**	**4.1**	Departure from skids is performed, in accordance with commands and organisational procedures
		4.2	Rappel rope descent is undertaken, in accordance with organisational procedures and requirements
		4.3	Landing is conducted, in accordance with organisational procedures and requirements
		4.4	Rappel rope is disconnected and landing area is cleared, in accordance with organisational procedures and requirements
		4.5	Emergency procedures are conducted, as required
		4.6	Emergency commands are responded to, in accordance with organisational procedures and requirements
5	**Retrieve rappel and firefighting equipment**	**5.1**	Area is cleared in preparation for retrieval of rappel and firefighting equipment, in accordance with organisational procedures and requirements
		5.2	Equipment is connected and retrieval is conducted, in accordance with organisational procedures and requirements
6	**Perform maintenance on rappel equipment**	**6.1**	Equipment is inspected and maintenance is performed, in accordance with organisational procedures and manufacturers' guidelines
		6.2	Damage to fire and rappel equipment is reported to supervisor for repair, replacement or disposal
		6.3	Documentation related to maintenance or damage to equipment is completed and reported, in accordance with 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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

rappel equipment must include	• agency or organisational coveralls, protective helmet, earmuffs, chin strap and goggles • full body harness • hook knife • karabiner • organisational specific descender and safety devices • rappel gloves • static kernmantle rappel ropes
air crew must include one or more of the following	• co-pilot • other member of air crew • rappel dispatcher

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR212B Rappel from helicopter.

Links

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Assessment Requirements for PUAFIR212 Rappel from helicopter

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, performance criteria and range of conditions on at least one occasion and includes

- adhering to briefing instructions
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating with crew and rappel dispatcher including using emergency hand signals
- completing work to minimise risk to personnel and/or damage to equipment
- implementing legislative, regulatory, organisational and operational guidelines
- loading rappel personnel and equipment into helicopter
- operating safely around a helicopter
- performing maintenance and inspection techniques on rappel equipment
- preparing operational rappel equipment including following pre-rappel checks and equipment donning procedures
- preparing to rappel from a hovering helicopter
- rappelling from a hovering helicopter
- reporting accidents and incidents
- retrieving rappel and firefighting equipment
- undertaking emergency procedures and responding to emergency commands
- utilising procedures and techniques for sequencing and controlling rappelling, braking, landing and disconnecting

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

- aviation legislation and regulations related to rappelling
- characteristics and limitations of rappel operations and equipment
- emergency hand signals
- factors that can affect rappel descents including canopy height, slope, vegetation type and

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winds
- helicopter rappelling for remote area fire suppression and training
- key roles and responsibilities of helicopter crew including rappel dispatcher
- organisational documentation requirements and regulatory reporting arrangements
- organisational policies and procedures including emergency procedures
- types of helicopters used for conducting rappelling operations
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices when rappelling and/or working in or around helicopters

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

All rappel operations are conducted under pilot and rappel dispatcher supervision. Each rappel descent once commenced is conducted without supervision.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
  - competency is to be assessed verbally and through multiple practical demonstrations in a number of scenarios
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - rappelling equipment and materials, area to conduct operations, helicopter, briefing reports, organisational procedural documentation, appropriate personnel and emergency information
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR220 Respond to isolated structure fire

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 respond to an isolated structure fire when working as a member of a team under direct supervision. It includes defensive external structural firefighting i.e. how to attack a fire from outside a structure and protect exposures. It does not cover offensive firefighting i.e. internal attack within a structure or how to deal with fires involving dangerous goods and/or hazardous chemicals.

An isolated structure refers to a free standing building or manmade construction, such as a homestead or farm machinery shed. With an isolated structure, the possibility of fire spread between the structure itself and other structures or property not directly involved in the fire is generally low.

The unit applies to personnel working in rural and/or urban interface areas and rural communities who are often required to respond to structure fires and to support asset protection. An individual operating in this context will perform this role under the direct supervision of a crew leader or an officer in charge.

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.

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

Pre-requisite Unit

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.

PUAFIR210 Prevent injury

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Proceed to fire	**1.1** Information received about location and type of fire is recorded, in accordance with organisational procedures
	1.2 Appropriate personal protective clothing and equipment is donned, in accordance with organisational procedures
	1.3 Most effective route to the fire is identified
2 Prepare extinguishing media and/or equipment for use	**2.1** Water supplies at the incident to support firefighting are located
	2.2 Equipment to access and supply water to firefighting operations is identified and assembled, in accordance with organisational procedures
	2.3 Nominated extinguishing media and/or equipment is identified, obtained and or accessed
3 Combat fires	**3.1** Personal safety is maintained, in accordance with organisational procedures and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines, for responding to isolated structure fires
	3.2 Hazards are identified and reported to supervisors, in accordance with organisational procedures
	3.3 Firefighting strategies are implemented through the chain of command, in accordance with organisational procedures
	3.4 Safe escape routes are identified confirmed and maintained in accordance with organisational procedures
	3.5 Access to location of fire is gained and protecting life and minimising damage to the environment and property is undertaken, in accordance with organisational

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		procedures
	3.6	Extinguishing media and equipment are used, in accordance with manufacturers' specifications and organisational procedures
	3.7	Communication with team members and supervisor is maintained throughout the incident, in accordance with organisational procedures
4 Observe and report changes in conditions at the fire	**4.1**	Changing conditions at the fire are observed and effects on fire behaviour are noted and reported through the chain of command
	4.2	Firefighting tactics are adapted to meet changing conditions and fire behaviour
5 Participate in ancillary operations	**5.1**	Ancillary activities to complement firefighting operations and to prevent further damage to structure is undertaken
	5.2	Assistance is given, if required, to complete and record incident information
6 Conclude firefighting operations	**6.1**	Firefighting equipment is collected, reinstated and stowed, in accordance with organisational procedures
	6.2	Incident scene is made safe for the public
	6.3	Defective or missing equipment is identified and reported, in accordance with organisational procedures
	6.4	Participate in debriefing sessions

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.

personal protective clothing and equipment must include	• head and eye protection • personal protective clothing

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	• turnout uniform and gloves
equipment must include	• fire attack equipment • small gear and ancillary equipment
extinguishing media must include	• foam • water

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR218 Respond to isolated structure fire.

Links

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Assessment Requirements for PUAFIR220 Respond to isolated structure fire

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, performance criteria and range of conditions on at least one occasion and includes

- accessing location of fire
- applying defensive firefighting strategies and techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- concluding firefighting operations
- identifying hazards
- identifying signs of structural collapse
- observing and reporting changes in conditions at fire
- obtaining water from reticulated and/or static water supplies
- participating in ancillary operations
- participating in debriefing sessions
- proceeding to isolated structure fire
- selecting and using firefighting equipment
- undertaking ancillary activities including assisting with damming water runoff, making up equipment and securing area
- using personal protective clothing and equipment
- utilising extinguishing media at fires

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

- ancillary activities including damming water runoff, making up equipment and securing area
- behaviour of buildings and/or structures in a fire
- causes and signs of structural collapse
- change in conditions including weather

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- changes in conditions at the fire
- damage to environment
- extinguishing media
- fire behaviour
- fire ground signals including audible and/or visual
- fire tetrahedron
- firefighting techniques including defensive strategies and tactics
- hazards including electricity, gas, hazardous materials, machinery, equipment, products, smoke, darkness, heat and structural collapse
- organisational documentation, policies and procedures including those for working with ladders, ropes and lines
- personal protective clothing and equipment
- portable fire extinguishers
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including safe work practices and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - range of controlled or simulated fires, firefighting equipment and extinguishing media
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR301 Undertake community safety activities

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 identify and evaluate risks, to select and implement strategies to reduce risks and to improve community safety.

The unit applies to personnel who conduct inspections of sites to identify hazards and determine risk mitigation strategies. At this level the risk mitigation strategies identified by the individual will be selected from a list predetermined by the organisation. Work is typically carried out under supervision and actions implemented will generally require approval.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify specific hazards through inspection	**1.1** Inspections are conducted to provide information for pre-incident planning

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	1.2	Hazards are identified using organisational risk management procedures and processes
	1.3	Specific hazards in area of responsibility that may impact on life, property, process or the environment are accurately identified and reported to supervisor, in accordance with organisational procedures
	1.4	Community members and organisations are consulted, where appropriate, during the identification and/or inspection process
2 Consider hazard information to determine level of risk	**2.1**	Hazard information collected is documented and reviewed, in accordance with organisational procedures
	2.2	Level of risk for each hazard is determined using organisational risk management procedures and processes
3 Implement risk mitigation strategies	**3.1**	Risk mitigation strategy is selected from a predetermined list and is implemented
	3.2	Risk reduction activities are conducted, in accordance with organisational procedures
	3.3	Risk mitigation strategies are implemented with minimum damage to the environment, in accordance with organisational procedures and applicable legislation
4 Evaluate mitigation strategies	**4.1**	Feedback is provided to appropriate parties and/or community members on risk mitigation procedures and processes
	4.2	Risk mitigation strategies are evaluated for effectiveness and community acceptance
	4.3	Issues are reported, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAFIR301B Undertake community safety activities.

Links

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Assessment Requirements for PUAFIR301 Undertake community safety activities

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- ascertaining relationship between hazards and risks posed to the community and environment
- assessing risks in consultation with community groups
- collecting and analysing feedback
- completing organisational forms and documentation
- considering hazard information to determine levels of risk
- cooperating and working with community groups
- evaluating risk mitigation strategies
- identifying specific hazards through inspection
- implementing risk mitigation strategies

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

- community organisations
- community member and organisational feedback requirements and how to collect it
- environmental factors to be considered
- evacuation procedures in an emergency
- hazardous chemicals
- inspection processes
- organisational documentation, policies and procedures
- property and building construction hazards
- risk mitigation strategies relating to hazard reduction, isolation, removal and management
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - organisational forms and appropriate equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR302 Suppress urban fire

Modification History

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

Application

This unit involves the skills and knowledge required to work as a member of a team under limited supervision when suppressing an urban fire. It includes responding to fires and determining extinguishing media, equipment and structural fire behaviour. It also includes protecting people; how to attack fires, ventilate structures, observe and react to fire conditions; undertake ancillary firefighting operations and complete operations.

The unit applies to personnel required to suppress a range of different types of structure and non-structure fires where there is the potential for multiple hazards to be present.

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.

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

Pre-requisite Unit

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.

HLTAID003 Provide first aid

PUAFIR203 Respond to urban fire

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Initiate response to fire	**1.1** Fire details are received and initial response is determined, in accordance with organisational procedures
	1.2 Firefighting personal protective clothing and equipment requirements are determined and used, based on available information
	1.3 Changes to fire conditions are reported and acted on to determine firefighting tactics
	1.4 Firefighting considerations are taken into account when determining tactics
2 Determine extinguishing media and equipment	**2.1** Available static or reticulated water supplies to support firefighting operations are identified and capacity is determined
	2.2 Selection of hose and equipment is sufficient to support firefighting operations
	2.3 Extinguishing media are selected, in accordance with the type of fire within the area of operation
	2.4 Breathing apparatus is used within its' safe work limitations, in accordance with manufacturers' specifications and organisational procedures
3 Determine structural fire behaviour	**3.1** Combustion processes taking place in the structure are determined
	3.2 Tactics for terminating combustion processes are determined
	3.3 Presence of hazardous materials located in the fire area are identified and an appropriate plan of action is determined
4 Protect people	**4.1** Primary and secondary searches are planned, conducted and supported, in accordance with organisational procedures
	4.2 Appropriate priority and support is allocated to fire rescue and evacuation activities
	4.3 Casualties are treated and/or handed into the care of

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		medical personnel once clear of threat of fire
5 Attack fire	**5.1**	Firefighting strategies and tactics are prioritised, implemented and monitored, in accordance with organisational procedures
	5.2	Firefighting extinguishing media are selected, in accordance with the type of fire and the actual or potential hazards identified within the area of operations
	5.3	Fire is located and access is gained in the safest and most effective manner to minimise damage to property or the risk of injury to others or self, in accordance with organisational procedures
	5.4	Potential fire behaviour is anticipated and action is taken to protect the safety of self and others and to achieve determined strategies
	5.5	Breathing apparatus procedures are complied with, in accordance with organisational requirements
	5.6	Fire is attacked using a range of extinguishing media and application techniques appropriate to type and size of fire, in accordance with manufacturers' specifications and organisational procedures
	5.7	Evidence of fire cause is protected and action is taken, in accordance with organisational procedures
	5.8	Firefighting suppression activities, including extinguishing media, are used to contain spread of fire and damage to the environment and property
	5.9	Burning and smouldering materials are identified and extinguished, in accordance with organisational requirements
	5.10	Communication is maintained and monitored throughout firefighting operations, in accordance with organisational procedures
	5.11	Firefighting ancillary activities are undertaken to avoid or minimise risk of environmental damage
6 Ventilate structure	**6.1**	Structures are ventilated, as required, using the most appropriate natural and mechanical ventilation techniques, in accordance with organisational procedures

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	6.2	Structures are ventilated without endangering personnel or increasing the spread of fire, in accordance with organisational procedures
7 Observe and react to fire conditions	**7.1**	Fire is continually monitored and significant changes affecting the status of the fire and effectiveness of selected firefighting strategies are reported, in accordance with organisational procedures
	7.2	Firefighting strategies and tactics are modified and adjusted, in accordance with organisational procedures, the changing conditions at the fire or as directed
8 Undertake ancillary firefighting operations	**8.1**	Firefighting and ancillary activities undertaken at the incident ensure that the risk of injury to the public, other personnel and self is avoid or minimised
	8.2	Salvage and overhaul activities are undertaken to support the conclusion of firefighting operations, in accordance with organisational procedures
9 Complete operations	**9.1**	Equipment is made ready for operational use, in accordance with organisational procedures
	9.2	Damaged or missing equipment is replaced, recorded and/or reported, in accordance with organisational procedures
	9.3	Participate in debriefing sessions

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.

fire must include	• fires involving electricity • industrial complex • mobile property fires • multi-storey structures • structure and non-structure fires which may

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	also include • fires involving fuels and chemicals • ship fires
personal protective clothing and equipment must include	• breathing apparatus • distress alarms • structural fire protective clothing
reporting of changes to fire condition must include	• initial reports at scene • reports of achievement during firefighting e.g. completion of rescue and fire under control etc. • reports of significant changes in conditions • Situation Reports (SITREPS)
equipment must include	• branches/nozzles • breathing apparatus and control equipment • fire extinguishers • forcible entry tools • hand tools • hoses and hose fittings • ladders and rope lines • portable lighting • radios • salvage gear • small gear and ancillary equipment • stand pipes, hydrants and booster connections • ventilation equipment
extinguishing media must include	• extinguishing powders • foams • gaseous extinguishing agents • water
firefighting strategies must include	• confining the spread of fire • extinguishment • protecting exposures • protection of area of fire origin and evidence of cause • rescuing occupants • salvage and overhaul
access must include	• forcible entry • normal entry • roof access from ladders and/or aerial appliance

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application techniques must include	• defensive mode • direct attack • direction of attack • indirect attack • offensive mode
ancillary activities must include three or more of the following	• damming and/or draining water runoff • guarding against hazards • making up equipment • overhaul • protecting the ignition site • salvage • securing the area • supply of materials
structures to be ventilated must include	• commercial • high rise buildings • mobile structures i.e. road, rail, aviation and marine vehicles • multi-storey • residential

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR302B Suppress urban fire.

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

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Assessment Requirements for PUAFIR302 Suppress urban fire

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- attacking fires
- completing operations
- controlling fire environment by cooling fire gases
- determining extinguishing media and equipment
- firefighting tactics including cooling the fuels, interrupting the chemical chain reaction, removing fuels, excluding oxygen and ventilation
- firefighting suppression activities including locating and accessing the fire, search and rescue, anticipation of fire behaviour, ensuring safety, applying extinguishing media, applying techniques to maximise the effect and minimise the damage and identifying and protecting area of fire origin and evidence of cause
- initiating response to fire
- observing and reacting to fire conditions whilst maintaining situational awareness
- operating breathing apparatus
- operating firefighting equipment
- participating as a firefighting team member
- performing ancillary firefighting operations
- protecting people
- recognising fire behaviour indicators
- undertaking salvage and overhaul
- using natural and mechanical ventilation techniques
- utilising firefighting strategies and tactics for rescue, exposures, confinement, extinguishment, overhaul, ventilation and salvage
- working with a range of extinguishing media

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

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knowledge of

- combustion processes including spontaneous heating combustion and ignition
- damage to the environment from fire suppression activities including air pollution, hazards to flora and fauna, soil and water pollution
- structural fire behaviour and factors which impact on spread
- fire behaviour indicators
- firefighting tactics including cooling fuels, interrupting chemical chain reaction, removing fuels, excluding oxygen and ventilation
- firefighting considerations including available firefighting resources, extinguishing media, fire exposures, signs of structural collapse, size of fire, topography, type of fire and weather
- hazardous materials including those defined by the Australian Dangerous Goods Code and other fire extinguishing substances
- organisational documentation, policies and procedures including reporting and recording incident details and breathing apparatus control procedures
- personal protective clothing and equipment requirements including breathing apparatus
- purpose of ventilation techniques including assisting in fire suppression activities, facilitating evacuation of occupants, maximising visibility within a structure, minimising damage, preventing build up of toxic or explosive atmospheres and providing clean air
- strategies and methods of attack for extinguishing fires in a range of structures
- types of media for firefighting and their suitability for different classes of fire
- use of firefighting equipment and application of techniques
- ventilation techniques including horizontal, hydraulic, mechanical, natural and vertical
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed on the job or in a simulated environment.

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

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equipment currently used in industry including
  - firefighting equipment, breathing apparatus, control equipment and extinguishing media
  - firefighting, ventilation and salvage equipment
  - range of controlled or simulated fires
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR303 Suppress wildfire

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 work as a member of a crew to apply appropriate fire control strategies and safe work practices to extinguish a wildfire, participate in mop ups and patrol operations and prepare equipment for the next crew.

The unit applies to personnel who work as a member of a crew or team. Work at this level is often undertaken without direct supervision and instruction. There may be some level of supervision of other members of the crew at this level.

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.

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

Pre-requisite Unit

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.

PUAFIR204 Respond to wildfire

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.		demonstrate achievement of the element.
1 Receive and report details of wildfire	**1.1**	Details of the wildfire including location, type, behaviour and developments are received and recorded
	1.2	Fire details are reported, in accordance with organisational requirements
2 Prepare to respond to fire	**2.1**	Location of wildfire is confirmed and safest access route is determined
	2.2	Personal protective clothing and equipment, apparel, food and water are obtained before departure, in accordance with organisational requirements
	2.3	Most appropriate appliance or vehicle is selected and used
3 Proceed to fire	**3.1**	Location of wildfire is confirmed by observation or from instructions while on approach
	3.2	Access to area is determined and achieved without injury to personnel or damage to vehicles, equipment or environmentally sensitive areas
	3.3	Evidence observed on approach relevant to wildfire cause is noted and brought to the attention of appropriate authorities
	3.4	Navigational aids are used for planning and operational purposes
	3.5	Notification of arrival and appropriate report is provided
4 Protect people and assets	**4.1**	As far as conditions allow the number, location and safety of people and assets in the threatened area is determined and assessed
	4.2	Appropriate protective procedures are implemented, under direction, to protect persons in the path of a wildfire
	4.3	Access by the public and personnel to hazardous locations is controlled, as directed, in accordance with organisational procedures
	4.4	Defensibility of property and assets is considered and, if appropriate, assistance is provided to help occupiers
	4.5	Safety of people and assets in the threatened area is

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		monitored
	4.6	Safety of people and security of assets in the area is checked and reported after the fire
5 Combat wildfire	**5.1**	Briefing is received including area of operations, strategies and tactics to be employed
	5.2	Escape routes and safety zones are confirmed and communicated to personnel
	5.3	Firefighting media and equipment are selected and used in accordance with organisational procedures
	5.4	Fire hazards are identified and action is taken to minimise the risks of injury to the public, personnel and self
	5.5	Firefighting strategies and tactics are implemented to achieve objectives and to minimise overall damage and impact on asserts and the environment
	5.6	Fuel, weather and topographical factors are observed and potential fire behaviour is anticipated and acted upon to ensure safety
	5.7	Communication is maintained with supervisor through the chain of command and with other firefighters in the work area
	5.8	Fire control activities are undertaken to minimise overall damage and impact on assets and the environment
	5.9	Potential fire behaviour is considered and acted upon to ensure safety and achievement of objectives
	5.10	Fire reports are provided to supervisor, as required
	5.11	Area of origin and evidence of fire cause are protected and brought to the attention of supervisor or relevant authority, in accordance with organisational procedures
6 Conduct mop up and patrol activities	**6.1**	Mop up activities are carried out, in accordance with organisational procedures
	6.2	Patrol of the fire is maintained
7 Recover and maintain equipment	**7.1**	Equipment is made ready for operational use, in accordance with organisational procedures

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7.2 Damaged or missing equipment is replaced, recorded and/or reported, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

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.

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

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Assessment Requirements for PUAFIR303 Suppress wildfire

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, performance criteria and range of conditions on at least one occasion and includes

- anticipating and reacting to changing wildfire behaviour
- applying Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing risk to life, property and the environment
- contributing to the implementation of firefighting strategies
- combating wildfires, performing firefighting tactics, and using firefighting equipment and extinguishing media
- communicating and working with team members
- conducting mop ups and patrol activities
- detecting hot spots and hazardous trees
- implementing and monitoring firefighting strategies and tactics
- interpreting fire weather, fuels and terrain and predicting likely impact on fire behaviour
- maintaining safety and health of self, other workers and people in a wildfire area
- participating in briefings and confirming instructions
- preparing to respond to wildfires, using navigation equipment
- proceeding to wildfires
- receiving, recording and reporting information

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

- crew protective procedures
- access to wildfires
- recognition of environmentally sensitive areas and actions to minimise damage
- escape routes including prepared tracks, roads, trails and waterways
- fire behaviour and its response to different fuels, topography and weather conditions
- fire cause

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- fireground hazards
- fire report requirements
- fuel types and factors that impact fire development
- media and equipment for firefighting
- means of transport to fire ground
- navigational aids including aerial photographs, compass, global positioning systems and maps
- organisational documentation, policies and procedures
- potential fire behaviour including fire development, flame height and intensity, fuel load and arrangement, rate of speed, spotting, change due to terrain, topography, changes due to weather conditions, winds and fire winds.
- protective procedures including alerts and warnings, insitu protection and relocation
- safety zones including bare ground, burnt areas, clearings, rivers, site of recent wildfire or prescribed burns and static water bodies
- strategies for firefighting including offensive strategies including direct attack, indirect attack, parallel attack and combined attack and defensive strategies including community and asset protection
- tactics for firefighting including back burning and burning out, control line construction - hand and machine and direct suppression and extinguishment
- tasks for firefighting including application of firefighting media, control line construction, mopping up and patrol
- topographical factors that affect fire development
- types of fires including crown, ground and surface
- types of assets that require protection
- weather factors that influence fire development
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safety near vehicles and machines

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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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 including
  - access to wildfire or prescribed burns and/or approved field based environment
  - firefighting equipment and extinguishing media
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR304 Respond to marine emergencies

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 work as a member of a team under supervision when responding to marine emergencies. It applies to personnel required to respond to an incident involving a marine structure or vessel. The incident may involve fire and hazardous materials.

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.

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

Pre-requisite Unit

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.

PUAFIR207 Operate breathing apparatus open circuit

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Proceed to marine	**1.1** Information about vessel, location and type of marine

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	emergency		emergency is received, in accordance with organisational procedures and requirements, with relevant stakeholders and support agencies or organisations immediately notified
		1.2	Personal protective clothing and equipment is donned in response to type of marine emergency
		1.3	Most effective route to marine emergency is identified
		1.4	Access to marine emergency is gained whilst protecting life and minimising damage to property and environment, in accordance with organisational procedures
2	**Prepare extinguishing media and/or equipment for use**	**2.1**	Water supplies at incident to support firefighting are located
		2.2	Resources and equipment to access and assist in marine emergency operations are identified and assembled
		2.3	Nominated extinguishing media or equipment is identified, obtained and accessed
		2.4	Equipment is used, in accordance with organisational procedures and manufacturers' specifications
3	**Access marine structure or vessel**	**3.1**	Hazards and special risks are identified, monitored and controlled, in accordance with organisational procedures
		3.2	Personal protective clothing and equipment selected is appropriate to hazards and special risks
		3.3	Breathing apparatus is checked and donned, in accordance with organisational procedures
		3.4	Breathing apparatus procedures are followed, in accordance with organisational procedures
		3.5	Access to marine emergency site is gained, in accordance with organisational procedures
		3.6	Nature and location of marine emergency is determined
4	**Conduct search and rescue**	**4.1**	Systematic primary and secondary searches are conducted
		4.2	All areas are searched and marked, in accordance with organisational procedures

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	4.3	Casualties are located, assisted and rescued, in accordance with organisational procedures
	4.4	Fatalities are located and protected, in accordance with organisational procedures and relevant legislation
	4.5	All persons are accounted for and information is communicated through the chain of command
5 Combat the emergency	**5.1**	Organisational firefighting objectives and strategies are received, confirmed and implemented under direction
	5.2	Firefighting tactics are selected, in accordance with the type of marine emergency and with actual or potential hazards identified
	5.3	Firefighting considerations are taken into account when implementing tactics
	5.4	Marine emergency is located and access is gained in the safest manner to minimise damage to property or risk of injury
	5.5	Incident potential is anticipated and action is taken to protect the safety of self and others
	5.6	Strategies and tactics are selected to minimise injury to persons, damage to property and impact on the environment
	5.7	Ongoing communication is maintained throughout the operation between firefighters and marine crew members using the chain of command
6 Observe and react to changing conditions	**6.1**	Changing conditions at the marine emergency site are observed and their effects on vessel behaviour are noted and reported, as required
	6.2	Tactics are adapted to meet changing conditions and vessel behaviour
	6.3	Safe paths of egress are identified and maintained at all times
7 Participate in ancillary operations	**7.1**	Ancillary operations are undertaken to complement marine emergency operations and to prevent further damage to the vessel and its contents
	7.2	Water runoff is monitored and conditions reported

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	7.3	Risk and/or damage to the environment is avoided or minimised during ancillary operations
	7.4	Marine emergency incident information is completed and recorded, in accordance with organisational procedures
8 Conclude operations	**8.1**	All equipment is removed from the marine emergency incident site, after completion of activities
	8.2	Equipment is cleaned, reinstated and stowed, in accordance with organisational procedures
	8.3	Participate in debriefing sessions

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.

support agencies must include	• organisations covered by existing emergency management arrangements such as
	  • environmental agencies
	  • police
	  • volunteer coast guard

personal protective clothing and equipment must include	• breathing apparatus • chemical protective clothing • life jacket, including whistle and strobe light • safety harness and lines • turnout uniforms and gloves
resources must include six or more of the following	• access craft • aircraft or helicopter • bulk extinguishing agent • communication equipment • deep lift and volume • extrication equipment • hi-x foam equipment

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	• international shore connection • positive pressure ventilation fan • pumps • ship fire control plans • ship manifest • thermal imaging equipment • water drill
firefighting strategies must include	• combination attack • defensive and offensive mode • direct and indirect attack • direction of attack • overhead
firefighting tactics must include	• boundary cooling • cooling fuels • diluting fuel • excluding oxygen • interrupting chemical chain reaction • removing fuels
ancillary operations must include participating in three or more of the following	• damming and/or draining water runoff • guarding against hazards • making up equipment • overhaul • salvage • securing area

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR304B Respond to marine emergencies.

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

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Assessment Requirements for PUAFIR304 Respond to marine emergencies

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, performance criteria and range of conditions on at least one occasion and includes

- accessing resources
- accessing vessel
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- combating marine emergency
- concluding operations including recording required information
- conducting marine emergency operations using safe work practices
- conducting search and rescue
- identifying hazards and special risks
- implementing firefighting objectives, strategies and tactics for marine events
- monitoring vessel stability
- observing and reacting to changing conditions on vessel
- operating firefighting equipment on vessels
- participating in ancillary operations
- preparing and applying extinguishing media and/or equipment for use
- proceeding to marine emergency
- wearing personal protective clothing and equipment
- working with vessel stability control techniques

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

- hazards and special risks
- impact of changing conditions
- industry stakeholders and support organisations and agencies
- industry stakeholders including marine authorities and port operators and owners

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- marine emergency pre-incident plans
- maritime emergencies and firefighting on a vessel
- objectives, strategies and tactics for firefighting marine events
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- safety considerations including safe work practices
- vessels including firefighting systems, types and construction and stability
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - range of controlled or simulated marine emergencies
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR305 Respond to aviation incidents (general)

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 work as a member of a non-specialist team, under supervision, when responding to an aviation incident. It applies to personnel required to respond to an aircraft incident, primarily outside of major domestic and international airports, it is not intended for specialised aviation firefighters.

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.

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

Pre-requisite Unit

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.

One of the following:

PUAFIR220 Respond to isolated structure fire

PUAFIR203 Respond to urban fire

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Respond to aviation emergency	**1.1** Approach to aviation incident is determined by onsite and environmental conditions
	1.2 Access to aviation incident is based on airport and aircraft knowledge and use of maps, plans and diagrams
	1.3 Equipment is selected and used to achieve aviation incident objectives, strategies and tactics
2 Evacuate persons and attend to casualties	**2.1** Hazards and injury risks associated with aircraft fires and crashes are identified and reported
	2.2 Equipment is selected and located to facilitate evacuation and rescue
	2.3 Appropriate rescue techniques are used to release trapped persons
	2.4 Evacuees are moved and/or directed to a safe area, in accordance with organisational procedures
3 Conduct aviation emergency operations	**3.1** Operational tactics are determined, communicated and implemented based on aviation incident conditions and available resources and equipment
	3.2 Changing conditions are evaluated and any changes to tactics is communicated through the chain of command, in accordance with organisational procedures
	3.3 Operations are carried out, in accordance with organisational procedures
	3.4 Ongoing liaison is conducted with emergency services and relevant authorities, in accordance with organisational procedures
4 Conclude aviation emergency operations	**4.1** Evidence at the aviation incident is preserved and secured
	4.2 Any damage to the aircraft, caused by forcible entry is recorded and reported, in accordance with organisational procedures
	4.3 At conclusion of aviation incident responsibility for the site is transferred to relevant authority

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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 PUAFIR305B Respond to aviation incidents (general).

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

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Assessment Requirements for PUAFIR305 Respond to aviation incidents (general)

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- concluding aviation operations
- conducting operations using available resources and equipment
- evacuating persons and attending to casualties
- identifying hazards and risks
- implementing aviation objectives, strategies and tactics
- participating in aircraft incident response planning
- preserving and securing evidence at scene
- responding to aviation emergency including identifying type of incident
- selecting and using firefighting equipment and extinguishing media
- selecting and using firefighting personal protective clothing and equipment

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

- aircraft construction
- aircraft hazards
- aircraft emergency procedures
- airport operating procedures
- available resources and equipment
- characteristics and limitations of equipment and resources
- emergency procedures for aviation accidents and incidents
- fire ground strategies and tactics for aviation incidents
- objectives, strategies and tactics including control and extinguish fire, isolate aircraft fuselage from hazard and maintain safe escape routes
- organisational documentation, policies and procedures
- onsite and environmental conditions including potential conditions

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- types of aviation accidents and incidents
- types of aircraft fires
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - airport and aircraft
  - firefighting equipment and fire extinguishment media
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR306 Identify, detect and monitor hazardous materials at an incident

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 use specific equipment to detect airborne contaminants, liquids and solids at a hazardous materials incident.

The unit applies to personnel required to detect and identify contaminants at a hazardous materials incident using specialist equipment to identify the materials, assess risks posed by the materials identified and to formulate a plan for their safe isolation and mitigation.

Hazardous materials incident is a generic term used to refer to an incident involving any hazardous material based on physico-chemical, chemical, biological or radiological properties that poses an unreasonable risk to life, property or the environment. This includes dangerous goods, goods too dangerous to be transported and hazardous chemicals.

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.

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

Pre-requisite Unit

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.

PUAFIR207 Operate breathing apparatus open circuit

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess hazardous materials incident	**1.1** Hazardous materials incident is approached using care and caution and a safe distance is maintained, in accordance with organisational procedures and advice from appropriate authorities
	1.2 Hazardous materials are identified from a safe distance and information is conveyed through the chain of command, in accordance with organisational procedures
	1.3 Information sources are accessed to determine potential behaviour of hazardous materials, in accordance with organisational procedures
2 Identify and assess hazards at incident	**2.1** Site hazards are identified, in accordance with organisational procedures
	2.2 Specific hazards relating to materials and containers are identified, in accordance with organisational procedures
	2.3 Relevant hazard information is incorporated into detection strategy
	2.4 Hazards are assessed, in accordance with organisational procedures, and information is conveyed through the chain of command
3 Develop an entry plan	**3.1** Entry plan objectives are identified and conveyed through the chain of command
	3.2 Entry plan is developed, in accordance with organisational procedures
	3.3 Appropriate detection equipment is assessed and selected, in accordance with organisational procedures
	3.4 Personal protective clothing and equipment is identified, selected and checked, in accordance with organisational policies, procedures and response situation
	3.5 Hazard control zones are established, in accordance with organisational procedures
	3.6 Decontamination procedures are identified

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	3.7	Organisations required to assist with the operation are determined and documented
	3.8	Detection strategy is documented, in accordance with organisational procedures
4 Implement entry plan	**4.1**	Entry plan is implemented in accordance with organisational procedures
	4.2	Detection equipment is prepared for use, in accordance with organisational procedures
	4.3	Detection equipment is used and maintained, in accordance with organisational procedures
	4.4	Personal protective clothing and personal protective equipment is donned and operated, in accordance with organisational policies and procedures
	4.5	Results are recorded and reported, in accordance with organisational procedures
	4.6	Upon leaving area of operations, decontamination procedures are undertaken, in accordance with organisational procedures
5 Review entry plan	**5.1**	Entry plan is reviewed and safety of entry team is monitored, in accordance with organisational procedures
	5.2	Contamination incidents are recorded and reported to appropriate personnel, in accordance with organisational procedures
	5.3	Entry plan is reviewed and documentation is completed, in accordance with 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.

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identification of hazardous materials must include	• HAZMAT (hazardous materials) information • initial information • placarding • product or trade names • site manager • visual signs and material indicators
information sources must include	• CHEMDATA • Safety Data Sheets (SDS) • technical specialist and must include one of the following • electronic databases • environment • reference texts
entry plan must include	• action levels • decontamination • detection strategy • personal protective clothing and equipment • safe approach entry and exit
detection equipment must include	• carbon monoxide and hydrogen sulphide detectors • flammable gas detector • oxygen detector and must include three or more of the following • air sampling apparatus • biological agent detectors • chemical agent monitors • colourimetric detection tubes • field sampling kit • flame ionisation detectors and flame photometric detectors • Fourier Transform Infrared (FTIR) spectrometers • Hazard Categorisation (HAZCAT) kits • indicator paper • ionisation mobility spectrometers • photoionisation detectors • radiation detectors and dosimeters • radioisotope identifiers and neutron detectors • Raman spectrometers

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	• remote air sampling equipment • sampling tubes • specific electrochemical detectors such as formaldehyde, chlorine, mass spectrometers and explosive detection kits and/or detectors
personal protective clothing must include	• chemical protective clothing including splash suits • gas tight suits • turnout uniform and gloves
personal protective equipment must include	• breathing apparatus • control boards • Distress Signal Units (DSU)
response situations must include three or more of the following	• confined spaces • hazardous materials storage sites • hazardous waste sites • motor vehicle accidents • post fire situations • ships • storage tanks and silos • transport vehicles • unknown substance incidents

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR316 Identify, detect and monitor hazardous materials at an incident.

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

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Assessment Requirements for PUAFIR306 Identify, detect and monitor hazardous materials at an incident

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, performance criteria and range of conditions on at least one occasion and includes

- analysing and communicating detection results
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing hazardous materials at an incident
- collecting and interpreting safety and hazard information
- complying with legislation
- demonstrating safe working practices
- developing, implementing and reviewing an entry plan
- donning and operating in, decontaminating and removing in personal protective clothing and equipment
- establishing control zones
- identifying and assessing hazards at an incident including implementing hazardous control zones
- identifying hazardous materials
- identifying, selecting, checking, testing and maintaining personal protective clothing and equipment for a range of hazardous materials
- implementing decontamination procedures
- implementing organisational procedures and operating guidelines
- interpreting hazardous conditions using detection equipment
- maintaining monitoring equipment
- operating breathing apparatus
- recommending appropriate actions when identifying, detecting and monitoring materials
- recording and interpreting data
- reviewing entry plan
- selecting, operating and interpreting detection equipment

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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

- apparatus (breathing) maintenance and procedures
- asphyxiates including simple, chemical, flammable gases and liquids
- basic chemistry concepts
- conditions under which atmospheres become hazardous
- decontamination procedures and types of decontamination including
  - decontamination areas including holding, wash, disrobing and rest
  - decontamination plan and corridor
  - decontamination techniques including emergency, emergency mass and technical decontamination
  - detection strategies applied for decontamination
- dynamic risk assessments
- dynamics of toxicity, corrosivity and flammability
- effects on humans exposed to commonly encountered atmospheric contaminants such as reaction products, combustion products and variable oxygen concentrations
- entry plans
- flammable range
- identification of hazardous materials
- information sources
- legislation relevant to organisation
- local and systemic effects of industrial toxins
- main routes for entry of toxins into the human body
- odour threshold including exposure standards including time weighted average, short term exposure limits and peak limitation values and Immediate Danger to Life and Health (IDLH) which may include Acute Exposure Guideline Levels (AEGL)
- organisational documentation, policies and procedures including those of government
- personal protective clothing and equipment use and limitations for a range of hazardous materials
- physical and chemical properties
- potential behaviour of hazardous materials including corrosivity, entry routes of toxins, flammability, toxicity, vapour density and pressure
- procedures for establishment, maintenance and review of control zones including entry plans and decontamination
- response situations
- roles and responsibilities of other agencies
- support organisations required to assist
- types of hazards including chemical, biological and radiological, physical, electrical, mechanical, thermal, visual, environment and dangerous situations and pressure vessels and lines

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- types of hazard control zones including
  - area of likely contamination (hot zone)
  - area of operations (warm zone)
  - controlled exits, entrances, refuges and emergency exits
  - criteria applied to determine the extent of hazardous areas
  - support zone (cold zone)
- units of measurement used to express concentration of atmospheric contaminants (mg/cubic m, ppm, % and v/v)
- upper and lower flammable limits
- use and limitations of workplace exposure standards
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated over a range of situations in environments with detectable but safe levels of contaminants using different types of detection equipment.

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 including
  - a range of detection equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR307 Operate aerial appliance

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 operate aerial appliances designed for high level rescues or firefighting at an incident. It includes siting aerial appliance, operating appliance and concluding operations.

The unit applies to personnel required to safely and competently site and operate aerial appliances.

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.

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

Pre-requisite Unit

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.

PUAEQU001 Prepare, maintain and test response equipment

PUAFIR210 Prevent injury

PUAVEH001 Drive vehicles under operational conditions

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Site aerial appliance	**1.1** Onsite physical hazards which impact on safe working operations of appliance and ancillary equipment are identified and appliance is sited to minimise impact, in accordance with organisational procedures
	1.2 Aerial appliance is positioned in a location that supports operational requirements, in accordance with organisational procedures, to prevent injury to personnel or damage to equipment and facilities
	1.3 Personal protective clothing and equipment is selected and worn, in accordance with organisational procedures and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
	1.4 Personnel working with the aerial appliance are deployed, in accordance with organisational operating procedures and WHS/OHS guidelines
2 Operate appliance	**2.1** Aerial appliance is operated within safe working limits, in accordance with organisational procedures and manufacturers' specifications
	2.2 Performance of aerial appliance is monitored and adjusted in response to changed conditions to achieve determined strategies and objectives
	2.3 Action is taken to rectify any deficiencies in the operation of the aerial appliance, where possible
	2.4 Aerial appliance is operated in a manner to prevent injury to personnel or damage to equipment and facilities
	2.5 Fire spread, onsite hazards and atmospheric conditions and their potential impact on aerial appliance operations are monitored and relevant information is referred to appropriate personnel
	2.6 Communication is established and maintained with appropriate personnel through the chain of command
3 Conclude operations	**3.1** Ancillary equipment is cleaned, reinstated and stowed, in accordance with organisational procedures and WHS/OHS guidelines

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3.2 Aerial appliance is checked and equipment is maintained and any faults or deficiencies are reported, in accordance with organisational procedures

3.3 Participate in debriefing sessions

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.

aerial appliance must include	• hydraulic articulated platform • hydraulic platform • ladder platform • teleboom • turntable ladder
ancillary equipment must include two or more of the following	• breathing apparatus • communications • firefighting • lighting • rescue

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR317 Operate aerial appliance.

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

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Assessment Requirements for PUAFIR307 Operate aerial appliance

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- avoiding hazards and obstacles
- checking and maintaining equipment
- concluding operations
- identifying and avoiding hazards and obstacles including overhead, structural and surface
- implementing safe work practices
- operating ancillary equipment
- operating communication equipment
- operating crew basket, monitor and rescue stretcher
- siting and operating aerial appliances safely
- wearing personal protective clothing and equipment

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

- ancillary equipment
- checks of ancillary equipment
- communication methods
- impact of weather
- organisational documentation, policies and procedures including operation of standby procedures, aerial appliance siting and stabilisation and elevating, extending, depressing and housing an aerial appliance
- personal protective clothing and equipment including breathing apparatus including self-contained or airline, eye and ear protection, helmet and gloves, safety harness and structural firefighter turnout clothing

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- potential fields of operation
- potential hazards including atmospheric conditions such as wind direction and strength, overhead electrical wires, structural collapse and surface (ground) collapse
- principal features and components of aerial appliances
- roles and responsibilities of organisational and/or aerial appliance personnel
- safe working limits and safety features of aerial appliance
- safe working operations
- use of communication equipment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including emergency procedures and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - organisational aerial appliances and site suitable for assessment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR308 Employ personal protection at a hazardous materials incident

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 select, don, test and safely operate appropriate personal protective clothing and equipment at an incident involving dangerous goods and hazardous chemicals as well as safely combatting incidents involving hazardous materials.

A hazardous material incident is a generic term used to refer to any incident involving any hazardous materials based on physio-chemical, chemical, biological or radiological properties that pose an unreasonable risk to life, property or the environment. This includes dangerous goods, goods too dangerous to be transported and hazardous chemicals.

Incident Controllers will determine the appropriate level of personal protection clothing and equipment required at a hazardous materials incident, based on information collected at the site and advice received from electronic databases and specialist sources.

The unit applies to personnel who through their work are required to don, test and operate designated personal protective clothing and equipment at a hazardous materials incident.

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.

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

Pre-requisite Unit

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.

PUAFIR207 Operate breathing apparatus open circuit

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Select, don and test personal protective clothing and equipment	**1.1**	Appropriate personal protective clothing and equipment are identified using relevant sources and is selected and checked based on the hazard, in accordance with organisational procedures
	1.2	Personal protective clothing and equipment is donned and tested, in accordance with organisational procedures and safe work practices
	1.3	Personal protective clothing and equipment is checked, donned and tested prior to entry into fire or hazardous atmospheres to ensure it is operational and meets organisational Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures
2 Work in area of operation	**2.1**	Personal protective clothing and equipment is worn and/or operated to minimise risk of injury to wearer and others from environmental health hazards, in accordance with organisational procedures
	2.2	Activities undertaken in the area of operations are in accordance with organisational procedures
3 Complete operations	**3.1**	Decontamination procedures are implemented on leaving the area, in accordance with organisational procedures
	3.2	Personal protective clothing and equipment are removed without damage, in accordance with organisational procedures
	3.3	Personal protective clothing and equipment are cleaned, maintained or serviced and stowed, in accordance with organisational procedures
	3.4	Documentation is completed, in accordance with

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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.

personal protective equipment must include	• breathing apparatus
personal protective clothing must include two or more of the following	• gas tight suits • splash suits • thermal protective clothing • turnout uniform and gloves
systems for hazards associated with chemicals and dangerous goods are classified must include	• ADR hazard identification system • class labels • Global Harmonised System (GHS) • HAZCHEM emergency action code • NFPA 704 HAZMAT marking system • packing groups
information sources must include	• chemical data • HAZCHEM emergency action code • Safety Data Sheets (SDS) • technical specialists and must include one of the following • Dangerous Goods - Initial Emergency Response Guides • electronic chemical databases • International Maritime Dangerous Goods List (IMDG List) • reference texts • safe storage and handling information cards

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR308B Employ personal protection at a hazardous materials incident.

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Links

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Assessment Requirements for PUAFIR308 Employ personal protection at a hazardous materials incident

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, performance criteria and range of conditions and includes

- applying Work, Health and Safe (WHS)/Occupational Health and Safety (OHS) organisational requirements
- checking, testing and maintaining personal protective clothing and equipment
- completing hazardous materials operations
- completing organisational documentation
- following organisational testing procedures
- identifying and accessing sources of information for recognition of chemical hazards and dangerous goods
- identifying appropriate protective clothing and equipment for a range of hazardous materials
- implementing decontamination procedures
- operating personal protective equipment including Breathing Apparatus (BA), control boards and Distress Signal Units (DSU)
- selecting, donning, operating and maintaining personal protective clothing and equipment
- working in area of operations
- working in personal protective clothing and equipment at hazardous materials incidents

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

- characteristics and limitations of personal protective clothing and equipment
- check, test and maintenance procedures for personal protective clothing and equipment
- decontamination area including holding area, wash area and disrobing and rest area
- decontamination of personal protective clothing and equipment
- decontamination procedures and types of decontamination including decontamination plan and corridor
- decontamination techniques including wet, dry, combination of wet and dry and emergency, emergency mass and technical decontamination

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- environmental hazards
- equipment including breathing apparatus
- local and systemic effects of industrial toxins
- main routes for entry of toxins into the human body
- organisational documentation, policies and procedures
- sources of information to identify chemical hazards and dangerous goods
- use and limitations of industry exposure standards
- Work, Health and Safe (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation processes

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR309 Operate pumps

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 operate a portable pump and/or appliance mounted pump at an incident.

The unit is applicable to personnel who are responsible for operating centrifugal appliance mounted pumps, portable pumps and foam systems at an incident. Typically, this work requires the application of basic principles hydraulics and involves working as a member of a team under limited supervision.

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.

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

Pre-requisite Unit

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.

PUAEQU001 Prepare, maintain and test response equipment

One of the following:

PUAFIR203 Respond to urban fire

PUAFIR220 Respond to isolated structure fire

PUAFIR204 Respond to wildfire

PUAFIR205 Respond to aviation incident

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare pump to deliver water	**1.1** Type of pump and hose selected is appropriate to the operation and/or incident
	1.2 Suitability of water supply for operational purposes is determined
	1.3 Pump is sited and positioned to receive and deliver water supply, in accordance with organisational procedures and requirements
	1.4 Pump and primer are engaged, in accordance with organisational procedures and manufacturers' guidelines
	1.5 Appropriate agents and equipment are prepared for production of foam at an incident, as required
2 Operate pump	**2.1** Pump components and ancillary equipment are utilised to draught water, to boost water from a reticulated supply or to deliver and relay water from an appliance tank, in accordance with organisational procedures and requirements of incident
	2.2 Pump operation is in accordance with organisational procedures, manufacturers' specifications, and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines
	2.3 Pump settings are determined, in accordance with organisational procedures and requirements of the incident
	2.4 Pumps are operated and observed to ensure that pressure and flow of water meets operational requirements and that safety to personnel is maintained
	2.5 Pump performance is monitored and maintained to ensure maximum efficiency of operation, to detect and correct pumping and safety problems and to take appropriate action, in accordance with organisational procedures
	2.6 Pump operations are carried out avoiding injury to

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		personnel and damage to equipment and facilities
	2.7	Mechanical malfunctions are reported, in accordance with organisational procedures
3 Conclude pump operations	**3.1**	Pump operations are concluded, in accordance with organisational procedures
	3.2	Ancillary equipment is collected, reinstated and stowed, in accordance with organisational procedures
	3.3	Maintenance procedures and checks are undertaken to ensure pump and ancillary equipment is serviceable, in accordance with organisational requirements

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.

type of pump must include	• appliance mounted pump • portable pump
suitability of water supply must include	• capacity • pressure
foam agents must include	• Class A foams or • Class B foams
foam equipment must include	• Class A foams or Class B foams and systems
water supply must include	• reticulated supply • static supply
principles of hydraulics must include three or more of the following	• discharge and flow rates • friction loss • head pressure calculations • jet reaction • required branch and nozzle pressures
observed must include three or more of the following	• branch operator activities checking water supply levels

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- monitoring of gauges and warning lights
- pump operators working on other units when relay pumping
- use of pressure relief valves and transfer valves
- use of pump performance charts or tables illustrating information such as optimum nozzle pressure and friction loss

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR309B Operate pumps.

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

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Assessment Requirements for PUAFIR309 Operate pumps

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, performance criteria and range of conditions on at least one occasion and includes

- accessing static and reticulated water supplies
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- concluding pump operations
- implementing organisational procedures
- maintaining appropriate levels of pressure
- monitoring levels of water in appliance tank to ensure minimum levels for crew protection
- monitoring supply of foam concentrate
- observing personnel and pumping throughout incident
- operating a pump including using gauges and controls, positioning and priming
- preparing pump to deliver water
- providing and maintaining water supply to branch operators
- pumping without injury to personnel or damage to equipment
- responding to changing circumstances
- supplying or delivering correct proportion of foam and water
- supplying water to a location by use of a relay pump
- using ancillary equipment to support pump operations

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

- ancillary equipment used to support delivery of foam and/or water
- determination of water supply capacity and suitability
- discharge and flow rates
- jet reaction
- organisational documentation, policies and procedures
- power train for pump

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- principles of hydraulics
- principles of hydraulic flow and pressure, priming and operating pumps, pump components and their operation and pump gauges and/or controls
- pump positioning
- relay pumping including when to use and how it is done
- static and reticulated water supply and their use in pumping operations
- types of primer and their use in pumping operations
- types of foam concentrate, pumps and primers and foam agents and equipment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - a range of pumps
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR310 Operate specialist appliance

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 operate a specialist appliance at an incident.

A specialist appliance is a vehicle designed for a specific purpose which may include hazardous materials response, mobile communication, heavy rescue, salvage or specialist mechanical support.

The unit applies to personnel who are required to safely operate specialist appliances in emergency response and firefighting situations. It should be noted that individuals may be required to demonstrate competence to organisational standards to be deemed an operator of a specific specialist vehicle.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Site specialist appliance	**1.1** Specialist appliance and ancillary equipment is sited, in accordance with organisational procedures, to minimise

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		hazards which may impact on safe working operations
	1.2	Specialist appliance is positioned, in accordance with organisational procedures, to support operational requirements and to prevent injury to personnel or damage to equipment and facilities
	1.3	Personal protective clothing and equipment is selected and worn, in accordance with organisational procedures and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines
	1.4	Specialist appliance equipment is deployed, in accordance with organisational procedures and WHS/OHS guidelines
2 Operate specialist appliance	**2.1**	Specialist appliance is operated, in accordance with organisational procedures and manufacturers' specifications
	2.2	Safe clearances are maintained to ensure that personnel are not injured by the operation of specialist appliance
	2.3	Performance of specialist appliance is monitored and adjusted, as required, in response to changed conditions and to achieve determined strategies and objectives
	2.4	Action is taken to rectify any deficiencies in the operation of specialist appliance, as required
	2.5	Specialist appliance is operated in a manner that prevents injury to personnel or damage to equipment and facilities
	2.6	Fire spread, onsite hazards and atmospheric conditions including potential impact on specialist appliance operations are monitored and relevant information is referred to appropriate personnel
	2.7	Communication is established and maintained through the chain of command
3 Conclude specialist appliance operations	**3.1**	Ancillary equipment is collected and stowed, in accordance with organisational procedures and WHS/OHS guidelines
	3.2	Specialist appliance is checked and maintained, and any faults or deficiencies are reported, in accordance with organisational procedures

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3.3 Participate in debriefing sessions

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 PUAFIR318 Operate specialist appliance.

Links

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Assessment Requirements for PUAFIR310 Operate specialist appliance

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- checking and maintaining equipment and reporting faults
- concluding specialist appliance operations
- identifying and avoiding hazards
- implementing safe work practices
- operating specialist appliance
- operating equipment located on specific appliances
- siting specialist appliance
- using approved communication methods
- working with ancillary equipment
- wearing personal protective clothing and equipment

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

- ancillary equipment
- communication methods on fire ground
- hazards including atmospheric conditions such as wind direction and strength, fire explosion, fire spread, hazardous atmospheres such as smoke and toxic gases and structural collapse
- impact of weather on operation of specialist appliance
- organisational documentation, policies and procedures for use in specialist appliances
- personal protective clothing and equipment
- potential hazards
- principal features and components of specialist appliance
- safe working operations including compliance with manufacturers' specifications, organisational operational procedures and WHS/OHS guidelines
- specialist appliance including breathing apparatus unit, command unit, firefighting appliance

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either non-water or foam, foam or water tender, HAZMAT (hazardous materials) response unit, hose layer, lighting and salvage units and rescue tender
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, tools, equipment and personal protective clothing and equipment currently used in industry including
  - organisational specialist appliances and site suitable for assessment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR311 Dispatch rappel personnel and equipment from a helicopter

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 dispatch operational rappel personnel and equipment from a hovering helicopter for fire suppression purposes. It applies to personnel who supervise others rappelling from a hovering helicopter. This work involves adherence to rappelling policies, regulations, protocols and procedures required for these activities.

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.

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

Pre-requisite Unit

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.

PUAFIR212 Rappel from helicopter

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare operational dispatch equipment	**1.1** Specialist rappel and dispatch equipment is selected and prepared, in accordance with organisational procedures and safe work practices
	1.2 Appropriate rappel and dispatch equipment is donned, in accordance with organisational requirements
	1.3 Personal equipment pre-flight check is conducted, in accordance with organisational procedures and requirements
	1.4 Rappel and cargo ropes are loaded into the helicopter and secured
	1.5 Equipment faults are reported to supervisor, for rectification or replacement
2 Conduct helicopter pre-flight check and preparation	**2.1** Helicopter cabin area is prepared, in accordance with organisational procedures and requirements
	2.2 Helicopter emergency equipment is located and checked, in accordance with organisational procedures
	2.3 Rappel rope attachment points are inspected and operational status is confirmed
	2.4 Rappel ropes are attached to rope attachment points
	2.5 Helicopter communications system is tested and operational status confirmed
	2.6 Helicopter equipment faults are reported to pilot
	2.7 Pre-mission brief details are confirmed with appropriate personnel
3 Load rappellers and equipment into helicopter	**3.1** Weight of rappel personnel, rappel and firefighting equipment is obtained
	3.2 Equipment is secured in helicopter, in accordance with organisational procedures and weight and balance requirements
	3.3 Rappellers are appropriately secured in seats
	3.4 Personal attachment to helicopter is confirmed

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	3.5	Pre-flight operational checks and briefs are undertaken, in accordance with organisational procedures and requirements
4 Conduct rappel site inspection	**4.1**	Overfly of prospective rappel site is undertaken, in accordance with organisational procedures and requirements
	4.2	Hazard assessment of proposed dispatch site is undertaken
	4.3	Pilot and rappel crew leader are informed as to site suitability
	4.4	Possible escape routes from fire are identified and conveyed to rappel crew
5 Dispatch rappel crew and their equipment	**5.1**	Pre-dispatch checks of rappellers, attachment to rappel ropes and equipment are conducted, in accordance with organisational procedures and requirements
	5.2	Pilot is directed to maintain helicopter over rappel site, in accordance with organisational procedures and requirements
	5.3	Pilot’s approval to conduct a rappel is obtained
	5.4	Rappel rope is attached and checked, in accordance with organisational procedures, prior to commencing the dispatch
	5.5	Rappellers are directed to helicopter skids using relevant hand signals, in accordance with organisational procedures and requirements
	5.6	Rappeller and equipment descent and landing are monitored
	5.7	Communication is maintained with rappellers, pilot and control organisation
	5.8	Emergency procedures are invoked, as required, in accordance with organisational procedures and requirements
6 Retrieve personnel and equipment	**6.1**	Appropriate ropes and equipment for the retrieval of rappellers are prepared
	6.2	Pre-retrieval checks of rappellers, attachment to rappel ropes and equipment are conducted, in accordance with

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		organisational procedures and requirements
	6.3	Pilot is briefed on proposed retrieval operation
	6.4	Equipment and personnel extraction is conducted, in accordance with organisational procedures and requirements
	6.5	Personnel extraction is conducted, in accordance with organisational procedures and requirements
7 Complete rappel operations	**7.1**	Debriefing of rappellers and pilot is conducted, in accordance with organisational procedures and requirements
	7.2	Helicopter equipment is inspected and stowed and all identified faults are reported to the pilot
	7.3	Rappel equipment and rope attachment points are inspected, in accordance with organisational procedures and requirements
	7.4	Damage to rappel equipment is reported to appropriate personnel for repair, replacement or disposal, in accordance with organisational procedures and practices
	7.5	Report on operation is completed, in accordance with organisational procedures and requirements

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 PUAFIR311B Dispatch rappel personnel and equipment from a helicopter.

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Assessment Requirements for PUAFIR311 Dispatch rappel personnel and equipment from a helicopter

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- conducting helicopter pre-flight check and preparation
- communicating with crew and rappellers through communication system
- completing rappel operations including finishing reports
- completing extractions of personnel and equipment
- following legislative and operational guidelines
- dispatching rappel crew and specialist equipment
- operating helicopter emergency equipment
- performing rappel site inspection
- preparing and stowing equipment
- reporting accidents and incidents including transmitting reports required during rappel operations
- retrieving personnel and equipment through implementation of lowering and retrieving including use of static extraction and rappelling techniques
- seating rappellers prior, during and following rappelling from helicopter
- sequencing and controlling rappelling techniques and operations
- selecting a suitable site
- transmitting reports required during rappel operations
- using hand signals
- weighing equipment and personnel
- working with organisational procedures including codes of practice, hazard policy, emergency procedures, flight instructions, safe use of equipment, housekeeping processes, utilising safe operating procedures, implementing equipment inspection and maintenance process and planning and implementing briefing and debriefing processes

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the

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requirements of the elements and performance criteria and includes knowledge of

- communication systems and techniques
- extraction and retrieval methods
- factors to consider when assessing site suitability
- helicopter conning
- helicopter environment awareness
- helicopter safety including emergency equipment
- industry standards, organisational requirements and Civil Aviation Safety Authority (CASA) regulations
- key roles and responsibilities of helicopter crew
- organisational documentation, policies and procedures
- pre-flight checks
- reports required during rappel operations
- specialist rappel despatch equipment
- weight distribution principles and effects on a helicopter
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and emergency procedures

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed in a simulated environment followed by an assessment by a certified operator on the job that encompasses a number of scenarios.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective clothing and equipment currently used in industry including
  - rappelling equipment and materials, personal protective and safety equipment, area to conduct operations, helicopters, briefing reports and organisational procedural, documentation, appropriate personnel and emergency information
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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PUAFIR314 Utilise installed fire safety systems

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 operate and reinstate installed fire safety systems, to operate occupant warning systems and to apply emergency procedures.

The unit applies to personnel required to locate fire safety systems in a building and to operate these systems to support fire suppression activities. These personnel will also be required to utilise these systems to support the evacuation of occupants and other emergency services personnel from the building. Work at this level may be performed without direct supervision but may require some limited supervision of other members of the team.

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.

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

Pre-requisite Unit

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.

PUAFIR206 Check installed fire safety systems

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Locate installed fire safety system and any associated controls and panels	**1.1** Installed fire safety system is located for pre-fire planning, inspection, reports and/or onsite cues
	1.2 Installed fire safety system's control and indicating panel is located and monitored, in accordance with organisational procedures, to facilitate use in supporting firefighting operations
2 Utilise installed fire safety system to maximise effectiveness of firefighting operations and occupant evacuation	**2.1** Installed fire safety system is used, in accordance with organisational procedures, to facilitate locating the fire, supporting occupant evacuation, undertaking rescue operations, performing fire suppression and minimising damage
	2.2 Any fault with the installed fire safety system is reported, in accordance with organisational procedures
3 Apply emergency plans and/or procedures	**3.1** Building emergency procedures and response structures are identified and implemented, in accordance with organisational procedures
	3.2 Fire warden and/or facility manager is consulted, in accordance with organisational procedures
	3.3 Occupant warning system is operated, in consultation with building facility personnel
4 Utilise occupant warning systems	**4.1** Building occupant warning systems are effectively operated, in accordance with organisational procedures
	4.2 Any faults with the system are reported, in accordance with organisational procedures
5 Reinstate installed fire safety system to service	**5.1** System is reinstated or isolated, in accordance with organisational procedures
	5.2 Any faults with the system are reported, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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.

fire safety system must include three or more of the following	• alternative fire suppression system • fire detection system • fire hydrant and hydrant booster system • fire indicator panels, occupant warning and communication systems • fire sprinklers and sprinkler booster system • smoke hazard management and ancillary system • systems for evacuation

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR314B Utilise installed fire safety systems.

Links

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Assessment Requirements for PUAFIR314 Utilise installed fire safety systems

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating with stakeholders
- implementing organisational operating procedures using information sources
- locating fire safety systems in a facility's plan and associated documentation, including log books and specifications
- locating, identifying, checking, operating and reinstating fire safety systems
- reporting fire safety system equipment faults

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

- function, components and operation of fire safety systems including control and indicating panels
- industry standards
- operation of fire detection and/or suppression systems
- operational principles for installed fire safety systems
- operational principles of smoke hazard management systems
- organisational documentation, policies and procedures including procedures for reinstating fire safety systems
- pre-fire planning processes and plans
- warden's role and responsibilities
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safety relating to alternative fire suppression systems

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - access to fire safety systems in a building
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR323 Take local weather observations

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 take, assess, record and report simple weather observations for a specified area. It includes obtaining weather observations to provide basic interpretations to assist with predictions of future weather conditions and the impact of these conditions on planned field activities or an organisation's ability to respond to a natural disaster.

The unit applies to personnel responsible for taking and recording field weather observations in a specified area.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Gather field based	**1.1** Weather instruments that can be used for taking weather

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	weather observations		observations are identified
		1.2	Area specific information is accessed
		1.3	Weather observations are collected from the field using handheld weather instruments
		1.4	Local topographical influences most likely to affect weather conditions are identified
2	**Assess local weather signs to identify likely changes**	**2.1**	Weather signs, that may be used to interpret and predict local conditions, are identified
		2.2	Weather signs for monitoring and interpreting current and future conditions are evaluated
		2.3	Trends in weather recordings are identified
		2.4	Short and long term implications of weather signs are assessed
3	**Record and report weather observations**	**3.1**	Weather observations are recorded, in accordance with organisational procedures
		3.2	Weather observations are reported to relevant personnel, in accordance with 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 PUAFIR319 Take local weather observations.

Links

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Assessment Requirements for PUAFIR323 Take local weather observations

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- gathering reliable field based weather observations
- identifying weather trends
- making basic interpretations of current weather effects in localised areas for an emergency management incident
- observing and assessing influence of topography on local weather conditions
- observing and assessing local weather signs to identify likely changes
- observing topographical influences including altitude, slope and vegetation
- recording and reporting weather observations to relevant personnel
- recognising types of topographical influences including altitude, vegetation, slope and aspect
- taking representative weather observations in two different locations, weather observations using hand held weather instruments and basic visual weather observations
- taking weather observations including air temperature, cloud amount and type, relative humidity, wind direction, speed and gusts and time and location at which observations were made
- undertaking observations of weather signs

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

- Bureau of Meteorology information related to weather forecasts
- maritime influence on weather and climate
- meteorological terms
- organisational documentation, policies and procedures
- roles and responsibilities of personnel in the field
- safe work procedures
- types of topographical influences on weather

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- types of weather signs types of weather observations including air temperature, atmospheric stability, cloud amount and type, dew point, inversions, precipitation, relative humidity, wind direction - speed and gusts, wind changes - cold fronts, sea and land breezes, and thunderstorms and time and location at which observations were made
- variety of weather instruments including hand held weather meter and sling or whirling psychrometer
- weather trends including anticipated changes, deteriorating conditions, improving conditions and no significant change
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work procedures

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - weather instruments
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR324 Render hazardous materials incidents safe

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 safely combat incidents involving hazardous materials.

The unit applies to personnel who respond to incidents involving hazardous materials and who have the skills and knowledge to identify and assess hazards and risks and contribute to the development, implementation and review of the plan constructed to mitigate the risks they pose to the public and the environment.

Hazardous materials incident is a generic term used to refer to an incident involving any hazardous materials based on physico-chemical, chemical, biological or radiological properties that pose an unreasonable risk to risk to life, property or the environment. This includes dangerous goods, goods too dangerous to be transported and hazardous chemicals.

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.

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

Pre-requisite Unit

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.

PUAFIR207 Operate breathing apparatus open circuit

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Recognise hazardous materials incident	**1.1** Pre-incident plans, site control and containment plans are identified and directives from supervisor are implemented
	1.2 Hazardous materials incident is approached using care and caution with a safe distance maintained, in accordance with organisational procedures and advice from appropriate authorities
	1.3 Hazardous materials are identified from a safe distance using a range of sources and information which is then conveyed through the chain of command, in accordance with organisational procedures
2 Identify and assess hazards	**2.1** Site hazards are identified, in accordance with organisational procedures
	2.2 Hazards relating to materials and containers are identified, in accordance with organisational procedures
	2.3 Risks are assessed, in accordance with organisational guidelines and information is conveyed through chain of command
3 Assist with development of plan for mitigation of HAZMAT incident	**3.1** Incident objectives are identified, in accordance with organisational procedures
	3.2 Risk control measures are identified and conveyed through the chain of command
	3.3 Entry objectives to hazardous materials incident site are identified and conveyed to supervisor
	3.4 Entry plan is developed and documented, in accordance with supervisor directives and organisational procedures
	3.5 Appropriate personal protective clothing and equipment is identified, selected and checked, in accordance with organisational procedures
	3.6 Decontamination procedures are identified, in

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		accordance with organisational policies
	3.7	Requirement for detection and confinement and/or containment strategies are identified, in accordance with organisational procedures
	3.8	Organisations required to assist with operations are identified and notified
4 Assist with implementation of plan for mitigation of a HAZMAT incident	**4.1**	Individual roles and responsibilities within the organisation's Incident Action Plan (IAP) are identified and followed
	4.2	Hazardous materials incident scene is isolated and secured and hazard control zones and decontamination corridor are established, in accordance with organisational procedures
	4.3	Entry plan is implemented, in accordance with organisational procedures
	4.4	Hazardous materials response equipment is applied, in accordance with organisational procedures
	4.5	Personal protective clothing and equipment is donned and operated, in accordance with organisational procedures
	4.6	Decontamination procedures are applied, as required, in accordance with organisational procedures
	4.7	Detection and confinement or containment strategies are applied, in accordance with organisational procedures
	4.8	Results are recorded and reported, in accordance with organisational procedures
5 Assist with review of plan	**5.1**	Plan is reviewed and safety of entry team is monitored, in accordance with organisational procedures
	5.2	Contamination incidents are recorded and reported to appropriate personnel and/or authorities, in accordance with organisational procedures
	5.3	Entry, decontamination, detection and mitigation effectiveness is reviewed, in accordance with organisational procedures

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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.

systems for hazards associated with chemicals to be classified must include	• ADR hazard identification system • class labels • fixed site or community emergency response plans • Global Harmonised System (GHS) • HAZCHEM emergency action code • identification of materials and their properties through onsite analytical testing • NFPA 704 Hazmat marking system • Packing groups
products that constitute hazardous chemicals and dangerous goods identification must include	• chemical abstract Service (CAS) number • chemical names • emergency information panel • emergency procedure guide • product or trade names • proper shipping names • storage manifests and transportation documents • United Nations Number (U.N No.)

personal protective clothing must include	• chemical protective clothing including:
	  • gas tight suits
	  • splash suits
	  • turnout uniform and gloves
	• and must include one or more of the following
	  • biological protective clothing
	  • limited use (disposable)
	  • multiuse (reusable)
	  • radiological protective clothing
	  • thermal protective clothing

personal protective equipment must include	• breathing apparatus

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information sources must include	• control boards • Distress Signal Units (DSU) • CHEMDATA (HAZMAT action guides) • emergency response guide books • HAZCHEM Emergency Action Codes • Safety Data Sheets (SDSs) • technical specialists and must include one or more of the following • dangerous goods - initial emergency response guide • electronic chemical database • external organisational assistance • International Maritime Dangerous Goods (IMDG) code • reference texts • safe storage and handling information cards • site and community emergency response plans
detection and confinement or containment strategies must include	• defensive and offensive strategies and must include three or more of the following • damming – using booms, pads, overflow and underflow dams • field product transfer including gases or liquids using both closed and open loop methods • flaring • freeze (ice) patching • grounding and bonding • neutralisation of other materials including adsorption, gelation, emulsification and other chemical methods • over packing including recovery drums or original containers • plugging and patching • rescue • retention, absorbent materials and neutralisation of acids or bases • vapour suppression or blanketing and diking or diversion • ventilation and dispersion

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- venting or vent and burn

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR320 Render hazardous materials incidents safe.

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

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Assessment Requirements for PUAFIR324 Render hazardous materials incidents safe

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, performance criteria and range of conditions on at least one occasion and includes

- assisting in the establishment, implementation and review of an incident action plan
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements and demonstrating safe work practices
- collecting and interpreting safety and hazard information
- complying with legislation
- demonstrating safe working practices
- donning, operating in, decontaminating and removing personal protective clothing and equipment
- ensuring mitigation techniques are used
- establishing hazard control zones and decontamination corridors
- following instructions and procedures
- identifying and assessing hazardous materials at an incident
- identifying, selecting, checking, testing and maintaining personal protective clothing and equipment for a range of hazardous materials
- identifying and assessing hazards at an incident
- implementing organisational policies procedures
- interpreting safety and hazard information
- operating breathing apparatus
- undertaking decontamination procedures
- using mitigation techniques
- using response equipment
- working as a team member
- working with a range of information sources to assist in the identification of hazardous materials

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the

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requirements of the elements, performance criteria and range of conditions and includes knowledge of

- containment plans
- decontamination principles and procedures
- detection methods and strategies for identifying hazardous materials
- effects on humans exposed to commonly encountered hazardous materials including local and systemic effects of industrial toxins
- hazard mitigation (confinement or containment) techniques including control zones
- information sources used to identify product and provide information for safe handling
- legislation relevant to the organisation and hazardous materials incidents
- main routes of entry of toxins into the human body
- maintenance and testing procedures for breathing apparatus
- methods of identifying hazardous materials
- nature and properties of hazardous materials
- organisational documentation, policies and procedures
- personal protective clothing and equipment procedures - use and limitations for a range of hazardous materials
- principles of incident control
- scene control and site isolation processes and procedures
- support organisations assisting with operations
- types of hazard control zones including
  - area of likely contamination - hot zone
  - area of operations - warm zone
  - controlled exits, entrances, refuges and emergency exits
  - criteria applied to determine the extent of hazardous areas
  - support zone - cold zone
- types of decontamination and decontamination procedures including
  - alternative water decontamination techniques
  - alternative wet decontamination techniques
  - decontamination area including holding area, wash area, disrobing area and rest area
  - decontamination plan and corridor
  - decontamination techniques including emergency, emergency mass and technical decontamination
  - detection strategies applied for decontamination
  - dry decontamination techniques
  - use of breathing apparatus, control boards and Distress Signal Units (DSU)
- use and limitations of workplace exposure standards
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAFIR325 Operate heavy plant in fire control operations

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 operate heavy plant in fire control operations.

Heavy plant refers to heavy duty equipment and vehicles, specially designed for executing construction tasks, most frequently ones involving earthwork operations. This may include fire control line construction; clearing vehicle turnarounds, passing bays and safety zones; constructing helipads in forest and/or scrub environments and road construction.

The unit applies to personnel who operate heavy plant machinery, who will be directed to undertake a range of tasks to support fire operations and roadwork construction, it does not include tree pushing.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Use and service heavy plant machinery	**1.1** Heavy plant machinery is set up and pre-operational checks are undertaken to ensure safe operation in forest environments that are free of soil, water borne disease and weeds prior to and after use
	1.2 Effective communication is established with supervisor, team members and support vehicle operators
	1.3 Safe work procedures are employed when using heavy plant machinery for construction
	1.4 Heavy plant machinery is parked safely and securely when not in operation
	1.5 Personal protective clothing and equipment is worn and used, in accordance with organisational procedures
2 Construct fire control line	**2.1** Obtain briefing and confirm work to be undertaken
	2.2 Topographical and vegetation factors are considered when selecting a route for construction of a fire control line
	2.3 Environmental, agricultural, cultural and heritage factors are considered when selecting a route for construction of fire control line using heavy plant machinery
	2.4 Fire control line is constructed directly on fire edge or away from fire edge, taking into account weather conditions and/or changes in fire behaviour, to meet fire suppression requirements
	2.5 Hazards are identified and considered when selecting route and constructing fire control line
	2.6 Debris from fire control line construction is appropriately placed to facilitate fire suppression works and to reduce environmental impact
	2.7 Fire control line is constructed to suit purposes, including vehicle access, in accordance with organisational procedures
	2.8 Helipads, turning areas, passing bays and safety zones are constructed, as directed
3 Mop up and rehabilitate area	**3.1** Mop up work is conducted, in accordance with organisational procedures and in coordination with crew

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members

3.2 Rehabilitation work is conducted, in accordance with 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.

machines must include one or more of the following	• bulldozer • excavator • faller buncher • front end loader • grader • harvester • skidder

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR321 Operate heavy plant in fire control operations.

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

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Assessment Requirements for PUAFIR325 Operate heavy plant in fire control operations

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating through the chain of command
- communicating with personnel in support vehicles
- constructing a fire control line in forest or scrub environments
- constructing a fire control line adjacent to and at a distance from live fire edge
- identifying hazards and risks including exposures
- implementing industry and organisational standards when operating heavy plant machinery
- implementing safe work procedures
- mopping up and rehabilitating an area
- operating machines in a fire and non-fire environment
- participating in briefing sessions
- performing pre-start checks of heavy plant machinery
- performing basic maintenance and ensuring servicing of heavy plant machines in a fire or non-fire environment
- recognising and considering topographical, vegetation, agricultural, environmental, cultural and heritage factors
- selecting routes for fire control line construction
- working with different types of mop up activities

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

- assessment of hazards and risks including characteristics of trees, topographical factors, vegetation, environmental factors, cultural and heritage factors and agricultural factors
- capabilities of support vehicles

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- hazards and risks including exposures
- heavy plant machine capabilities, limitations, design and safety features
- industry and organisational standards for control line, helipad and roadwork construction and rehabilitation activities
- machine maintenance requirements in a fire ground environment
- organisational documentation, policies and procedures
- pre-start and post work check procedures
- safe work procedures including
  - assistance to vehicles and personnel working with machines
  - communication with fire control line supervisors and support vehicles
  - contact and communication with support vehicles
  - Falling Object Protection (FOPs) and Roll Over Protection (ROPs) are correctly fitted and used
  - fire ground emergencies
  - limits of machine capability
  - personal protective clothing and equipment
  - position in relation to live fire edge and fire intensity
  - safe work practices
  - seatbelts being worn in the cabin
  - survival techniques in burn over situations
- topographical, vegetation, environmental, cultural, heritage and agricultural factors
- types of mop up activities
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed in an organisation or agency approved operational environment or in a field based simulated environment.

Constructing a fire line should be assessed in a forest and/or scrub environment.

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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 including
  - machinery and communications equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR326 Push trees with machines in forest fire control operations

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 apply machine operation skills to the specific circumstances of fire operations. It includes fire control line construction, pushing trees, clearing vehicle turnarounds and passing bays, constructing helipads at a wildfire on forested land and completing rehabilitation activities. Work at this level will be carried out under direction with limited supervision.

The unit applies to personnel who will be directed to push trees using machinery to support fire operations.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Use and service machine	**1.1**	Machinery is set up and preparation checks are undertaken to ensure safe operation in forest environments that are free of soil and water borne disease and weeds prior to and after use
	1.2	Effective communication is established with supervisor, team members and support vehicles
	1.3	Safe work procedures are employed when using machinery to push tree
	1.4	Machinery is parked safely and securely when not in operation
	1.5	Personal protective clothing and equipment is worn and used, in accordance with organisational procedures
2 Plan to push tree	**2.1**	Obtain briefing and confirm work to be undertaken
	2.2	Hazardous tree marking system is interpreted and actioned for each tree
	2.3	Tree is assessed for suitability for pushing with machinery
	2.4	Topographical factors and vegetation are considered when planning to push tree using machinery
	2.4	Environmental, cultural and heritage factors are considered in relation to area where trees will be pushed
	2.5	Approval is sought and gained for tree to be pushed with machinery
	2.6	Hazards and safe clearances are established around trees selected for pushing with machinery
	2.7	Escape routes are identified, in accordance with organisational procedures
	2.8	Support personnel are warned of tree to be pushed with machinery
3 Push tree	**3.1**	Communication is maintained with ground crew during tree pushing operations
	3.2	Ground is prepared for tree pushing with machinery
	3.3	Direction of tree fall is determined

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	3.4	Tree is pushed with machinery applying safe tree pushing practices
	3.5	Apply fireground emergency procedures
4 Undertake mop up and rehabilitation activities	**4.1**	Trees and debris are cleared for safe access to safety zone escape routes and to allow for mop up work
	4.2	Area, where trees have been pushed by machinery, is made safe for organisational personnel to enter
	4.3	Rehabilitation activities are conducted, in accordance with 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.

machine must include one or more of the following	• bulldozer • excavator • faller buncher • front end loader • harvester and must be fitted with • Falling Object Protection Systems (FOPS) • Roll Over Protection Systems (ROPS)

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR322 Push trees with machines in forest fire control operations.

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

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Assessment Requirements for PUAFIR326 Push trees with machines in forest fire control operations

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing and planning to push trees using machinery
- considering topography, vegetation, environmental, cultural and heritage factors
- communicating within the chain of command
- implementing safe work procedures including
  - communicating with fire control line supervisors and support vehicles
  - ensuring FOPS and ROPS are correctly fitted and used
  - maintenance of contact and communication with support vehicles
  - positioning in relation to live fire edge and fire intensity
  - providing assistance to vehicles and personnel working with machines
  - survival techniques in burn over situations
  - wearing personal protective clothing and equipment
  - wearing seatbelts in cabin
  - working within limits of machine capability
- identifying hazards and risks including exposures
- maintaining communication with support personnel and vehicles
- operating machines in a fire and non-fire environment
- participating in briefing sessions
- performing basic maintenance and ensuring servicing of machinery in fire and non-fire environments
- performing pre-start checks
- preparing ground for tree pushing
- pushing trees in support of fire operations safely
- seeking and gaining permission to complete actions
- undertaking mop up and rehabilitation activities
- using safe tree pushing practices including not rocking trees, avoiding obstacles such as tree roots, stumps and rocks, determining direction of approach relative to proposed direction of

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fall, recognising minimum and gradual power application to effect tree fall, being aware of point of contact with machine and using blade and/or tree arm for optimal leverage

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

- assessment of hazards and risks including characteristics of trees, cultural and heritage factors, environmental factors, hazards and risks including exposures, topographical factors and vegetation, burn over survival techniques and capabilities of support vehicles
- ground preparation including clearing escape route, clearing vegetation and obstacles such as logs and rocks around trees, creating ramp for pushing and ripping or severing roots of tree to be pushed
- hazards and risks including exposures
- machine capabilities, limitations, design and safety features
- machine maintenance requirements in a fire ground environment
- organisational documentation, policies and procedures including operating machines
- personal protective clothing and equipment
- rehabilitation works
- re-start and post work check procedures
- safe work procedures including
  - assistance to vehicles and personnel working with machines
  - communication with fire control line supervisors and support vehicles
  - ensuring FOPS and ROPS are correctly fitted and used
  - fire ground emergencies
  - maintenance of contact and communication with support vehicles
  - position in relation to live fire edge and fire intensity
  - survival techniques in burn over situations
  - wearing personal protective clothing and equipment
  - wearing seatbelts in cabin
  - working within limits of machine capability
- safe tree pushing practices including
  - avoiding obstacles such as tree roots, stumps and rocks
  - awareness of point of contact with machine
  - considering characteristics of hazardous tree
  - considering rehabilitation activities
  - direction of approach relative to proposed direction of fall
  - minimum and gradual power application to effect tree fall
  - not rocking tree
  - use of blade and/or tree arm for optimal leverage

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- wildfire control tactics and techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed in an organisational/agency approved operational environment or in a field based simulated wildfire environment; pushing trees by machinery should be assessed in a forest environment.

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 including
  - trees requiring pushing, machinery and communications equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR401 Obtain incident intelligence

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 acquire, record and communicate incident intelligence from an airborne, water or ground based platform.

The unit applies to personnel required to work in the field to collect, record and communicate incident intelligence relevant to the management of an incident by the incident management team.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and plan for collection of intelligence	**1.1** Briefing is obtained about mission, in accordance with organisational procedures

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	1.2	Data applicable to the proposed mission is collected from relevant personnel and organisations
	1.3	Intelligence resource kit is prepared based on mission requirements
	1.4	Aircraft or vehicle is obtained and pilot or driver is briefed about the mission, in accordance with organisational procedures
	1.5	Information about the mission including potential or actual hazards is identified
	1.6	Mission planning is undertaken, in accordance with organisational procedures utilising relevant data
	1.7	Safety briefing is obtained, in accordance with organisational procedures
2 Collect and record information	**2.1**	Target locations are confirmed with applicable personnel and organisations
	2.2	Site and en route hazards are identified, in accordance with organisational procedures
	2.3	Incident intelligence information is identified and collected, as tasked
	2.4	Information concerning the impact and status of selected incident strategies and tactics is collected
	2.5	Data collected is recorded and documented, in accordance with organisational procedures
3 Review information collected	**3.1**	Data collected is reviewed for currency and relevance to ongoing operational activities
	3.2	Data gaps are identified for further intelligence gathering
	3.3	Data is organised to meet the needs of its audience
4 Send and receive incident information	**4.1**	Information about target area is accurately communicated within required timeframes to mission personnel, in accordance with organisational procedures
	4.2	Received information and instructions are acted upon, in accordance with organisational procedures and regulatory authority requirements

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5 Conclude mission	**5.1**	Mission data is recorded and documented, in accordance with organisational procedures
	5.2	Mission debriefing is conducted and documentation is provided, in accordance with organisational procedures
	5.3	Effectiveness of mission is evaluated, in accordance with 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 PUAFIR401B Obtain incident intelligence.

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

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Assessment Requirements for PUAFIR401 Obtain incident intelligence

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- accessing information for planning intelligence
- collecting and recording incident information
- identifying hazards
- locating and working in target areas
- obtaining, recording and providing intelligence for incident control and response
- participating and conducting briefings and debriefings
- preparing and planning for collection of intelligence
- reading maps and plans
- reporting accidents and incidents
- reporting incident intelligence including radio reports
- reviewing information collected
- selecting, prioritising, reviewing and reporting information for incident management team to support response
- sending and receiving incident information
- undertaking mission planning
- using communications equipment
- using intelligence resource kit and equipment
- utilising techniques for incident intelligence gathering

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

- communication processes including methods and tools
- incident type and behaviour
- intelligence resource kits components
- map and chart types

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- mission planning techniques and navigation processes
- organisational documentation, policies and procedures
- other relevant organisations and agencies intelligence resource kits
- potential hazards
- processes for briefings and debriefings
- weather conditions
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - actual or simulated aircraft or ground fire detection and reconnaissance situations
  - equipment, personnel and facilities etc. appropriate to incident intelligence gathering
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR402 Conduct simple prescribed burns

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 prepare, conduct and evaluate simple prescribed burns in accordance with approved burn plans.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity and rate of spread required to attain planned resource management objectives. A simple prescribed burn is characterised by low risk, low intensity, small area, low potential impact on assets, completion in one shift and minimal variation of fuel and terrain.

A prescribed burn plan is an approved plan for the conduct of prescribed burning, it includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

The unit is applicable to personnel responsible for preparing, conducting and evaluating a simple prescribed burn on public and private land.

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.

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

Pre-requisite Unit

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.

PUAFIR303 Suppress wildfire

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to burn	**1.1** Burn operations for a simple prescribed burn are identified and undertaken, in accordance with approved prescribed burn plan, burn plan objectives, organisational procedures and legislative and regulatory requirements
	1.2 Permits are obtained, in accordance with organisational procedures and legislative and regulatory requirements
	1.3 Burn notifications and plans are issued to persons or organisations, in accordance with prescribed burn plan, organisational procedures and legislative requirements
	1.4 Control lines, including secondary control lines, are specified and prepared, in accordance with organisational procedures
	1.5 Prescribed burn plan operational hazards and risks to safety of people, property, assets, ecology and environment are identified and risk mitigation works are completed
	1.6 Forecast weather conditions are monitored, recorded and assessed, in accordance with organisational procedures
	1.7 Fuel conditions are monitored, in accordance with organisational procedures and prescribed burn plan
	1.8 Resource requirements are confirmed with reference to burn plan
2 Conduct burn	**2.1** Prescribed burn notifications are issued, in accordance with organisational procedures
	2.2 Pre-burn checks are conducted, in accordance with organisational procedures
	2.3 Local weather conditions for day of burn are monitored and contingency arrangements actioned and communicated accordingly
	2.4 Resources are gathered and personnel are briefed, in accordance with prescribed burn plan and contingency

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		arrangements
	2.5	Burn ignition strategies, including lighting techniques patterns and sequences are implemented, in accordance with organisational procedures and prescribed burn plan
	2.6	Burning is monitored, patrol activities are conducted and operational changes made, as required
	2.7	Contingencies are implemented, in accordance with prescribed burn plan, as required
	2.8	Burn documentation is kept, in accordance with organisational procedures
	2.9	Burn operations are concluded and burn security is implemented, in accordance with organisational procedures
	2.10	Crews are debriefed and resources released from the burn
	2.11	Incidents are reported and investigated, in accordance with organisational procedures
3 Conduct post burn activities	**3.1**	Outcomes of the burn are assessed against burn objectives, in accordance with organisational procedures
	3.2	Variations from the burn plan are reported, in accordance with organisational procedures
	3.3	Restoration and rehabilitation works are identified and carried out, in accordance with organisational procedures
	3.4	Prescribed burn records are submitted, 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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

prescribed burn plan must include	• approval of plan for the conduct of prescribed burning • map identifying area to be burned • specifications and conditions under which operation is to be conducted
burn objectives must include one or more of the following	• asset protection • biodiversity protection • community protection • habitat management • hazard reduction • management of cultural sites and activities • protection of fire sensitive ecological communities • vegetation management

personnel or organisation must include one or more of the following	• personnel or organisations who
	  • have an interest in adjacent land to which a burn could spread
	  • have an interest in managing the consequences of a burn
	  • have an interest in specific assets
	  • have an interest in the area to be burned
	  • may be concerned by evidence of a burn

resources must include one or more of the following	• contingency resources • crews for control, suppression and ground ignition • equipment and supplies • logistical support • other vehicles • tankers
burn ignition strategies and tactics must include	• contingency arrangements • fire behaviour to be achieved • ignition methods, lighting patterns, sequencing and timing of ignition
lighting techniques must include one or more of the following	• hand held • vehicle mounted propelled incendiaries • wind and waterproof matches
lighting techniques and patterns must include	• contour lighting • echelon • grid • line

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	• multi-line • spot

lighting sequence must include one or more of the following	• lighting sequences that considers
	  • fuel arrangement
	  • fuel moisture
	  • slope
	  • time of day
	  • wind direction

monitoring burn must include one or more of the following	• fire shape and spread • flame height • fuel moisture content • predictions • rate of spread • recording • safety considerations • smoke development • weather observation • wind speed and direction
concluding operations and burn security must include one or more of the following	• mitigating hazards for public safety • mopping up and black out • patrolling burn area • reopening roads • transfer of responsibility, as per organisational procedures
outcomes of the burn must include one or more of the following	• achievement of burn objectives • escapes • external impacts • levels of scorch • percentage of area burnt • reporting and storage of burn documentation

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR412 Conduct simple prescribed burns.

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

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Assessment Requirements for PUAFIR402 Conduct simple prescribed burns

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including hazards, risk mitigation and safety of personnel
- checking burn and crew activities
- completing burn notifications
- concluding burn operations and implementing burn security
- conducting operational briefings and debriefings, safe burns utilising resources and post burn activities including operations and security
- confirming resources, location, construction and suitability of control lines for prescribed burns
- identifying and implementing restoration and rehabilitation activities
- implementing contingency arrangements
- interpreting and implementing simple prescribed burn plans
- interpreting simple prescribed burn plans and objectives, fire behaviour conditions and existing and forecast weather conditions
- monitoring equipment
- planning for contingencies
- preparing for a simple prescribed burn
- recording actions taken
- using fire prediction tools and resources

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

- briefing and debriefing content and processes
- burn notification including verbal and written notification
- characteristics of a simple prescribed burn including completed in one shift, involves

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minimal variation of fuels and terrain, low intensity, low potential impact on assets, low risk and small area
- conclusion of simple prescribed burns including operations and security
- contingency arrangements including command structure, safety considerations such as escape routes and safety zones, actions to take in the event of unexpected fire behaviour changes, resolution of escapes, special resources and secondary control lines, resource requirements, resolution of resource breakdowns, injury on fire line and burn targets not met
- contingency plans
- fire prediction tools
- ground ignition patterns and techniques
- impact of conditions at simple prescribed burns on potential fire behaviour
- legislation, industry standards, codes of practice and regulations
- legislative and organisational authorisations required
- organisational documentation, policies and procedures
- outcomes of simple prescribed burn
- personnel and organisations involved in simple prescribed burn activities
- required permits
- resource requirements
- restoration and rehabilitation
- seasonal restrictions on simple prescribed burns
- simple prescribed burn and securing burn monitoring
- techniques, patterns and sequencing for lighting
- types of property and assets
- types of simple prescribed burns, prescribed burn plans and objectives
- weather conditions including: temperature, relative humidity, weather changes, atmospheric stability, drought index, fire danger index, weather forecasts, actual or anticipated changes in conditions and progress targets not met
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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Competency should be demonstrated in a range of actual and/or field based workplace environments with evidence collected from undertaking a simple prescribed burn being required.

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 including
  - fire management and contingency plans
  - lighting and suppression crews
  - lighting and suppression equipment
  - simple prescribed burn plans
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR403 Assess building plans

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 interpret building plans and associated documentation for fire safety systems and to produce a report that meets organisational requirements.

The unit applies to personnel who are authorised by their organisation to assess building plans, and their application at various sites and to ensure they comply with regulatory requirements.

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.

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

Pre-requisite Unit

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.

PUAFIR314 Utilise installed fire safety systems

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Collect plans and documentation**	**1.1**	Appropriate building plans and documentation to undertake assessment are obtained
		1.2	Additional information, where required, is sourced
2	**Assess building plans and associated documentation**	**2.1**	Fire safety systems are identified on building plans and associated documentation
		2.2	Building plans and documentation are checked, in accordance with organisational procedures and relevant codes, regulations and standards
		2.3	Variations between building plans and actual locations of fire systems are assessed and recorded, in accordance with organisational procedures
3	**Report on assessment of building plans and associated documentation**	**3.1**	Variations to building plans and associated documentation are documented and reported
		3.2	Recommendations arising from the assessment are documented and reported, in accordance with 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.

documentation to undertake the assessment must include two or more of the following	• building certifiers and/or building surveyors documentation • building plans • fire safety engineer reports

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR403B Assess building plans.

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Links

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Assessment Requirements for PUAFIR403 Assess building plans

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- determining and interpreting building plans in relation to installed fire safety systems
- identifying plans and associated documentation required to undertake an assessment of a building plan
- reporting on assessment of building plans
- reviewing building's fire safety systems against appropriate requirements
- using knowledge of firefighting and organisational requirements for assessing building plans
- utilising knowledge of standards including Australian Standards and building codes for assessing building plans

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

- building and drafting terms and practices
- building classes and types of construction
- building or facility's operational documentation
- design documentation and reporting
- equipment manufacturers' specifications
- fire safety systems including
  - alternative fire suppression systems
  - building control systems
  - building design requirements
  - emergency vehicle access
  - fire and emergency control centres or rooms
  - fire detection systems
  - fire hydrant and hydrant booster system

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  - fire indicator panels, occupant warning and communication systems
  - fire resisting structures and compartmentations
  - fire sprinkler and sprinkler booster systems
  - smoke hazard management and ancillary system
- organisational documentation, policies and procedures including maintenance procedures
- regulations, codes and standards for buildings
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - site and building plans and associated documentation
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR404 Inspect dangerous goods facilities

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 inspect dangerous goods facilities and identify areas of non-compliance.

The unit applies to personnel authorised by their organisation to prepare for and conduct inspection of sites that store and handle dangerous goods and to identify areas of non-compliance with national and state and territory regulations that apply to the storage and handling of dangerous goods. Personnel are also required to notify relevant authorities of breaches in compliance or health and safety issues, that pose a risk to occupants and/or the community.

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.

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

Pre-requisite Unit

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.

PUAFIR403 Assess building plans

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify presence of dangerous goods and/or hazardous chemicals	**1.1** Dangerous goods and/or hazardous chemicals are identified, in accordance with organisational procedures
	1.2 Dangerous goods and/or hazardous chemical labelling and documentation is located
	1.3 Information about hazardous chemicals is confirmed through available sources of information and interpreted, as required
	1.4 HAZMAT (Hazardous Materials) identification information about dangerous goods and/or hazardous chemicals is sought from authorised personnel and relevant authorities
2 Establish location and quantity of dangerous goods and/or hazardous chemicals	**2.1** Location of dangerous goods and/or hazardous chemicals is identified
	2.2 Licensed quantity of dangerous goods and/or hazardous chemicals stored or handled in different locations are determined
	2.3 Type of bulk or package storage is identified
	2.4 Storage, handling and/or transport of dangerous goods and/or hazardous chemicals is identified
	2.5 Number of different classes of dangerous goods located in one area is identified
	2.6 Site manifests are located and examined
3 Identify product information	**3.1** Safety Data Sheets (SDSs) are located and information is accessed and interpreted
	3.2 Product safety information is located and interpreted
	3.3 Additional information such as manifests, HAZCHEM signage and safety signs are located and interpreted, where applicable
4 Identify and locate fire safety systems in facility's plan and associated documentation	**4.1** Type of facility is identified

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	4.2	Fire safety systems and components are correctly identified on facility plans and associated documentation
	4.3	Using facility plans and associated documentation to locate fire safety systems in the facility
	4.4	Variations between facility plans and actual locations are recorded
5 Verify actual fire safety systems with facility's plan and associated documentation	**5.1**	Facility plans and associated documentation are compared with actual location of facility's fire safety systems
	5.2	Variations between facility plans, associated documentation and actual locations are recorded
6 Assess operation and maintenance of fire safety systems	**6.1**	Installed automatic fire alarm systems are checked against stated facility requirements
	6.2	Method of operation of facility's evacuation system is checked using as a guide, AS1670.4-2004 Fire detection, warning, control and intercom systems - System design, installation and commissioning - Sound systems and intercom systems for emergency purposes
	6.3	Facility's emergency organisation is checked using as a guide, AS3745Planning for emergencies in facilities
	6.4	Maintenance procedures and log book for automatic fire alarm systems are checked using as a guide, AS 1851Maintenance of fire protection systems and equipment
	6.5	Maintenance procedures and log books are checked using design requirements as a guide
	6.6	Other maintenance requirements for fire safety systems are identified and examined against stated industry standard
	6.7	Fire safety systems are tested, in conjunction with a facility representative, and results are recorded and reported, in accordance with organisational procedures
	6.8	Variations to design requirements are noted and reported
7 Record and report	**7.1**	Information relating to dangerous goods and/or

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information		hazardous chemicals located in facility is documented, in accordance with organisational procedures
	7.2	Issues identified are documented, in accordance with organisational procedures
	7.3	Variations in facility plans and associated documentation are outlined, as required
	7.4	Information about facility's fire safety system's operation and maintenance is provided, as required
	7.5	Collated information and issues identified are reported to supervisor or relevant authorities, in accordance with 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.

information about facility's fire safety system’s operation must include two or more of the following	• Australian Standards (AS) • British/European Union Standards • company or owner requirements • factory mutual systems – loss prevention data • industry association specification • manufacturers' specifications • other standards such as overseas or international standards e.g. ISO and National Fire Protection Association • Safe Work Australia standards and codes of practice • WHS/OHS legislation

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR404B Inspect dangerous goods facilities.

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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

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Assessment Requirements for PUAFIR404 Inspect dangerous goods facilities

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- conducting inspections whilst using relevant regulations, codes and standards as a reference
- determining product information
- establishing location and quantity of dangerous goods and/or hazardous chemicals
- identifying dangerous goods and hazardous chemicals using information sources
- interpreting regulations, codes of practice and industry standards
- locating fire safety systems in a facility's plan and associated documentation including log books and specifications
- producing reports
- reading facility plans and associated documentation such as log books and specifications
- reporting on inspection highlighting any variations
- reviewing documentation and confirming fire safety systems and equipment are being maintained
- verifying actual fire safety systems with a facility plan and associated documentation including comparing documented fire safety system with actual fire safety system
- working with Safety Data Sheets (SDSs)

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

- containment and removal of hazardous materials
- dangerous goods and hazardous chemicals
- difference between packaging and storage of dangerous goods
- fire safety systems including
  - alternative fire suppression systems

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  - bunding
  - cooling water system
  - explosion relief devices
  - fire and flame detection and alarm systems
  - fire emergency control centre or room
  - fire hydrant and hydrant booster system
  - fire indicator panels, occupant warning and communications systems
  - fire resisting elements and compartmentation
  - fire sprinkler and sprinkler booster system
  - gas and vapour detection and alarm systems
  - passive fire protection
  - smoke hazard management and ancillary systems
  - static water and pump sets
- forms of identification
- information sources including HAZCHEM emergency action code, Chemdata/HAZMAT action guide, safety data sheets, technical specialists, dangerous goods - initial emergency response guide, electronic chemical databases, safe storage and handling information cards, reference texts and international maritime dangerous goods code
- information systems used to identify dangerous goods and/or hazardous chemicals
- means by which products that constitute hazardous chemicals or dangerous goods are classified including United Nations (U.N.) numbers, proper shipping names, product names or trade names, chemical names, chemical abstract service numbers, dangerous goods class labels, packing groups, emergency information panels, , storage manifests, transportation documents,
- organisational documentation including reporting formats
- organisational policies and procedures including procedures for responding to a hazardous materials incident
- Safety Data Sheets (SDSs) including chemical and physical properties, health hazard information, precautions for use, product identity and safe handling information
- special hazards
- systems for hazards associated with chemicals and dangerous goods are identified including class labels, NFPA 704 HAZMAT marking system, ADR hazard identification system, packing groups, HAZCHEM emergency code and Global Harmonised System (GHS).
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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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, 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 including
  - regulations, codes of practice, industry standards and access to a suitable facility
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR405 Collect, analyse and provide regulatory information

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 collect, analyse and provide information to support the achievement of an organisation's objectives.

The unit applies to personnel authorised to collect and analyse information related to other organisations, industries and businesses and includes building Acts, regulations, codes of practice, guidelines and planning requirements.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify regulatory and other information sources	**1.1** Regulatory information needs of individuals, managers, persons conducting a business or undertaking and/or officers are determined and potential sources are

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		identified
	1.2	Other information held by the organisation is reviewed to determine suitability and accessibility
	1.3	Plans are prepared to obtain information which is not available or accessible within the organisation
2 Collect and analyse regulatory and other relevant information	**2.1**	Collect and analyse regulatory and other pertinent information
	2.2	Information is collected in a format suitable for analysis, interpretation and dissemination
	2.3	Information is analysed to identify relevant trends and developments in terms of the needs for which it was acquired
3 Use management information systems	**3.1**	Management information system is used to store and retrieve data for decision making
	3.2	Technology available in the local work area and/or organisation is used to manage information
4 Record and report relevant information	**4.1**	Results of information gathering, analysis and synthesis is reported, in accordance with organisational procedures
	4.2	Results of information gathering, analysis and synthesis are reported and used to inform policy development and organisation decision making
	4.3	Information is disseminated to appropriate personnel within specified timeframes

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.

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regulatory information must include one or more of the following	• acts, regulations, codes of practice and guidelines • dangerous goods codes • industry standards • ministerial or cabinet policy and guidelines documents • National Construction Code (Building Code of Australia) • planning requirements
potential sources must include	• databases • interviews • literature search • observation • research • surveys

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR405B Collect, analyse and provide regulatory information.

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

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Assessment Requirements for PUAFIR405 Collect, analyse and provide regulatory information

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- analysing, recording and disseminating information
- authoring and presenting reports and submissions
- collecting, analysing and synthesising regulatory information
- disseminating information
- identifying information sources
- using appropriate methods to collect, collate and analyse information
- using management information systems to store and retrieve data

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

- appropriate methods
- information collection, collation, analysis and display techniques
- information evaluation issues related to accuracy, credibility, pertinence, relevance, reliability and validity
- information storage requirements and methods
- management of information systems
- organisational documentation, policies and procedures
- project management techniques
- regulatory and other sources of information
- research techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAFIR406 Develop simple prescribed burn plans

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 develop simple prescribed burn plans for specified burn areas and to prepare the plans to achieve identified objectives.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity and rate of spread required to attain planned resource management objectives. A simple prescribed burn is characterised by low risk, low intensity, small area, low potential impact on assets, completion in one shift and minimal variation of fuel and terrain.

A prescribed burn plan is an approved plan for the conduct of prescribed burning, it includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

The unit is applicable to personnel responsible for the development of simple prescribed burn plans.

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.

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

Pre-requisite Unit

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.

PUAFIR303 Suppress wildfire

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify burn areas and burn objectives	**1.1** Areas requiring simple prescribed burning are identified, in accordance with organisational procedures
	1.2 Burn objectives are identified, in accordance with organisational procedures
	1.3 Target groups are identified and consultation process is undertaken, in accordance with organisational procedures
	1.4 Legislative and regulatory requirements are identified and complied with throughout planning process
2 Prepare prescribed burn plan for simple burn	**2.1** Key features of the burn area are identified including variations in terrain, fuel types and quantities control lines and weather
	2.2 Risks from proposed burn, both on and off site, are assessed and considered in planning process including operational hazards, safety of people, protection of property, assets, environment and ecological risks
	2.3 Results of consultation are factored into the planning process, in accordance with organisational procedures
	2.4 Fire behaviour to meet burn objectives and to account for variations in fuel, terrain and weather is determined
	2.5 Burn ignition strategies and tactics required for fire behaviour, intensity and that are suitable for location are determined, in accordance with organisational procedures
	2.6 Lighting techniques and lighting patterns are identified
	2.7 Hazard and risk mitigation are determined and asset protection works are identified
	2.8 Strategies for mitigating hazards and risks are identified and required preparatory works are identified
	2.9 Strategies and tactics for controlling prescribed burn are identified

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	2.10	Type and quantity of resources required are identified
	2.11	Prescriptions for implementation of burn plan strategies and tactics are documented, in accordance with organisational procedures
	2.12	Contingencies are outlined in the prescribed burn plan
	2.13	Prescribed burn plan is prepared, in accordance with organisational procedures
3 Gain approval of prescribed burn plan	**3.1**	Prescribed burn plan is submitted for approval, in accordance with organisational procedures and legislative requirements
	3.2	Modifications and amendments to prescribed burn plan are made based on feedback received
	3.3	Prescribed burn plan approval is gained

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.

simple prescribed burn plan must include	• an approved plan for conduct of simple prescribed burn • map identifying area to be burned • specifications and conditions under which operation is to be conducted
simple prescribed burn objectives must include one or more of the following	• asset protection • biodiversity protection • community protection • habitat management • hazard reduction • management of cultural sites and activities • management of cultural sites and activities • protection of fire sensitive ecological communities

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	• vegetation management
target consultation groups must include one or more of the following	• adjacent land owners or managers • commercial operations within impact zone • community groups with specific interests • government organisations including local, state and federal • groups or individuals that may be adversely affected • other groups and people within prescribing organisation
lighting techniques must include	• hand held • wind and/or waterproof matches
lighting patterns include one or more of the following	• contour lighting • echelon • grid • line • multi-line • spot
operational hazards must include two or more of the following	• adverse terrain or weather conditions • crew size • falling trees and limbs • hazardous material • high fuel loads • ignition methods • plant • powerlines • road traffic • vegetation type
safety of people must include two or more of the following	• impact of smoke on vulnerable communities near burn area • safety of any people permanently or temporarily in burn area • safety of people involved with burn implementation • safety of people on areas adjacent to burn area
property and assets must include two or more of the following that are near the burn area	• camps or recreational areas • commercial land use such as crops or industry • cultural sites or historical buildings • other property and assets • plantations

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	• research plots and reference areas • stock • urban areas • utilities - power and telephone lines, water supply structures and communications towers

environmental and ecological risks must include	• impact on
	  • native flora and fauna including rare and endangered species
	  • smoke
	  • soil
	  • use of chemical fire suppressants
	  • water quality or supply

resources must include one or more of the following	• crews for ground ignition and suppression • equipment backup • ignition and suppression equipment and supplies • logistical support • other vehicles • tankers

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR413 Develop simple prescribed burn plans.

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

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Assessment Requirements for PUAFIR406 Develop simple prescribed burn plans

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, performance criteria and range of conditions on at least one occasion and includes

- applying legislative, regulatory, organisational and permit requirements
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices
- assessing fuel types and quantities in burn area
- determining actions to minimise impacts of simple prescribed burn
- developing contingency arrangements
- developing pre-burn work schedule
- gaining simple prescribed burn approval
- identifying and working with resources
- identifying burn areas including developing timelines for planning and conduct of simple prescribed burn, simple prescribed burn objectives, strategies and tactics to meet simple prescribed burn objectives, ignition strategies and lighting techniques and patterns for ignition
- identifying resources
- identifying, assessing and mitigating operational hazards and risks
- identifying, assessing and mitigating risks to people, property and assets, ecological and environmental risks
- implementing legislation and regulations
- interpreting map of area and identifying key features
- predicting anticipated fire behaviour and intensity in burn area
- preparing plans and map for simple prescribed burning
- targeting consultation groups are identified, liaised with and consulted

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

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- accumulated fuels
- characteristics of simple prescribed burns including completed in one shift, involves minimal variation of fuels and terrain, low intensity, low potential impact on assets, low risk and small area
- contingencies
- effects of fire on vegetation, fauna, people, property, assets, ecology and the environment
- fire behaviour for fuel type being prescribed
- fire prediction tools
- ignition strategies and tactics
- legislative, regulatory, organisational and permit requirements for simple prescribed fires
- notification requirements
- organisational documentation, policies and procedures
- planned burn hazards and risks
- resource requirements and capabilities
- simple prescribed burn plans
- simple prescribed burning ignition and suppression strategies
- smoke management
- target groups and community
- traffic management plan requirements
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated in a range of actual and/or field based workplace environments.

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 including
  - area requiring application of fire under prescribed conditions

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  - existing management plans and data relevant to area being prescribed
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR407 Interpret and analyse fire weather information

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 assess and interpret weather information in relation to its impact on fire behaviour. It includes collecting, interpreting, analysing and recording weather information.

The unit applies to personnel who are required to provide weather predictions as part of the planning undertaken for a fire.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Collect weather information	**1.1** Sources of weather information are identified and accessed

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	1.2	Fire site information is sought from databases or experts
	1.3	General data is obtained
	1.4	Field observations are obtained and monitored
2 Interpret weather information	**2.1**	Weather data is interpreted for current weather conditions in an area
	2.2	Bureau of Meteorology weather forecasts and warnings are interpreted for future weather conditions in an area
	2.3	Field weather observations are assessed
	2.4	Local weather influences likely to affect fire weather conditions are identified
	2.5	Weather forecasts are validated against field weather observations, as they become available
	2.6	Weather forecasts are evaluated for their effect on fire behaviour
3 Analyse, record and communicate fire weather information	**3.1**	Analysis is conducted using weather data and forecast weather signs, local weather influences and likely impact on fire behaviour
	3.2	Quality information is provided within required timeframes for fire control planning
	3.3	Weather conditions are monitored and potential changes to fire predictions are assessed and reported
	3.4	Analysis and advice are provided to relevant personnel

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAFIR414 Interpret and analyse fire weather information.

Links

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Assessment Requirements for PUAFIR407 Interpret and analyse fire weather information

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

- analysing, recording and communicating fire weather information and source data
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- collecting weather information by accessing recorded data, maps and web based products
- composing field observations
- interpreting topographic maps to assess effects on weather
- interpreting weather maps
- managing data and maintaining accurate records
- providing organisational personnel accurate analysis and projection of weather affecting an area and likely impact on fire behaviour

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

- effect of topography on weather and fire behaviour
- field observations including cloud type and cover, dew point, fire behaviour including rate of spread, flame height and spotting, fuel moisture content, temperature and relative humidity, wind speed, direction and gust and location and time of observation
- fire behaviour factors
- impact of weather on fire behaviour including size, growth and shape
- influences on weather
- observation, analysis and interpretation of weather signs
- organisational documentation, policies and procedures
- sources of data relating to weather and fire behaviour
- sources of weather information
- types of weather influence most likely to affect fire weather conditions including altitude and elevation, bodies of water, distance from coast, dry air subsidence inversion, Foehn winds, katabatic and anabatic winds, sea and land breezes, slope and aspect and wind channelling

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- weather analysis including atmospheric stability, Bureau of Meteorology products and tools, Haines index, smoke dispersion, temperature inversions, wind changes
- weather data including air temperature, dewpoint, relative humidity, synoptic charts, wind direction, speed and gusts, drought factor and drought index
- weather forecasts
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - a range of sources for information related to weather conditions and fire behaviour and organisational templates for weather recording
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR410 Provide safety advice at a rural/land management incident

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 provide safety advice at a rural and/or land management incident.

The unit applies to wildfire and land management field based Safety Officers, who are responsible for providing advice to commanders and/or supervisors about safety issues and the implementation of safety procedures at a rural and/or land management incident. This unit also involves observing potential or existing hazards and providing advice on available and viable risk management options. Authorisation to perform this role is subject to organisational policies and procedures.

The Incident Controller has the ultimate responsibility for the safety and welfare of operational crews, supporting personnel and members of the public who may be involved in an incident. Providing a safe working environment for people at an incident is the shared responsibility of the Incident Controller, each member of the Incident Management Team and at their respective levels all persons involved at the incident.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Contribute to safety, health and welfare of personnel involved in an incident	**1.1** Initial briefing is obtained and Incident Controller's intent is confirmed and any questions are asked
	1.2 Identity of safety officers providing strategic safety advice at the incident is established and all communication methods are confirmed
	1.3 Requirements for safety, health and welfare of crews/teams at the incident are identified
	1.4 Assessment of information relating to safety, health and welfare is collected, collated and analysed
	1.5 Safety, health and welfare priorities are obtained and confirmed through the chain of command throughout the incident
	1.6 Safety, health and welfare of operational and other associated personnel is monitored and reviewed throughout the incident
	1.7 Mitigation strategies for risks that may not have been controlled elsewhere in the Incident Action Plan (IAP) are identified and developed
	1.8 Adequacy of procedures is assessed and issues identified are reported through the chain of command
2 Support incident action planning	**2.1** Distribution of IAP is monitored to ensure it reaches all personnel and issues identified are reported to relevant personnel
	2.2 Provision of maps and sector assignment orders to ground staff is monitored and issues identified are reported to relevant personnel
	2.3 Briefings are participated in and assessed to ensure appropriate safety messages are conveyed and issues identified are reported to relevant personnel

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	2.4	Issues addressing health, safety and welfare of personnel are identified and communicated to assist in the preparation of the IAP for the next shift
3 Support operations at an incident	**3.1**	Supervisors are assisted to identify any outlying operations where they are responsible for health, safety and welfare
	3.2	Information about developments at the incident is regularly obtained
	3.3	Potential or developing risks to health, safety or welfare of personnel are identified and revised risk analysis is undertaken from information obtained
	3.4	Supervisors are assisted to monitor the application of safe working practices and wearing of personal protective clothing and equipment
	3.5	Implementation of the communications plan is monitored for effectiveness and adequacy
	3.6	Monitoring and reporting of safety events is undertaken
	3.7	Safety issues are reported to incident personnel through the chain of command, in accordance with organisational procedures
	3.8	Safety events and investigations are participated in and recommendations are made, as required
	3.9	Incoming field safety advisor is briefed
4 Complete documentation	**4.1**	Arrangements are made for a log and/or record of activities and decisions to be kept
	4.2	Information is compiled to facilitate preparation of an end of shift summary report
	4.3	Information is compiled for participation in incident debriefing or other performance improvement forums

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAFIR410A Provide safety advice at a rural/land management incident.

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

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Assessment Requirements for PUAFIR410 Provide safety advice at a rural/land management incident

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing adequacy of briefings and debriefings
- completing documentation including reports and logs
- maintaining awareness of active and developing rural and/or land management situations
- managing and communicating information
- monitoring risk management procedures and processes
- participating in and contributing to briefings contributing to the safety, health and welfare of personnel involved in a rural and/or land management incident
- participating in initial safety event investigation
- providing WHS/OHS advice to develop the Incident Action Plan
- recognising issues, activities and events that require safety advisor action
- working within the chain of command

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

- hazard identification encountered at rural and/or land management incidents
- incident or accident investigation and reporting processes and procedures
- initial briefings formats including Situation, Mission, Execution, Administration, Commands (SMEAC)
- operational procedures, practices and implementation including Lookout, Awareness, Communications, Escape routes, Safety zones (LACES)
- organisational documentation, policies and procedures
- planning processes
- risk assessment and management principles
- roles and responsibilities of Incident Controllers, incident management teams and personnel at a rural/land management incident

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- safety events including accidents, breach of safety requirements or procedures, near miss or hit and WHS/OHS incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - actual or simulated workplace environments
- applicable documentation including organisational procedures, policies, industry standards, guidelines, equipment specifications, 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

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PUAFIR411 Provide safety advice at an urban incident

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 provide safety advice at an urban incident.

The unit is applicable to urban field based Safety Officers who are responsible for providing safety advice to the Incident Controller including any action or condition where a person's life and/or safety is at risk. It also involves observing potential or existing hazards and providing advice on available and viable risk management options. The authorisation to perform this role is subject to organisational policies and procedures.

Incident Controllers' have the ultimate responsibility for the safety and welfare of operational crews, supporting personnel and members of the public who may be involved in an incident. Providing a safe working environment for personnel at an incident is the shared responsibility of the Incident Controller, each member of the Incident Management Team and at their respective levels all persons working at the incident.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Contribute to safety of all personnel involved in an incident	**1.1**	Initial briefing is obtained and the Incident Controller's intent is confirmed and questions are asked
	1.2	Requirements for safety, health and welfare of crews/teams are identified
	1.3	Assessment of information relating to safety is reported to Incident Controller
	1.4	Safety, health and welfare priorities are identified and confirmed with Incident Controller throughout incident
	1.5	Safety, health and welfare of operational and other associated personnel is monitored and reviewed throughout incident
	1.6	Mitigation strategies are identified and developed for risks that may not have been controlled elsewhere in the Incident Action Plan
	1.7	Adequacy of procedures is assessed and issues identified are reported to relevant personnel
2 Assess risks at incident	**2.1**	Initial and ongoing risk assessments of hazards are undertaken and precautions to be observed are proposed
	2.2	Electrical and other utilities are assessed to ensure they are rendered safe or hazards identified are mitigated
	2.3	Building risks are assessed to ensure they are identified and communicated to relevant personnel and are mitigated, where possible
	2.4	Environmental risks are identified and mitigated, where possible
3 Provide advice to relevant personnel on mitigating safety risks	**3.1**	Relevant personnel are immediately informed of any action or condition that has the potential to place any person's life or safety at risk
	3.2	Mitigation actions are recommended where operational actions or conditions have the potential to place any

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		person's life or safety at risk
	3.3	Work is undertaken with relevant personnel to ensure safety issues are considered and addressed
	3.4	Incident Controller is alerted to unsafe work practices and alternative strategies and/or mitigations are suggested
	3.5	Advice is provided and the outcomes of that advice is documented
4 Monitor application of resources identified in Incident Action Plan	**4.1**	Resources to safely control an incident are identified in the Incident Action Plan (IAP) and inappropriate or inadequate availability of resources is determined and conveyed to Incident Controller and other relevant personnel
	4.2	Resources to provide for contingencies are identified in the IAP and inappropriate or inadequate availability of these resources is determined and conveyed to Incident Controller and other relevant personnel
5 Monitor personnel at an incident	**5.1**	Freelance operations not part of the coordinated response are identified and reported to relevant personnel
	5.2	Supervision of personnel is assessed and issues identified are reported to the Incident Controller and other relevant personnel
	5.3	Wearing of appropriate personal protective clothing and equipment is observed and issues identified are reported to relevant personnel
	5.4	Adherence to safe work procedures when using personal protective clothing and equipment is observed and issues identified are reported to relevant personnel
	5.5	Presence and movement of external agencies/organisations, technical experts or advisors at the incident are observed and issues identified are reported to relevant personnel
6 Monitor operations at an incident	**6.1**	Adequacy of briefings is assessed and issues identified are reported to relevant personnel
	6.2	Adherence to decontamination procedures is observed and issues identified are reported to relevant personnel

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	6.3	Lighting during night operations is assessed and recommendations are provided to improve site or personnel visibility
	6.4	Correct siting of appliances and/or vehicles is assessed and recommendations are made
	6.5	Use of equipment at an incident is observed and issues identified are reported to relevant personnel
	6.6	Provision of escape routes and refuges is assessed and issues identified are reported to relevant personnel
7 Monitor operational safety at an incident	**7.1**	Any action that has imminent risk of injury or harm is ceased, suspended or modified
	7.2	Intervention is immediately reported to the appropriate officer within the chain of command
	7.3	Application of the organisation's safe working systems and practices is assessed and issues identified are reported to relevant personnel
	7.4	Operational and/or safety information flow between the Incident Management Team (IMT) and personnel on the ground is assessed and issues identified are reported to relevant personnel
	7.5	Fatigue status of all personnel at the incident is observed and actions are recommended to mitigate fatigue related safety issues
8 Complete documentation	**8.1**	Arrangements are made for a log and/or record of all activities and decisions to be kept
	8.2	Assessment of future risks likely to emerge is undertaken and actions are proposed to prevent and/or mitigate these risks
	8.3	Suggestions for safety messages to be included in future IAP's are made
	8.4	Investigation of any accident, near miss or hit, significant injuries and/or fatalities is overseen and resulting documentation is handed over to relevant personnel or appropriate authority
	8.5	Advice on the need for additional support is documented and given to relevant personnel

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8.6 Reports are prepared and given to relevant personnel

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 PUAFIR411A Provide safety advice at an urban incident.

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

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Assessment Requirements for PUAFIR411 Provide safety advice at an urban incident

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including applying safe work procedures
- assessing adequacy of briefings and procedures
- completing documentation including providing an incident report
- conducting initial briefings
- contributing to safety of personnel by providing advice during an incident
- disseminating operational information
- implementing risk management procedures and processes including negotiating mitigation strategies with Incident Controller
- monitoring application of resources identified in the incident action plan, personnel at an incident, operations at an incident and operational safety at an incident
- observing and assessing active and developing incident situations
- promoting a safety culture within an organisation including following zero harm or safe person principles
- using equipment safely
- wearing personal protective clothing and equipment
- working as a team member within a chain of command

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

- additional support options
- chain of command
- characteristics and liabilities of equipment
- correct siting of appliances including equipment access, overhead electrical hazards, staging, traffic and end off positioning and uphill and upwind
- decontamination procedures including Breathing Apparatus (BA) monitoring, emergency decontamination plan and medication and health monitoring

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- incident action plans
- operational and/or safety information including the provision of maps and warnings
- operational procedures, practices and implementation
- organisational documentation, policies and procedures including reporting procedures
- presence and movement of external organisations or technical experts and advisors including personal protective clothing and equipment requirements, escort requirements, briefing requirements and recording presence and movement
- risk assessments and risk management principles
- roles and responsibilities at an incident of Incident Controllers, incident management teams and personnel
- safe work procedures when using personal protective clothing and equipment including Breathing Apparatus (BA) entry points and procedures, BA staging (shelter, fluid replacement, cleaning and hygiene) and rapid entry teams (firefighter down)
- Situation, Mission, Execution, Administration and logistics, Command and Communications and Safety (SMEACS) briefings
- types of hazards at an urban incident including building and environmental risks
- types of incident report
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - actual or simulated workplace environments
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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Links

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PUAFIR417 Supervise machinery use in wildfire operations

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 task and supervise the use of machinery to undertake a range of activities to support fire ground operations. It includes control line construction and rehabilitation, reduction and removal of hazards, improvement of existing tracks and roads, creating access and egress to control lines, constructing helipads and assisting in blacking out.

The unit applies to personnel who supervise machine operators and who provide an essential interface between machine operators and the command structures at fire incidents.

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.

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

Pre-requisite Unit

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.

PUAFIR303 Suppress wildfire

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Assess work area	**1.1** Risk assessment of fire site is undertaken and hazards and assets at risk are identified and inspected
	1.2 Trees to be pushed are identified, marked for attention, options to avoid pushing trees are examined and permission to remove trees is obtained
	1.3 Terrain through which tasks must be undertaken to achieve incident objectives is assessed
	1.4 Route is selected, assessed and marked for construction of control line and removal or avoidance of hazards and to determine the most appropriate path and type of machinery suitable for wildfire operations activity
	1.5 Consultation and communication with land owners and managers is undertaken prior to machinery entering the property
2 Brief and task machine operators	**2.1** Personnel are briefed on strategies and tactics to be implemented by machine operators, in accordance with organisational procedures and the incident action plan
	2.2 Machine operators are tasked and briefed on work standards and safe work practices to be adhered to
	2.3 Reporting arrangements between machine operators, fire crew and supervisor are outlined
	2.4 Machine operators are checked to confirm that they are wearing appropriate personal protective clothing and equipment
	2.5 Appropriate communications equipment is provided and instructions for use is given to machine operators
	2.6 Machinery is inspected to ensure compliance with safety requirements
	2.7 Machinery is selected to ensure compliance with work and/or contract requirements
	2.8 Machinery is checked for compliance with hygiene guidelines in respect to spread of disease and weeds and remedial action is taken, as required
	2.9 Anchor points, escape routes and safety zones are established and communicated to personnel in the area

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3	**Supervise use of machinery**	**3.1** Machinery safety requirements are monitored throughout wildfire operations
		3.2 Near misses or accidents are reported, in accordance with organisational procedures
		3.3 Communications with machine operators, support crew and the chain of command are maintained, in accordance with organisational procedures and the communication plan
		3.4 Location and standard of construction of control line is adapted to changes in fire behaviour and intensity
		3.5 Fire spread and location of the control line is monitored, taking into account changes in fuel, weather and topography
		3.6 Progress of delegated tasks is monitored and regular reports are provided to appropriate supervisor
		3.7 Performance of delegated tasks by machine operators is monitored, in accordance with organisational procedures and code of practice
		3.8 Fuel and maintenance requirements are monitored and requests are organised through the chain of command
		3.9 Minimisation of machine operations damage to agricultural, environmental, forestry, cultural and other community assets is ensured
		3.10 Records of machine and operator work hours are maintained and provided to relevant personnel, in accordance with organisational procedures
4	**Conduct mop up and support activities**	**4.1** Machine operators are tasked and mop up and support activities are carried out, in accordance with organisational procedures
		4.2 Threats to security of the perimeter or a sector of the fire are identified and reported on through the chain of command
		4.3 Rehabilitation of fire control lines no longer required is undertaken
5	**Recover and maintain equipment**	**5.1** Requests for repairs or maintenance of machinery are communicated through the chain of command

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5.2 Damaged or missing equipment is recorded and/or reported, in accordance with 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.

risk assessment of the site must include	• fire behaviour • fuel type • terrain • weather conditions

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR415 Supervise machinery use in wildfire operations.

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

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Assessment Requirements for PUAFIR417 Supervise machinery use in wildfire operations

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, performance criteria and range of conditions on at least one occasion and includes

- applying and monitoring safe work practices during fire suppression activities including control line construction and pushing trees
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing work area including hazards and risks
- briefing and tasking machine operators
- communicating with machine operators
- conducting mop up and support activities
- constructing anchor points and safety zones including burnt areas, clearings, rivers, site of a recent wildfire or prescribed burn, static water bodies and area of safety zone suitable for fire size
- cooperating with support vehicle personnel
- ensuring hazardous trees have been marked for attention
- establishing and maintaining work standards of machine operators
- implementing strategies
- maintaining communication
- maintaining health and safety of people in wildfire area
- monitoring and reporting on machinery operations in fire suppression activities
- recovering and maintaining equipment
- reviewing options
- selecting and marking routes for fire control line construction
- supervising personnel and the use of machinery
- wearing personal protective clothing and equipment

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

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knowledge of

- asset categories
- Australasian Inter-service Incident Management System (AIIMS)
- communications equipment
- fire control line construction including anchor points and safety zones, asset protection, capabilities of support vehicles, fire control line construction rates and construction standards, using machines to construct control lines, construction guidelines and tandem operations
- isolation of hazards
- mop up and support activities
- options available with control lines
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- potential hazards
- processes for planning for the availability of machines and operators
- protection of environmental, structural, infrastructure, cultural and agricultural assets
- records for time keeping and reporting requirements
- role and responsibilities of machine supervisor
- role of machines in mopping up
- safety including communication, machine requirements, mutual support, operator safety, operating procedures, safe work practices including those for working around trees, survival techniques when threatened by wildfire and personnel welfare
- strategies and tactics for firefighting
- tree marking including hazardous tree and track marking system
- types of control line construction
- types of hazards including burns, disorientation, environmental, fatigue, heat related illness, falling objects, branches and trees, lack of visibility, machines, manual handling, overhead hazards, beehives, powerlines, trees weakened by fire, rot or cracks, rolling objects, smoke inhalation, snake or insect bites, sprains or fractures, terrain and soil types, trips and falls and water bombing operations
- types of machinery, their capabilities and limitations including bobcat - skid steer loader, brompton rat, bulldozer, excavator, front end loader, grader, scrub rollers, tractor with blade or plough and wheeled dozer and log skidder with blade
- use of machines in wildfire operations including
  - arrangements regarding organisational, private and contracted equipment
  - capabilities of supporting fire units
  - general servicing and maintenance requirements of machines
  - machine design and safety features
  - machine set up and capabilities
  - organisational requirements for engagement of machines
  - transport of machines
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements including risk mitigation and safe work procedures

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated and assessed over time in a range of field based environments.

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 including
  - wildfire or prescribed burn and machinery
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR418 Supervise specialist response to aviation accidents and incidents

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 supervise the initial response to an aviation accident or incident by a specialised aviation firefighting team. It applies to personnel who supervise specialist aviation incident response teams at an airport.

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.

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

Pre-requisite Unit

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.

PUAFIR205 Respond to aviation incident (specialist)

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Respond to aviation accidents and incidents**	**1.1**	International Civil Aviation Organisation (ICAO) and/or Civil Aviation Safety Authority (CASA) requirements or recommendations are determined when attending aviation accidents and incidents
		1.2	Aviation accident and incident response conditions are analysed, in accordance with organisational procedures
		1.3	Appropriate resources are identified, accessed and used, in accordance with organisational procedures
		1.4	Hazards and risks are identified and continually monitored and communicated to relevant personnel, in accordance with organisational procedures
2	**Determine aircraft size up**	**2.1**	Size up strategy is determined for aircraft based on relevant identified factors
		2.2	Size up strategy is communicated to firefighting team
3	**Control an aircraft accident or incident**	**3.1**	Fire ground tactics are applied, monitored and communicated, in accordance with organisational procedures
		3.2	Firefighting teams and incident conditions are monitored to maintain safest working conditions at aviation scene
		3.3	Changing conditions are communicated to supervisor and team members
		3.4	Extinguishing medium is applied correctly
4	**Supervise rescue and evacuation of persons on board aircraft**	**4.1**	Movement or direction of evacuees to a safe area is coordinated, in accordance with organisational procedures and Aerodrome Emergency Plan (AEP)
		4.2	Removal of injured persons is undertaken and medical assistance is provided, in accordance with organisational procedures
		4.3	Operation of extrication equipment is monitored
		4.4	Aircraft facilities, equipment and/or structures removed or damaged during rescue operations are recorded, in accordance with organisational procedures and Air Navigation Regulations
		4.5	All persons on board are accounted for and information is communicated through the chain of command, in

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			accordance with organisational procedures
5	**Preserve aircraft scene**	**5.1**	Damage to aircraft is noted and recorded, in accordance with organisational procedures
		5.2	Security of aircraft and scene is maintained, in accordance with organisational procedures
6	**Liaise with emergency services**	**6.1**	Incident is handed over to appropriate authority, in accordance with organisational procedures
		6.2	Emergency services liaison is undertaken, as required

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 PUAFIR416 Supervise specialist response to aviation accidents and incidents.

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

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Assessment Requirements for PUAFIR418 Supervise specialist response to aviation accidents and incidents

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- conducting size up operations of an aviation accident or incident
- controlling an aircraft accident or incident including response conditions
- identifying hazards and risks
- implementing aerodrome emergency operating procedures
- implementing emergency services liaison including aerodrome emergency plans incident control system, management systems and memorandums of understanding
- implementing incident action plans and incident management procedures
- implementing objectives, tactics and strategies for aircraft incidents
- liaising with emergency services
- meeting organisational requirements
- preserving aircraft response scene
- responding to aviation accidents and incidents
- selecting and using aviation firefighting equipment, agents and protective clothing and equipment under response conditions
- supervising the rescue and evacuation of persons on board aircraft
- utilising personal protective clothing and equipment

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

- aerodrome emergency plans and operating procedures
- air navigation and Civil Aviation Safety Authority (CASA) regulatory arrangements and standards
- aircraft details including construction, control surfaces and engines

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- aviation accident and incident response conditions including
  - airport operations such as area of response, aerodrome emergency plans, aircraft movements and category
  - response time criteria
  - types of fires such as armaments, hydrocarbon fuel, metal, type of aircraft, aircraft knowledge and familiarisation and airport topography
- emergency services liaison procedures
- fire ground objectives, strategies and tactics for aircraft incidents
- firefighting extinguishing mediums used on aircraft including dry sand, extinguishing gas or powder, foam, vaporising liquid, water and personal protective clothing and equipment
- hazards and aviation risks
- identification of aviation hazards and risks
- International Civil Aviation Organisation (ICAO) standards and recommended practices
- objectives, strategies, tactics and other factors for consideration
- operation of emergency exits in aircraft
- organisational documentation, policies and procedures
- security and preservation of scene
- size up strategies
- types of aviation accidents and incidents
- types of aviation accidents and/or incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated in a range of actual or simulated aviation incidents and should be assessed in a range of simulated aviation fires and incidents.

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 including

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  - aircraft or simulator
  - appropriate fuels for burning
  - environmentally sound training ground, incorporating aircraft simulations for practical training
  - extinguishing mediums
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR501 Conduct fire investigation and analysis activities

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 respond to an incident and to undertake a preliminary fire investigation prior to the arrival of a specialist fire investigator.

The unit is applicable to personnel required to conduct a fire investigation at a fire or related incident. It is not intended for personnel operating in the role of specialist fire investigator.

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.

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

Pre-requisite Unit

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.

PUALAW001 Protect and preserve incident scene

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Plan fire or incident investigation and analysis activities	**1.1**	Roles and responsibilities of organisations or agencies and support personnel involved in the fire or incident investigation are confirmed
	1.2	Procedures and protocols for the coordination of organisations involved in the fire or incident investigation are identified, agreed and implemented
	1.3	Strategies required to conduct fire or incident investigation and analysis are identified and implemented, in accordance with organisational procedures
	1.4	Preliminary and background sources of information concerning the context of the fire or incident investigation are identified and used
	1.5	Legislative requirements that impact on the collection and recording of evidence are identified
	1.6	Evidence and information gathering process at the incident site is planned, in accordance with organisational procedures, environmental conditions and resource availability
	1.7	Fire investigation equipment and resources for the incident are identified and assembled
2 Collect, collate and preserve evidence	**2.1**	Methods and techniques of evidence and information collection for the investigation are applied, in accordance with organisational procedures
	2.2	Various types of evidence and information pertinent to the investigation are recorded or collected, in accordance with organisational procedures
	2.3	Organisational procedures for continuity and preservation of evidence are followed
	2.4	Packaging and identification techniques for transportation of evidence for laboratory testing are followed, in accordance with organisational procedures
3 Determine origin and cause of fire at incident	**3.1**	Fire investigation procedures to determine the origin and cause of fire are followed
	3.2	Liaise with specialist fire investigation personnel to support determination of the cause of fire, in accordance with organisational procedures

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	3.3	Provide assistance to forensic personnel and specialist organisations, in accordance with organisational procedures
	3.4	Evidence of origin and cause of fire is identified and examined
	3.5	Preliminary findings are documented and validated, in accordance with organisational procedures
	3.6	Fire origin and cause determination theories are developed and assessed, using organisationally approved scientific methods
	3.7	Findings, methodologies, support data and briefing notes are documented, in accordance with organisational procedures
	3.8	Fire origin and cause is determined and reported, in accordance with organisational procedures
4 Conduct analysis of incident	**4.1**	Information relating to incident is gathered, in accordance with organisational procedures
	4.2	Information relating to incident is evaluated, in accordance with organisational procedures
5 Record and report information collected	**5.1**	Information for a fire incident investigation is recorded, in accordance with organisational procedures and the rules of evidence
	5.2	Information collected for a fire incident investigation is prepared and documented, in accordance with organisational procedures
	5.3	Report is submitted through the chain of command, in accordance with organisational procedures
6 Prepare for proceedings	**6.1**	Briefings are participated in with counsel, as required
	6.2	Additional information or clarification of fire incident investigation procedures or findings are investigated, if required
	6.3	Protocols for giving evidence at coronial, civil or criminal proceedings are implemented
7 Review and evaluate fire or incident investigation	**7.1**	Outcomes of legal proceedings are identified and distributed to ensure knowledge of investigations and

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trends is maintained and is current

7.2 Changes to organisational policies and procedures arising from legal proceedings and decisions are formulated and reported

7.3 Fire or incident cause determination, documentation or recommendations are forwarded to relevant personnel, in accordance with 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 PUAFIR501B Conduct fire investigation and analysis activities.

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

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Assessment Requirements for PUAFIR501 Conduct fire investigation and analysis activities

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating using approved methods and tools
- conducting analysis of the incident
- determining origin and cause of fire at incident
- displaying evidence gathering and packaging techniques
- participating in briefings
- planning fire or incident investigation and analysis activities
- recording and reporting information collected
- securing, collecting, collating and preserving evidence
- utilising methods and techniques for evidence and information collection

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

- causes of fire including accidental, chemical, deliberate, electrical origin, environmental or natural occurrences, flammable liquids, gas and gas explosions, lightning, matches and lighters, mechanical defects, motor vehicles, smoking and spontaneous combustion
- determination of point of origin through use of evidence
- differences between accidentally, negligently, deliberately or naturally lit fires
- examination of fire scenes
- factors affecting fire behaviour
- fire dynamics such as flash over and back draught
- fire scene and risk investigation hazards
- legal implications of evidence collection
- legal protocols for giving evidence including court practices and procedures, pre-court briefings and rules of evidence
- legislative requirements in relation to fire incident investigation

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- organisational documentation including reporting requirements
- organisational policies and procedures including fatality and criminal involvement procedures
- personal protective clothing and equipment
- preservation of evidence including maintaining chain of evidence and log of events
- processes for packaging
- security, contamination and preservation of fire scenes
- techniques for collecting evidence and sources of information
- types of specialist and forensic personnel
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - evidence management, handling and packaging resources
  - fire investigation equipment and resources real or simulated, test fire sites and fire crews and pumpers, as required
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR502 Develop incident control strategies

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 determine a range of strategies that can be used to control incidents. Incident control strategies will normally be documented and relate to Level 2 and/or Level 3 incidents.

The unit applies to personnel responsible for the development of incident control strategies.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify objectives and strategies	**1.1** Risk characteristics of incident are identified
	1.2 Sources of risk are determined

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	1.3	Objectives are identified
	1.4	Strategic options are identified
	1.5	Tactics appropriate to strategies are evaluated
2 Evaluate strategies	**2.1**	Predictions of incident development are made under alternative strategy scenarios
	2.2	Resource requirements for each strategy are determined, in accordance with organisational procedures
	2.3	Consequences and likelihood of success and/or failure of strategic options are considered and assessed
	2.4	Feedback on strategies is obtained from stakeholders and incident managers and is collated and recorded, in accordance with organisational procedures
	2.5	Strategies are reviewed taking feedback into account
3 Select strategies	**3.1**	Strategic options are documented using a range of information sources, in accordance with organisational procedures
	3.2	Preferred strategies and recommendations are submitted for consideration, in accordance with 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 PUAFIR502B Develop incident control strategies.

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Assessment Requirements for PUAFIR502 Develop incident control strategies

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 occasions and includes

- analysing incident needs and meeting resource requirements
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing strategic options
- conducting risk assessments including identifying sources of risk
- determining consequences
- developing incident predictions
- ensuring incident control strategies meet identified objectives
- evaluating incident control tactics
- evaluating strategies
- gathering data form approved information sources
- identifying incident objectives and strategies
- identifying risk characteristics and sources of risk
- implementing and evaluating tactics
- liaising with stakeholders
- providing justification for the selection of recommended strategies
- recognising and communicating with stakeholders
- selecting and applying incident models including consideration of consequences
- selecting control strategies and tactics
- undertaking predictions
- utilising information sources
- working with resource requirements

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

- application of available prediction models

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- development and implementation of incident objectives, strategies and tactics
- emergency management concepts and principles
- evaluation and consequences of strategies and tactics
- incident control tactics including evaluation of outcomes
- information sources
- legislative and regulatory requirements for emergency management
- organisational documentation, policies and procedures including field notes, log books and post incident reports
- resource required for tactical implementation
- risk characteristics and sources of risk
- stakeholder needs
- strategic options
- types of incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk management concepts and principles and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed in two or more incident situations or scenarios where there is the capacity to demonstrate the required evidence.

Resources for assessment must include access to

- a range of relevant activities, exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - resources that may involve complex scenarios sufficient to allow evidence to be gathered from a variety of sources and stakeholders on more than one occasion and over an extended period
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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Links

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PUAFIR503 Coordinate human resource management activities

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 coordinate and implement a range of human resource management activities.

The unit applies to personnel responsible for managing human resources for a designated area of responsibility and applying organisational policies including equal employment opportunity, industrial awards and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS). A designated area of responsibility may include a region, brigade or a business unit or department.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and interpret industrial agreements and	**1.1** Industry awards and workplace agreements are interpreted and applied

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	awards		
		1.2	Organisational policies that relate to industrial relations are communicated to all personnel, in accordance with organisational procedures and employee consultative processes
		1.3	Unions are consulted, in accordance with organisational procedures
2	**Settle employee grievances and complaints**	**2.1**	Grievances and complaints are received, recorded and treated confidentially, in accordance with organisational procedures
		2.2	Investigation of grievances and complaints is undertaken, in accordance with organisational procedures
		2.3	Findings of the investigation are concluded and appropriate action is taken
		2.4	Settlement of grievances and complaints is undertaken, in accordance with organisational policies, procedures and legislation
3	**Applying human resource legislation**	**3.1**	Human resource legislation requirements are identified and implemented within the organisation
		3.2	Organisational policies and procedures are implemented to ensure the working environment is equitable, safe and conforms to legislation, government policy
		3.3	Management is advised of unsafe or discriminatory situations within the organisation that requires intervention
4	**Administer disciplinary procedures**	**4.1**	Disciplinary matters are investigated to examine possible actions and designated personnel are sent a comprehensive briefing
		4.2	Disciplinary matters are dealt with, in accordance with organisational procedures
5	**Appraise personnel and coordinate progression activities**	**5.1**	Personnel are informed of progression and promotional opportunities

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	5.2	Activities related to providing promotional opportunities are coordinated, in accordance with organisational procedures
	5.3	Confidentiality of performance appraisal is maintained, in accordance with organisational procedures
6 Evaluate and utilise expertise of personnel	**6.1**	Specific strengths and weaknesses of personnel are identified and utilised for the attainment of work group outcomes and job satisfaction
	6.2	Individual and work group development is supported by facilitation of team building activities
7 Produce succession plans	**7.1**	Succession plans are produced and implemented to assist with the smooth transition of personnel from one job to another
	7.2	Information on competencies and other organisational requirements for each job role is communicated to all personnel
8 Establish performance indicators	**8.1**	Organisational performance indicators are established
	8.2	Individuals and work groups in the organisation are informed of performance standards and indicators
	8.3	Performance indicators are reviewed with individuals and work groups to ensure they match organisational requirements
9 Identify development needs of personnel	**9.1**	Human resource planning advice is sought from appropriate sources, if required, when scoping personnel development needs
	9.2	Training and development needs of personnel are identified
	9.3	Plans for personnel development are implemented, in accordance with organisational procedures and practices
	9.4	Personnel are encouraged to acquire new skills and to develop existing knowledge and skills

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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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 PUAFIR503B Coordinate human resource management activities.

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

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Assessment Requirements for PUAFIR503 Coordinate human resource management activities

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 disciplinary procedures
- applying human resource legislation
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- appraising personnel and coordinating job progression activities
- conducting investigations into grievances and complaints
- establishing organisational/workplace performance indicators
- evaluating expertise of personnel
- facilitating work group building activities
- identifying and interpreting industrial policies, agreements and awards
- identifying development needs of personnel
- implementing human resource management policies
- producing workplace succession plans
- providing informal feedback
- resolving employee grievances and complaints by applying grievance procedures

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 include knowledge of

- conflict resolution techniques
- employee performance appraisals
- grievance and complaint procedures
- industrial relations system – internal and external
- industry agreements and award conditions
- job and/or career progression and succession planning
- legislation related to Human Resources (HR)
- organisational documentation, policies and procedures including equal employment opportunity policies, procedures, guidelines and responsibilities and disciplinary procedures

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- role of HR manager
- sources and reasons for grievances
- sources for HR information
- team building facilitation
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated over time and in a wide range of contexts.

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 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

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PUAFIR504 Assist with formulation and implementation of plans and policies

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 consult on, develop, implement and evaluate a policy or plan for an organisation. It applies to personnel required to contribute, both individually and as part of a work team, to the formulation and implementation of organisational policies and plans.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Monitor administration of organisational policies, procedures and plans	**1.1** Requirements for the administration of organisational policies, procedures and practices are identified and monitored

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	1.2	Policies and plans that are no longer relevant are identified and recommendations for change are made, in accordance with organisational procedures
2 Identify and consider stakeholder concerns	**2.1**	Stakeholders are identified and consulted, in accordance with organisational procedures
	2.2	Organisation is represented at stakeholder meetings and external events with policies, procedures and plans explained
	2.3	Meetings with stakeholders are conducted on a regular basis or as required, in accordance with organisational procedures
3 Facilitate policy change within the organisation	**3.1**	Policies, procedures and plans are facilitated, in accordance with organisational procedures
	3.2	Personnel are encouraged to participate in and comment on proposed changes to policies, procedures and plans
	3.3	Formal submissions on policies, procedures, plans and operational issues are drafted based on feedback
	3.4	Submissions are written and submitted, in accordance with organisational procedures
4 Contribute to strategic and operational planning process	**4.1**	Contributions are made to organisational forward planning initiatives
	4.2	Contributions to strategic and operational planning processes are focused on activities relevant to the organisation
5 Assist in the preparation and implementation of organisational business plans	**5.1**	Development of strategic plan is contributed to and linked to organisational business planning
	5.2	Organisational objectives and plans are implemented through activities and projects related to legislation, industry awards and agreements and policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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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 PUAFIR504B Assist with formulation and implementation of plans and policies.

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

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Assessment Requirements for PUAFIR504 Assist with formulation and implementation of plans and policies

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assisting in the development, implementation and evaluation of policies, procedures or plans
- assisting in the preparation and implementation of organisational business plans
- contributing to strategic and operational planning processes
- developing and proposing submissions
- facilitating policy and plan change within the organisation
- following consultative processes
- identifying and considering stakeholder concerns
- implementing change management strategies to deal with resistance to policy development
- monitoring the administration of organisational policies, procedures and plans

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

- concepts involved in the policy cycle
- consultative procedures and processes in the policy cycle
- methods for implementing and evaluating policies, procedures and plans
- organisational documentation, policies and procedures including submissions
- reasons for resistance to policy development and strategies for dealing with issues that arise
- role of management, employees and stakeholders in policy and plan development
- stakeholders and external organisations
- submission types
- types of operational plans
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated over time and in a range of contexts; the evaluation of the development and implementation of organisational plans and policies may require a few months.

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 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

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PUAFIR505 Administer cost centre's financial resources

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 prepare budget estimates and to administer and report on budget performance. It includes preparing capital and recurrent budget estimates, administering financial budgets and managing forward planning activities.

The unit is applicable to personnel required to manage the financial resources for a designated area of responsibility. A designated area of responsibility may include a region, brigade, business unit, department or a project involving the use and management of financial resources.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare capital and recurrent budget	**1.1** Capital and recurrent budget estimate is prepared to ensure that the necessary funds to operate a cost centre

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	estimates		for a budgetary period are accurately determined
		1.2	Budget details and supporting evidence are prepared and submitted, in accordance with organisational procedures and requirements
		1.3	Budget review process is used to identify organisational priorities
2	**Administer financial budget**	**2.1**	Budget is administered, in accordance with organisational procedures and financial policies to ensure effective resource usage
		2.2	Financial information is analysed and reported on, in accordance with organisational procedures, and actions are taken to achieve planned outcomes
		2.3	Expenditure is monitored and evaluated on a regular basis, in accordance with organisational procedures
3	**Manage forward planning activities**	**3.1**	Resource availability in relation to forward planning for staffing, plant, equipment and appliances is continuously monitored and managed, in accordance with organisational procedures
		3.2	Financial planning processes for activities and projects are managed, in accordance with organisational procedures
		3.3	Financial plans are updated to reflect changing circumstances
		3.4	Expenditure on new projects and initiatives is proposed, justified and negotiated, in accordance with organisational procedures

Foundation Skills

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.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

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.

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

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Assessment Requirements for PUAFIR505 Administer cost centre's financial resources

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 a financial budget
- managing forward planning activities
- preparing capital and recurrent budget estimates including expenditure and capital requirements for a work group, department or business unit
- preparing a performance report for a budget

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

- content and format of a performance report
- elements of a budget
- financial and budget development processes
- function and purpose of budgets
- limitations of budgets
- organisational documentation, policies and procedures
- purpose of a performance report
- types and formats of budgets

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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

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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
- appropriate materials, tools, equipment and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR506 Conduct complex prescribed burns

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial update.

Release 1.0 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 prepare and conduct complex prescribed burns, in accordance with approved burn plans.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity and rate of spread required to attain planned resource management objectives. An approved prescribed burn plan includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

Complex prescribed burns are characterised by moderate to high risk, a range of fire intensity, being in medium to large areas, having significant potential impact on assets and involving a variety of fuels and terrain. A burn operation may involve a large number of resources requiring the establishment of a formal management and support structure. A prescribed burn may require several separate ignitions (ground and/or aerial) possibly over several days. It may have several high value assets requiring complex protection actions.

The unit applies to personnel responsible for preparing, conducting and evaluating complex prescribed burns on public and private land.

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.

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

Pre-requisite Unit

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.

PUAFIR303 Suppress wildfire

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Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to burn	**1.1** Complex prescribed burn operations are identified and undertaken, in accordance with approved prescribed burn plan, burn objectives, organisational procedures, and legislative and regulatory requirements
	1.2 Permits are obtained, in accordance with organisational procedures and legislative and regulatory requirements
	1.3 Burn notifications and plans are issued to personnel or organisations, in accordance with prescribed burn plan, organisational procedures and legislative requirements
	1.4 Control lines, including secondary control lines are specified and prepared, in accordance with organisational procedures
	1.5 Prescribed burn plan, operational hazards and risks to safety of people, property, assets, ecology and environment are identified and risk mitigation works completed
	1.6 Forecast weather conditions are monitored, recorded and assessed, in accordance with organisational procedures
	1.7 Fuel conditions are monitored, in accordance with organisational procedures
	1.8 Resource requirements are confirmed with reference to burn plan and anticipated conditions
	1.9 Forecast weather conditions are monitored throughout prescribed complex burn

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2 Conduct burn	**2.1**	Burn notifications are issued, in accordance with organisational procedures
	2.2	Pre-burn checks are conducted, in accordance with organisational procedures
	2.3	Local weather conditions for day of burn are monitored and contingency arrangements actioned and communicated accordingly
	2.4	Resources are gathered and personnel briefed, in accordance with prescribed burn plan and contingency arrangements
	2.5	Burn ignition strategies and tactics are implemented, in accordance with prescribed burn plan and organisational procedures including lighting techniques for ground and/or aerial ignition, as relevant to the specific burn, lighting patterns and lighting sequence
	2.6	Burning is monitored, patrol activities are conducted and operational changes made, as required
	2.7	Contingencies are implemented, as required, in accordance with prescribed burn plan
	2.8	Burn documentation is kept, in accordance with organisational procedures
	2.9	Burn operations are concluded and burn security is implemented in accordance with organisational requirements
	2.10	Crews are debriefed and resources released from the burn
	2.11	Incidents are reported and investigated in accordance with organisational procedures
3 Conduct post burn activities	**3.1**	Outcomes of burn are assessed and reported against burn objectives, in accordance with organisational procedures
	3.2	Variations from burn plan are reported, in accordance with organisational procedures
	3.3	Restoration and rehabilitation works are identified and carried out, in accordance with organisational procedures
	3.4	Complex prescribed burn records are submitted, in

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	accordance with 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.

prescribed burn plan must include	• an approved plan for conduct of prescribed burning • map identifying the area to be burned • specifications and conditions under which operation is to be conducted
burn objectives must include one or more of the following	• asset protection • biodiversity protection • community protection • habitat management • hazard reduction • management of cultural sites and activities • protection of fire sensitive ecological communities • vegetation management
operational hazards must include one or more of the following	• adverse terrain or weather conditions • crew size • falling trees and limbs • hazardous materials • ignition methods • plant • road traffic • vegetation
environmental and ecological risks must include three or more of the following	• impact of smoke • impact of use of any chemical fire suppressants • impact on native flora and fauna, including rare and endangered species • impact on soil • impact on water quality or supply

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contingency arrangements must include	• actions to take in the event of unexpected weather • command structure • dealing with escapes • resource breakdowns • resource requirements • safety considerations including escape routes and safety zones • special resources and/or secondary control lines • wind changes

personnel or organisations must include one or more of the following	• personnel or organisations who
	  • have an interest in managing the consequences of a burn
	  • have an interest in preventing health impacts from smoke e.g. nursing homes, health departments
	  • have an interest in specific assets
	  • have an interest in the area to be burned
	  • may be adversely affected by the burn
	  • may be concerned by evidence of a burn
	  • may have adjacent land to which a burn could spread

resource requirements must include one or more of the following	• contingency resources
	• crews for
	  • aircraft ground support
	  • control and suppression
	  • ground ignition
	• equipment and supplies
	• logistical support
	• tankers and other vehicles

burn ignition strategies and tactics must include:	• contingency arrangements • fire behaviour to be achieved • ignition methods, lighting patterns, sequencing and timing of ignition
lighting techniques for ground and aerial ignition must include three or more of the following	• hand held drip torch • aerial drip torch • aerial incendiaries • hand held propelled incendiaries • vehicle mounted propelled incendiaries • vehicle mounted incendiaries • wind and/or waterproof matches

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lighting patterns must include two or more of the following	• backing fire ignition • spot or grid ignition • strip ignition • flank fire ignition
lighting sequence must include	• fuel arrangement • fuel moisture • slope • time of day • wind direction
monitoring complex prescribed burn must include four or more of the following	• fire development, shape and spread • flame height • fuel moisture content • predictions • rate of spread • safety considerations • smoke development • weather observations
conclusion and complex prescribed burn security activities must include	• mitigating hazards for public safety • mopping up and blacking out • patrolling burn area • reopening roads • transfer of responsibility procedures
outcomes of the complex prescribed burn must include two or more of the following	• achievement of burn objectives • escapes • external impacts • levels of scorch • percentage of area burnt • reporting and storage of burn documentation
safety of people must include	• all those involved with burn implementation • any in areas adjacent to burn area • any permanently or temporarily in burn area • impact of smoke on vulnerable communities near burn area

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR511 Conduct complex prescribed burns.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR506 Conduct complex prescribed burns

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial update.

Release 1.0 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices
- concluding burn operations and implementing burn security
- conducting operational briefings and debriefings
- conducting post burn activities
- conducting safe complex prescribed burn operations by utilising appropriate resources (ground and air)
- confirming location, construction and suitability of control lines for prescribed burns
- confirming resources required
- evaluating outcomes against objectives
- identifying and protecting assets
- implementing contingency arrangements
- interpreting and implementing complex prescribed burn plans
- interpreting existing and forecast weather conditions and fire behaviour conditions
- issuing verbal and written burn notifications
- monitoring burn and patrol activities
- preparing to burn
- recording actions taken
- responding to changing conditions
- restoring and rehabilitating sites
- using fire prediction tools
- using monitoring equipment
- utilising lighting techniques and sequencing
- working with ignition patterns and techniques

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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

- characteristics of complex prescribed burns including involvement of a variety of fuels and terrain, medium to large areas, moderate to high risk, range of fire intensity and significant potential impact on assets
- contingency plans
- evaluation of burn outcomes against objectives
- fire prediction tools and their use
- fuel sampling techniques
- ground and aerial ignition patterns and techniques
- impact of conditions of a complex prescribed burn on potential fire behaviour
- legislation, industry standards, codes of practice and regulations
- legislative, regulatory and organisational authorisations
- organisational documentation, policies and procedures
- permit requirements
- procedures for monitoring, concluding and securing burn
- resource requirements and capabilities
- restoration and rehabilitation activities including site stabilisation and recording and reporting future restoration and rehabilitation requirement
- seasonal restrictions on prescribed complex burns
- smoke modelling and smoke impacts
- techniques, patterns and sequencing for lighting
- traffic management plans
- types of prescribed complex burns
- types of property and assets within or near burn area including urban areas, commercial land use such as crops or industry, any cultural sites or historical buildings, other property and assets, stock, utilities such as power and telephone lines, water supply, structures and communications towers, camps or recreational areas, plantations and research plots and reference areas
- verbal and written burn notifications
- weather conditions including temperature, relative humidity, wind, atmospheric stability, drought index, fire danger index, weather forecasts and actual or anticipated changes in conditions
- weather monitoring techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions. Competency should be demonstrated in an operational environment.

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.

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 including
  - an area for proposed complex prescribed burn
  - authorisation to light burn
  - fire management plans
  - lighting and suppression crews
  - lighting equipment
  - prescribed burn plans including plan for proposed assessment burn
  - suppression equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR507 Inspect building fire safety systems

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 inspect building fire safety systems. It includes interpreting building plans and associated documentation for fire safety systems; locating and noting variations to systems; assessing the operation and maintenance of the systems and to report on the findings of the inspection in accordance with organisational requirements.

The unit is applicable to personnel who are authorised by their organisation to enter buildings to conduct inspections of installed fire safety systems and to report on any matters arising in relation to their location, operation, maintenance and compliance.

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.

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

Pre-requisite Unit

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.

PUAFIR302 Suppress urban fire

PUAFIR314 Utilise installed fire safety systems

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Determine scope of inspection	**1.1**	Class of building is identified, in accordance with National Construction Code (Building Code of Australia)
	1.2	Methodology for conducting inspection is determined
2 Identify fire safety systems on documentation and locate in building	**2.1**	Fire safety systems and components are identified on building plans and associated documentation
	2.2	Fire safety systems are located in building and any variations between plans and actual locations are recorded
3 Verify fire safety systems on building plan and associated documentation	**3.1**	Building plans and associated documentation are compared with the actual location of the building’s fire safety systems
	3.2	Variations between the building plans and associated documentation and actual locations are recorded
4 Review compliance of building's fire safety systems	**4.1**	Building fire safety systems are checked against design requirements and relevant industry standards
	4.2	Building's emergency organisational structure is checked against design requirements and relevant industry standards
	4.3	Variations to design requirements and relevant standards are noted and reported
5 Inspect operation and maintenance of fire safety systems	**5.1**	Maintenance requirements are identified and examined
	5.2	Maintenance records are located and examined
	5.3	Maintenance procedures and log books are checked against design requirements and relevant standards

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	5.4	Fire safety systems are tested in conjunction with a building representative and results are recorded and reported, in accordance with organisational procedures and owner or occupier requirements
6 Report on operation and maintenance of fire safety systems	**6.1**	Variations to building plans and associated documentation are identified and outlined in report
	6.2	Information on review of the building's fire safety systems' compliance is provided to relevant personnel
	6.3	Reports are distributed, in accordance with organisational procedures, legislation and/or owner or occupier requirements

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.

fire safety systems must include two or more of the following	• alternative fire suppression system • building control system • building design requirements • emergency egress system • emergency vehicle access system • fire and emergency control centres and rooms • fire detection systems • fire hydrant and hydrant booster system • fire indicator panels, occupant warning and communications systems • fire resisting structures and compartmentations • fire sprinkler and sprinkler booster system • smoke hazard management and ancillary system

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Unit Mapping Information

This unit replaces and is equivalent to PUAFIR507B Inspect building fire safety systems.

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

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Assessment Requirements for PUAFIR507 Inspect building fire safety systems

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- determining scope of inspection including interpreting building plans in relation to fire safety systems
- identifying and comparing building's installed fire safety system on building plans and associated documentation
- inspecting and determining building’s fire safety system against design requirements, industry standards and organisational requirements
- interpreting building plans in relation to fire safety systems
- locating and identifying components of building's fire safety system
- reporting on inspection, operation and maintenance of fire safety systems including any variations
- reviewing compliance of fire safety systems through applying knowledge of National Construction Code (Building Code of Australia) and inspecting and determining building's fire safety systems against design requirements and/or industry standards
- verifying maintenance requirements in relation to fire safety systems

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

- building evacuation procedures
- class of building including buildings and structures as per the Building Code of Australia
- egress routes and housekeeping practices
- manufacturers' specifications
- methods of operation of fire safety systems
- organisational documentation, policies and procedures including maintenance procedures

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- role of emergency management organisations
- specific building design requirements
- types of fire safety systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed through actual inspections.

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 including
  - site and building plans and associated documentation for an actual inspection
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR508 Develop and analyse the behaviour and suppression options for a wildfire

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 provide an analysis of the behaviour and spread of a wildfire and to prepare suppression options that are appropriate for expected fire behaviour.

The unit applies to personnel required to provide fire behaviour and spread predictions for consideration by the incident management team and state control centre.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse factors that can impact a wildfire and	**1.1** Information on current and future fire behaviour and spread is collected from a range of sources and is

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develop predictions		recorded, in accordance with organisational procedures
	1.2	Analysis is undertaken of fuels, fuel assessment, weather analysis and the effects of topography on fire behaviour
	1.3	Relevant site information is sought form data bases or experts, in accordance with organisational procedures
	1.4	Appropriate fire prediction tools and references are utilised in the analysis of fire behaviour and spread
	1.5	Fire behaviour and spread predictions are developed, in accordance with organisational procedures
	1.6	Predicted fire behaviour is validated against actual observations and intelligence as it becomes available
2 Develop and maintain maps and data	**2.1**	Required map information and data regarding predicted fire spread and behaviour is prepared
	2.2	Quality information is provided within required timeframes for fire control planning
	2.3	Key assumptions and limitations affecting the predictions are identified and reported
	2.4	Fire behaviour and spread predictions are updated as new weather and fire information becomes available
3 Analyse and communicate risks	**3.1**	Location and timing of potential future impact of the fire is predicted
	3.2	Key risks of fire to human, economic and environmental assets are considered, in accordance with organisational procedures
	3.3	Fire and weather are monitored to assess if and or when fire behaviour is likely to change
	3.4	Identified risks and impacts are communicated to relevant personnel
4 Contribute to the analysis of fire suppression options	**4.1**	Participate in preparation of options analysis for consideration by the Incident Management Team (IMT)
	4.2	Relevant time frames and fire behaviour thresholds for fire suppression strategies and tactics are considered
	4.3	Predicted changes to or variations in fire behaviour

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	conditions due to fuel, weather, topography and fire size are reviewed and considered
4.4	Advice and analysis are provided to the IMT, in accordance with organisational procedures, to assist in developing strategies including fall back strategies

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.

firefighting strategies must include	• defensive strategies - community and asset protection • offensive strategies - direct, indirect and parallel attack
firefighting tactics must include	• aerial suppression • back burning and burning out • control line construction - hand and machine • direct application of firefighting media

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR512 Develop and analyse the behaviour and suppression options for a Level 2 wildfire.

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

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Assessment Requirements for PUAFIR508 Develop and analyse the behaviour and suppression options for a wildfire

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, performance criteria and range of conditions on at least one occasion and includes

- accessing and interpreting weather products including conducting weather analysis, consideration of fuels, using topographical information to predict fire behaviour and the selection fire prediction tools
- analysing and communicating key risks
- analysing factors impacting on wildfire and developing incident predictions
- applying topographical information to predict fire behaviour
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- conducting weather analysis
- considering fuels
- developing and maintaining maps and data information for fire predictions
- preparing and analysing fire suppression options including strategies and tactics consistent with incident objectives
- providing for use to an Incident Management Team (IMT) an accurate analysis and projection of fire spread and fire behaviour indicating probable and possible scenarios and an analysis of a range of appropriate fire suppression options
- selecting and applying fire prediction tools and references

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

- conditions suitable for and limitations of fire suppression strategies and tactics
- effects of topography on fire behaviour
- fire behaviour including fire perimeter, fire size, growth and shape, fire whirls, flame characteristics such as height and depth, heat output and intensity, junction zones, rate of spread, smoke and spotting
- fire considerations and risks

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- fire suppression strategies and tactics
- fire weather
- fuel and fuel assessment
- fuel types and fuel assessment techniques
- human, economic and environmental assets
- impact of weather on fire behaviour
- map information and data including
  - fire behaviour estimates
  - maps of fire spread estimated at time intervals as required by the incident management team with separate mapping for probable and possible scenarios
  - narrative regarding limitations, assumptions, prediction uncertainties and other comments to assist in the interpretation of data
- organisational documentation, policies and procedures
- sources of information relating to weather and fire behaviour
- types of fire prediction tools and references
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and categories of risk

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated over time in actual or simulated wildfire incidents

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 including
  - a range of actual or simulated fires
  - a range of sources of information related to fire spread and behaviour
  - organisational templates for fire behaviour prediction
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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PUAFIR509 Implement prevention strategies

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 implement public safety risk prevention strategies which can be used to reduce risks to the community. It includes providing advice on prevention strategies, implementing and monitoring prevention strategies and reviewing the implementation of prevention strategies.

The unit is applicable to personnel required to work with individuals and community groups to implement public safety risk prevention strategies within their area of responsibility.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Provide advice on prevention strategies	**1.1** Public safety risk prevention strategies are identified from information on hazards and environmental

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		conditions
	1.2	Assessment of public safety risk prevention strategies is conducted using organisational procedures and criteria
	1.3	Advice is provided to local forums on public safety risk prevention strategies, in accordance with organisational policies and procedures
	1.4	Types of risk, locality, protection of life, property and the environment are assessed in advice provided
2 Implement and monitor prevention strategies	**2.1**	Risk prevention activity is implemented, in accordance with organisational strategies and selected strategies
	2.2	Communication and coordination of prevention activities is implemented with relevant authorities and organisations
	2.3	Progress reports are provided to stakeholders, in accordance with organisational policies and procedures
3 Review implementation of prevention strategies	**3.1**	Stakeholders are advised of outcome of implementation of prevention strategies, in accordance with organisational policies and procedures
	3.2	Recommendations are documented and provided to appropriate personnel, in accordance with organisational procedures, as proposed amendments to prevention strategies

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 PUAFIR509B Implement prevention strategies.

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Assessment Requirements for PUAFIR509 Implement prevention strategies

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

- analysing needs through advice from stakeholders
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- briefing local forums
- communicating with stakeholders including providing reports
- completing documentation requirements
- ensuring risk prevention strategies are consistent with organisational community safety policies, procedures and criteria
- implementing and monitoring prevention strategies
- implementing organisational policies and procedures
- providing advice on prevention strategies
- reviewing and assessing implementation of prevention strategies
- reviewing strategies and providing feedback

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

- assessment of public safety risk prevention strategies
- authorities and other responsible organisations
- communication methods and techniques
- emergency management concepts and principles
- legislation, regulations and codes of practice
- organisational criteria for implementing prevention strategies
- organisational documentation, policies and procedures
- participation and/or briefing in local forums
- risk prevention strategies
- source of risk
- stakeholders including authorities

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- techniques for prioritisation and evaluation of public safety risk management systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAFIR510 Inspect for legislative compliance

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 detect legislative and/or regulatory non-compliance and breaches and/or risks to the public or the environment through routine and/or non-routine inspections. It includes determining the requirements for inspections, conducing inspections, determining appropriate actions to achieve legislative compliance and preparing reports to fire services and other appropriate authorities.

The unit is applicable to personnel authorised by their organisation to inspect sites and/or areas for legislative non-compliance breaches within the organisation's legislative provision. This may include assisting owners and/or occupiers to detect legislative non-compliance, responding to complaints from the public and acting to minimise risks to the public and/or the environment.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Determine requirements for inspection**	**1.1**	Need for inspection is identified
		1.2	Scope of inspection is determined, based on legislative provisions and organisational requirements
		1.3	Power of entry is determined, in accordance with legislative provisions and organisational procedures
2	**Conduct inspection**	**2.1**	Designated areas to be inspected are identified and defined within scope of inspection
		2.2	Inspection is conducted, in accordance with organisational policies and procedures and regulatory requirements
		2.3	Non-compliance and possible breaches are detected and recorded, in accordance with organisational procedures, requirements and legislation
3	**Determine appropriate action to achieve legislative compliance**	**3.1**	Consultation is sought with relevant persons, in accordance with organisational procedures, to facilitate resolution of non-compliance
		3.2	Options for action are identified that will enable compliance to be achieved
		3.3	Corrective action plan to achieve compliance is developed as a result of consultation
		3.4	Action is undertaken to achieve compliance
4	**Prepare report**	**4.1**	Inspection report is compiled and submitted
		4.2	Details of offences or breaches are recorded and recommended actions are submitted to appropriate personnel, in accordance with organisational procedures
		4.3	Infringement notices are initiated and processed, and offences are reported, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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.

non-compliance and possible breaches must include two or more of the following	• chemical spills and pollution • maintenance of fire safety systems • non-compliance with legislative requirements
options for action must include one or more of the following	• cease using premises • contacting other emergency services • contacting relevant authorities • contacting supervisor • isolating site • processing infringement notices in accordance with organisational requirements • recommendations
reports must include one or more of the following	• diary • standard forms and/or written reports

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR510B Inspect for legislative compliance.

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

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Assessment Requirements for PUAFIR510 Inspect for legislative compliance

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, performance criteria and range of conditions on at least one occasion and includes

- adhering to legislative and organisational requirements
- analysing and providing options for action
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating findings of inspections
- conducting inspections
- determining requirements for inspection
- identifying actions or options to achieve legislative compliance
- identifying and assessing situation found
- recognising and assessing situation including noting non-compliances
- recording and preparing reports
- using inspection techniques

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

- building codes and standards
- fire safety systems
- legislation for which the organisation has responsibility
- legislation relevant to the organisation such as compliance
- legislative requirements relating to issuing notices and reporting risks to public and the environment
- organisational documentation and guidelines
- organisational policies and procedures including conducting routine and non-routine inspections, reporting risks and breaches, collecting information, resolution of complainants, completion of reports for incidents and complaints, issuance of notices and non-compliance

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and options for action
- potential risks to public and environment
- powers of entry
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements including risk management procedures and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR515 Develop complex prescribed burn plans

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial update.

Release 1.0 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 develop complex prescribed burn plans for specified burn areas to achieve identified objectives.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area at a time, intensity and rate of spread required to attain planned resource management objectives. An approved prescribed burn plan includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

Complex prescribed burns are characterised by moderate to high risk, a range of fire intensity, being in medium to large areas, having significant potential impact on assets and involving a variety of fuels and terrain. The burn operation may involve a large number of resources requiring the establishment of a formal management and support structure. It may require several separate ignitions, ground and/or aerial, possibly over several days and it may include a number of high value assets requiring complex protection actions.

The unit is applicable to personnel responsible for developing complex prescribed burn prescriptions.

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.

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

Pre-requisite Unit

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.

PUAFIR303 Suppress wildfire

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Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify burn area and burn objectives	**1.1** Areas requiring complex prescribed burn plans are identified, in accordance with organisational and permit procedures and legislative and regulatory requirements
	1.2 Burn objectives are identified and consultation process is undertaken, in accordance with organisational procedures
	1.3 Target consultation groups are identified, and consultation process is initiated, in accordance with organisational procedures
	1.4 Legislative and regulatory requirements are identified and complied with throughout planning process
2 Prepare prescribed burn plan for a complex burn	**2.1** Key features of burn area are identified including variations in terrain, fuel types and quantities, control lines and weather
	2.2 Risks from the proposed burn, both on and off site, are assessed and considered in planning process including operational hazards, safety of people, protection of property, assets, environmental and ecological risks
	2.3 Results of consultation are factored into the planning process, in accordance with organisational procedures
	2.4 Fire behaviour to meet burn objectives and to account for variations in fuel, terrain and weather is determined
	2.5 Burn ignition strategies and tactics suited to location that provide required fire behaviour and intensity are determined, in accordance with organisational

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		procedures
	2.6	Lighting techniques and patterns for both ground based and/or aerial ignition for specific burn are identified
	2.7	Strategies for mitigating hazards and risks are identified and preparatory works are planned
	2.8	Strategies and tactics for controlling prescribed burn are identified
	2.9	Type and quantity of resources required are identified
	2.10	Conditions for implementation of burn ignition strategies and tactics are specified, in accordance with organisational procedures
	2.11	Prescribed burn plan is prepared, in accordance with organisational procedures
	2.12	Contingencies are outlined in prescribed burn plan
3 Gain prescribed burn plan approval	**3.1**	Prescribed burn plan is submitted for approval, in accordance with legislative and organisational requirements
	3.2	Modifications and amendments to prescribed burn plan are made, based on feedback received
	3.3	Prescribed burn plan approval is gained

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.

complex prescribed burn plans must include	• approved plan for conduct of prescribed burning • map identifying area to be burned • specifications and conditions under which operation is to be conducted

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burn objectives must include one or more of the following	• asset, biodiversity and community protection • habitat management • hazard reduction • management of cultural sites and activities • protection of fire sensitive ecological communities • vegetation management
target consultation groups must include one or more of the following	• adjacent land owners or managers • commercial operations within impact zone • community groups with specific interests • government organisations including local, state and federal • other groups and people within the prescribing organisation • people that may be affected by burn
burn ignition strategies and tactics must include	• contingency planning • fire behaviour to be achieved • ignition methods, sequencing and timing of ignition
lighting techniques for ground and aerial ignition must include three or more of the following	• hand held drip torch • aerial drip torch • aerial incendiaries • hand held propelled incendiaries • vehicle mounted propelled incendiaries • vehicle mounted incendiaries • wind and/or water proof matches
lighting patterns must include two or more of the following	• backing fire ignition • spot or grid ignition • strip ignition • flank fire ignition
operational hazards must include two or more of the following	• adjoining land use and proximity to urban areas • adverse terrain or weather conditions • crew size • falling trees and limbs • hazardous materials • high fuel loads • ignition method • plant • powerlines • road traffic • vegetation type

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safety of people must include two or more of the following	• impact of smoke on vulnerable communities near the burn area • safety of any people permanently or temporarily in burn area • safety of people involved with burn implementation • safety of people on areas adjacent to burn area

property and assets must include two or more of the following	• any of the following that are in or near the burn area
	  • camps or recreational areas
	  • commercial land use such as crops or industry
	  • cultural sites or historical buildings
	  • other property and assets
	  • plantations
	  • research plots and reference areas
	  • stock
	  • urban areas
	  • utilities - power and telephone lines, water supply structures and communications towers

environmental and ecological risks must include	• impact of native flora and fauna including rare and endangered species • impact of smoke • impact of soil • impact of use of chemical fire suppressants • impact on water quality or supply
resources required must include one or more of the following	• aircraft and crews including incendiary operations supervisors and machine operators for aerial ignition • aircraft ground support • control line standards • crews and supervisors for ground ignition, control and patrol work • equipment and supplies including fuel and incendiaries • planning and logistical support • pre-burn work schedule • tankers, other ignition and suppression vehicles, equipment and fuel

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Unit Mapping Information

This unit replaces and is equivalent to PUAFIR513 Develop complex prescribed burn plans.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR515 Develop complex prescribed burn plans

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial update.

Release 1.0 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, performance criteria and range of conditions on at least one occasion and includes

- applying legislative, regulatory, organisational and permit requirements
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risks mitigation and safe work practices
- assessing characteristics of multiple fuel types, terrain and weather
- developing a pre-burn work schedule
- developing contingency arrangements
- documenting complex prescribed burn plans including objectives
- gaining complex prescribed burn approval
- identifying actions to minimise impacts of complex prescribed burn preparation
- identifying resources
- identifying, assessing and mitigating operational hazards and risks including to people, property, assets, ecology and environment
- identifying, liaising and consulting with target consultation groups
- interpreting maps of area and identifying key features
- predicting fire behaviour and intensity in burn area
- preparing maps for complex burn operational use
- preparing plans for complex prescribed burns including developing lighting techniques and patterns for ground and/or aerial ignition, tactics involving multiple fuel types, ignition strategies, burn objectives, strategies and tactics to meet objectives and timelines for planning and conduct of burn
- recommending actions and communicating them
- responding to feedback and adjusting plans for approval

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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

- accumulated fuels
- burn feasibility
- characteristics of complex prescribed burn including medium to large areas, moderate to high risk, range of fire intensity, significant potential impact on assets and variety of fuels and terrain
- complex prescribed burning ignition and suppression strategies including ignition patterns and sequences for ground and aerial
- contingency arrangements
- control line suitability
- effects of fire on people, property, assets, ecology and environment
- fire prediction tools
- fuel sampling techniques
- legislative, regulatory, organisational and permit requirements
- organisational documentation, policies and procedures including pre-burn procedures
- planned burn hazards and risks
- resource capabilities
- smoke modelling
- traffic management
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices
- written and verbal notification requirements

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

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 including

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  - area requiring application of fire under prescribed conditions
  - existing management plans and data relevant to area being prescribed
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR516 Assess and evaluate a facility's fire and incident safety management systems

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 assess and evaluate a facility’s fire and incident safety management systems for dangerous goods and/or hazardous chemicals. It is applicable to personnel authorised by their organisation to undertake an assessment of a facility where dangerous goods and hazardous substances are stored.

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.

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

Pre-requisite Unit

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.

PUAFIR404 Inspect dangerous goods facilities

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Assess hazards of materials on site**	**1.1**	Emergency response plans, tactical fire plans and other documentation are accessed and reviewed
		1.2	Identification of hazards of onsite materials is carried out
		1.3	Facility risk factors are determined
		1.4	Potential incidents are determined
		1.5	Factors which may contribute to loss of containment, control of, or fire involving hazardous materials are assessed
		1.6	Information about hazardous materials is accessed using a range or sources
2	**Identify, determine and assess consequences of release of onsite materials (non-fire scenario)**	**2.1**	Range of dangerous goods onsite are identified and assessed, in accordance with organisational procedures
		2.2	Consequences of dangerous goods releases are identified and assessed, in accordance with organisational procedures
		2.3	Impact on immediate area, personnel, property and the environment is identified, in accordance with organisational procedures
		2.4	Resources available to combat the release of onsite materials are identified and assessed
3	**Determine and assess consequences of the fire scenario (fire, chemical and gas release) involving hazardous materials**	**3.1**	Range of fire scenarios involving hazardous materials, including gas and chemical is identified, in accordance with organisational procedures
		3.2	Consequences of each fire scenario involving hazardous materials are identified and assessed, in accordance with organisational procedures
		3.3	Impact on immediate area, personnel, property and environment of a hazardous materials fire is identified, in accordance with organisational procedures
		3.4	Resources available to combat the release of onsite materials are identified and assessed

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4 Assess fire and incident and safety management systems and their performance	**4.1**	Fire, incident and safety management systems including prevention, preparedness, response and recovery are identified
	4.2	Operation and performance of fire, incident and safety management systems is assessed, in accordance with performance based criteria
	4.3	Fire, incident and safety management system design assumptions and fire organisational operations are assessed
	4.4	Recovery strategies are identified and assessed, in accordance with organisational procedures
5 Report and recommend action	**5.1**	Proposed or existing fire, incident and safety management systems are documented
	5.2	Evaluation of fire, incident and safety management systems is recorded
	5.3	Recommendations and proposed upgrades to fire, incident and safety management systems are reported, documented and forwarded, in accordance with 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.

information about hazardous materials must be sourced from one or more of the following	• ADR hazardous identification system • electronic databases • emergency procedures guides • Global Harmonised System (GHS) • HAZCHEM emergency action code • HAZMAT action guides • safety data sheets

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scenarios must include at least two or more of the following	• boiling liquid expanding vapour explosion • bund, flash and jet fires • leak into bunded or unbunded areas • pool fires • structural failure of storage vessels on part of manufacturing plant • structure fire • toxic vapour clouds • vapour cloud explosion • vehicle fires
fire and incident and safety management systems must include	• alternative fire suppression system • bunding • explosion relief devices • fire and flame detection and alarm system • fire hydrant and hydrant booster system • fire indicator panels, occupant warning and communications systems • fire main system • fire sprinkler and sprinkler booster system • gas and vapour detection and alarm system • passive fire protection • smoke and ventilation control system • static water and pump sets • systems for evacuation and must include one or more of the following • Australian and New Zealand Standards and codes of practice • facility emergency procedures • facility fire and incident response teams' material handling system • facility's mutual aid agreements • facility's work practices

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR514 Assess and evaluate a facility's fire and incident safety management systems and PUAFIR508B Assess and evaluate a facility's fire/incident safety management systems in hazardous materials.

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Links

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Assessment Requirements for PUAFIR516 Assess and evaluate a facility's fire and incident safety management systems

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing fire, incident and safety management systems and their performance
- assessing hazards of onsite materials
- determining and assessing consequences of a release (fire and non-fire) using scenarios
- evaluating whether fire safety management system within a structure meets regulatory performance requirements in the event of a fire or other emergency
- identifying and assessing hazardous onsite materials
- identifying hazardous materials using a range of information sources
- implementing legislation, industry standards, codes of practice and regulations
- inspecting premises using a risk based approach
- interpreting risk related documentation
- preparing reports and providing recommendations
- using information sources including chemdata HAZMAT action guides, emergency response guides, HAZCHEM emergency action code, Safety Data Sheets (SDSs), technical specialists, dangerous goods - initial emergency response guide, electronic chemical databases, safe storage and handling information cards, reference texts and Identification Maritime Dangerous Good Code (IMDC)
- using scenarios to evaluate possible outcomes
- utilising legislation, industry standards, codes of practice and regulations
- working with recovery strategies

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

- consequences of dangerous good release and/or fire inclusive of impact on environment,

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people and property
- emergency response plans
- emergency shutdown systems
- fire safety and hazard and operability studies (HAZOP)
- fire scenarios and consequences
- information sources including chemdata/HAZMAT action guides, emergency response guides, HAZCHEM emergency action code, Safety Data Sheets (SDSs), technical specialists, dangerous goods - initial emergency response guides, electronic chemical database, safe storage and handling information cards, reference texts and Identification Maritime Dangerous Good Code (IMDC)
- legislation, industry standards, codes of practice and regulations organisational documentation, policies and procedures
- recovery strategies
- types of onsite fire safety systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation, risk analysis and identification of hazards

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - facility plans, documentation, fire safety study and suitable facility for inspection
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR517 Conduct an inspection of a performance based design building

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 inspect fire safety systems in buildings containing performance based design solutions.

The unit applies to personnel authorised by their organisation to undertake inspections of buildings to determine whether their fire safety systems comply with the requirements of performance based design. Personnel may be required to provide reports to various stakeholders including building surveyors or certifiers, business owners and/or fire services.

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.

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

Pre-requisite Unit

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.

PUAFIR403 Assess building plans

PUAFIR507 Inspect building fire safety systems

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Undertake an inspection of fire safety systems and check for compliance	**1.1**	All components of a building's fire safety systems are identified, in accordance with approved performance based design reports, building plans, fire safety systems drawings and associated documentation
	1.2	All components of the fire safety systems and their elements are compared with design requirements, industry standards, building regulations and codes of practice, in accordance with organisational procedures
	1.3	Fire safety system performance and maintenance requirements are compared with design requirements industry standards, building regulations and codes of practice, in accordance with organisational procedures
2 Report on inspection of fire safety systems to appropriate authorities	**2.1**	Results of the inspection of fire safety systems' performance are reported, in accordance with organisational procedures
	2.2	Fire safety problems and issues relating to fire safety systems are identified and reported, in accordance with organisational procedures
	2.3	The report is distributed, in accordance with 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.

fire safety systems must include	• alternative fire suppression systems • building control systems • building design requirements

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	• emergency egress systems • emergency vehicle access systems • fire and emergency control centres and rooms • fire detection and alarm systems • fire hydrant and hydrant booster systems • fire resisting elements and compartmentation • fire sprinkler and sprinkler booster systems • smoke hazard management and ancillary systems
performance based design must include	• compartmentation • fire engineering report requirements • fire service capabilities • fire service intervention • fire suppression systems • industry standards including international fire engineering guidelines and the National Construction Code (Building Code of Australia) • occupant egress • smoke hazard management arrangements • type of construction and reduction in fire resistant levels

Unit Mapping Information

This unit replaces and is not equivalent to PUAFIR506B Conduct an assessment of a building's performance based design.

Links

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Assessment Requirements for PUAFIR517 Conduct an inspection of a performance based design building

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, performance criteria and range of conditions on at least one occasion and includes

- compiling and preparing reports
- determining performance based design impacts
- identifying fire engineering reports and performance specifications for fire safety systems
- interpreting building plans
- locating and identifying components of a building's fire safety system
- reporting on inspection of fire safety systems to appropriate authorities
- undertaking an inspection of fire safety systems and checking for compliance
- using fire intervention models
- working with organisational policies, procedures and documentation

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

- building regulations and codes
- design documentation and reporting requirements
- design fires
- fire brigade intervention model and its application
- fire engineering and certifiers reports
- fire safety system performance and maintenance requirements
- hazards and risks in different building occupancy types
- industry standards including international fire engineering guidelines related to
  - fire detection, warning and suppression
  - fire initiation, development and control
  - fire services intervention
  - fire spread, impact and control

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  - occupant evacuation and control
  - smoke development, spread and control
- manufacturers' equipment specifications
- organisational documentation, policies and procedures including maintenance procedures
- performance based building and fire codes
- performance based design
- principles of fire modelling including fire modelling and computational fluid dynamics and evacuation modelling
- types of fire safety systems

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - building plans and associated documentation
  - fire brigade reports
  - fire engineering and certifiers reports
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR518 Conduct and record a Bushfire Attack Level (BAL) assessment

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 covers the skills and knowledge to perform Bushfire Attack Level (BAL) assessments.

Individuals undertaking Bushfire Attack Level assessments require a theoretical knowledge of fire, an understanding of regulatory frameworks, an ability to assess a location and consult with clients on the benefits of achieving fire resistance. It includes analysing the cause and effect of bushfire attack and correlating information about site conditions and determining the Bushfire Attack Level for a site.

The unit is applicable to personnel who are responsible for conducting a Bushfire Attack Level assessment as described in industry standards related to the construction of buildings in bushfire prone areas.

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.

Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions.

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse cause and effect of bushfire attack on buildings	**1.1** Objectives of planning and building legislation and standards covering development in areas exposed to bushfire are reviewed to identify measures to improve performance of buildings when subject to bush fire attack
	1.2 Requirements for Bushfire Attack Level (BAL) assessment are identified and complied with including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS), legislative, organisational and certification requirements
	1.3 Interaction between fuel, topography and weather is assessed for the site and potential bushfire behaviour and its impact on people and property is determined
	1.4 Potential fire impact on buildings including construction durability and immediate environment is determined
	1.5 Sources of combustion are identified to determine how they influence the BAL
2 Correlate information about site conditions	**2.1** The location of the site being assessed is identified
	2.2 Fire Danger Index (FDI) and/or wind speed is determined for the site
	2.3 Vegetation classification, type and height is determined for the site
	2.4 Distance from vegetation to building sites is measured, in accordance with organisational procedures
	2.5 Slope of land under vegetation is measured, in accordance with organisational procedures
3 Determine BAL for site	**3.1** Relevant FDI, vegetation classification and type, distance to vegetation and slope are used to determine BALs applicable to the site

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3.2 BALs appropriate to the site are verified, in accordance with organisational procedures

3.3 Details of BAL assessment is documented and reported, in accordance with 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.

legislation and standards must include all the following	• AS 3959 Construction of Buildings in Bushfire Prone Areas (or successor) • NASH Standard - Steel Frame Construction in Bushfire Areas (National Association of Streel Framed Housing) • National Construction Code (Building Code of Australia) • planning requirements and relevant state and territory legislation
buildings must include the following	• alterations and additions to existing buildings • new buildings
Fire Danger Index (FDI) must include one or more of the following	• forest fire and grassland fire danger indexes • organisational and jurisdiction specific requirements for their use
vegetation type must include one or more of the following	• as defined in AS3959 Construction of Buildings in Bushfire Prone Areas (or successor) • as specified in organisational and jurisdictional guides

Unit Mapping Information

New unit, no equivalent unit.

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Links

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Assessment Requirements for PUAFIR518 Conduct and record a Bushfire Attack Level (BAL) assessment

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) regulations and guidelines including safe work practices and procedures
- complying with legislation, regulations, industry standards and codes of practice for undertaking a Bushfire Attack Level (BAL) assessment
- collecting information and determining BAL assessment
- explaining purpose and processes associated with undertaking a BAL assessment to site owners including identifying problems and demonstrating potential responses
- identifying bushfire behaviour and conditions
- maintaining organisational documentation including recording, reporting and maintaining organisational information accurately
- using organisational policies and procedures relevant to undertaking a BAL assessment

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

- bushfire behaviour concepts relevant to bushfire attack level assessments including
  - bushfire attack mechanisms including embers, radiant heat and flame contact
  - ember production and transport
  - heat transfer - convection, radiation and conduction
- bushfire behaviour concepts relevant to how bushfires move across different landscapes and vegetation including
  - fire development, growth and scale
  - flame height, fire intensity and rate of spread
  - junction zones and spotting
- Commonwealth, state or territory statutory requirements including licensing, and certification requirements

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- communication methods and techniques
- fire weather conditions and impacts on fire behaviour including atmospheric stability, humidity, temperature, wind speed and direction and fire danger indices
- fuel and its impact on fire behaviour including amount, arrangement and moisture status
- organisational policies and procedures for undertaking a BAL assessment including procedures for recording, reporting and maintaining organisational records and information
- process for slope assessment and determination of effective slope
- site constraints and limitations
- sources of combustion including
  - flammable elements and vulnerable features in and around site
  - structures and other sources adjacent to or at proposed site
- vegetation type and classification including forest, woodland, shrubland, scrub, Mallee and/or Mulga, rainforest, grassland, tussock moorland and exclusions
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including guidelines and practices for undertaking BAL assessments

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Students must determine the level of bush fire attack by undertaking a minimum of four calculated Bushfire Attack Level (BAL) assessments in a variety of vegetation types and locations.

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 including
  - AS3959 Construction of buildings in bushfire prone areas (or successor)
  - range of appropriate sites
  - specifications and work instructions
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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PUAFIR601 Develop and administer organisational policies, procedures and practices

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 administer policies, procedures and practices to support the achievement of organisational and operational objectives.

The unit applies to personnel required to lead a team to develop policies and supporting procedures to meet identified organisational needs. Policies developed will require integration into the organisation's strategic and business planning.

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.

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

Pre-requisite Unit

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.

PUAFIR504 Assist with the formulation and implementation of plans and policies

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify and develop policies, procedures and practices	**1.1** Need for new or review of policies, procedures and practices is identified in consultation with stakeholders
	1.2 Consultative processes are used to exchange information with stakeholders about policies, procedures and practices to assist in problem solving and decision making, in accordance with organisational procedures
	1.3 Cooperation and input is obtained from stakeholders
	1.4 Policies, procedures and practices are reviewed or developed with stakeholders, in accordance with organisational procedures
	1.5 Reviewed or new policies, procedures and plans are submitted, in accordance with organisational procedures
2 Manage the implementation of policies, procedures and practices	**2.1** Reviewed or new policies, procedures and practices are integrated into organisational strategic and business plans
	2.2 Reviewed or new organisational policies, practices and procedures are implemented and monitored for adherence and compliance
	2.3 Administration procedures are updated to reflect reviewed or new policies, procedures and processes
	2.4 Communication about reviewed or new policies, procedures and processes to stakeholders is facilitated, in accordance with organisational procedures
	2.5 Policies and procedures information is gathered, stored and safely secured with confidentiality maintained, in accordance with organisational procedures
	2.6 Copyright provisions are observed, in accordance with organisational procedures
3 Review policies, procedures and practices	**3.1** Policies, procedures and practices are reviewed to ensure they are current and meet organisational business and strategic plans
	3.2 Decisions and actions about policies, procedures and practices are recorded, in accordance with organisational

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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 PUAFIR601B Develop and administer agency policy, procedures and practices.

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

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Assessment Requirements for PUAFIR601 Develop and administer organisational policies, procedures and practices

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- disseminating information about reviewed or new policies, procedures and processes to stakeholders
- documenting reviewed or new policies, procedures and processes
- identifying and developing policies, procedures and practices
- integrating reviewed or new policies, procedures and processes in business and strategic plans
- managing the implementation of policies, procedures and practices
- reviewing policies, procedures and practices
- undertaking consultation during the preparation, development and review of policies, procedures and practices
- utilising liaising skills
- working with a variety of communication methods and techniques to make presentations and submissions to stakeholders

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

- business and strategic plans
- communication methods and techniques
- internal and external stakeholders
- organisational documentation, policies, procedures and practices
- policy cycle
- strategies for implementing organisational policies, procedures and practices
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR602 Manage the implementation of community safety strategies

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 establish and manage the implementation of a range of community safety intervention strategies that can be used to reduce risks.

The unit applies to personnel required to develop and implement community safety strategies for their area of responsibility, consistent with the organisation's policy for community safety.

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.

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

Pre-requisite Unit

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.

PUAFIR509 Implement prevention strategies

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify prevention, preparedness, response and recovery strategies	**1.1** Characteristics of potential community risks are identified
	1.2 Existing and potential prevention, preparedness, response and recovery strategies are identified through research, expert opinion and stakeholder consultation
2 Evaluate draft strategies	**2.1** Evaluation of draft strategies is undertaken, with any limitations and impacts identified and communicated to stakeholders
	2.2 Feedback on draft strategies are obtained from stakeholders and collated, in accordance with organisational procedures
	2.3 Stakeholder concerns and issues are addressed through negotiation and are taken into account in a revised draft of community safety strategies
3 Select strategies	**3.1** Revised strategies are presented to stakeholders for agreement
	3.2 Community safety strategies are documented and submitted for approval to relevant personnel, in accordance with organisational procedures
4 Communicate approved strategies	**4.1** Approved community safety strategies are publicised to stakeholders
	4.2 Technologies and processes are selected, in accordance with organisational procedures, to most effectively communicate information to stakeholders
5 Organise implementation of documented strategies	**5.1** Implementation processes and procedures for community safety strategies relevant to risks are identified
	5.2 Community safety action plans are developed to facilitate implementation processes and procedures
6 Review effectiveness of implemented strategies	**6.1** Community safety strategies and implementation is evaluated and reviewed, in accordance with organisational procedures
	6.2 Community safety action plans are adjusted following review, if required

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6.3 Adjustments, if required, to community safety action plans are implemented, in accordance with 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 PUAFIR602B Manage the implementation of community safety strategies.

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

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Assessment Requirements for PUAFIR602 Manage the implementation of community safety strategies

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- conducting needs analysis
- documenting and communicating approved community safety strategies
- establishing communication methods and networks
- establishing an implementation process for community safety strategies
- evaluating draft community safety strategies
- identifying stakeholders
- identifying prevention, preparedness, response and recovery strategies
- implementing action plans
- monitoring and reviewing planning processes
- negotiating with client groups and stakeholders including resolving conflicts
- organising the implementation of documented community safety strategies
- reviewing effectiveness of implemented community safety strategies including procedures, action plans and strategies
- selecting community safety strategies
- using information technologies to communicate information
- using publicising strategies
- working with prevention, preparedness, response and recovery strategies

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

- communication methods and techniques
- community safety action plans
- emergency management concepts and principles
- evaluation of draft strategies
- implementation of strategies

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- information technologies
- legislative and regulatory requirements relevant to community safety strategies
- organisational documentation, policies and procedures
- prevention, preparedness, response and recovery strategies
- potential stakeholders
- strategies to use for publicising community safety implementation
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation, risk management models and potential hazards and their consequences

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - controlled access to organisational records and personnel information about incidents and/or simulations based on actual events - these resources may involve complex scenarios sufficient to allow evidence to be gathered from a variety of sources and stakeholders on more than one occasion and over an extended period
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR603 Determine origin and cause of wildfire

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 undertake wildfire scene examination and assessment to determine the path, origin and cause of a wildfire based on fire behaviour, weather conditions, topography and fuel load. It focuses on developing and applying a systematic approach to fire investigation in a wildfire context and is applicable to wildfire fire investigators who are required to determine the origin and cause of a wildfire.

It includes coordinating wildfire investigations, securing fire scenes and preserving evidence, identifying and recovering evidence relevant to a wildfire investigation, packaging items of evidence for examination and conducting an analysis of evidence to identify the cause and origin of a wildfire.

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.

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

Pre-requisite Unit

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.

PUAFIR303 Suppress wildfire

PUALAW001 Protect and preserve incident scene

PUALAW002 Conduct initial investigation at incident scene

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate wildfire investigation	**1.1** Roles and responsibilities of agencies or organisations and support personnel involved in the wildfire investigation are confirmed
	1.2 Cooperation of personnel from a range of agencies/organisations consistent with their designated roles and responsibilities for a wildfire investigation is achieved
	1.3 Information required by fire investigator from personnel from other agencies or organisations is identified, sought and received
	1.4 Activities of personnel involved in the wildfire investigation are coordinated, in accordance with organisational procedures, to enable an efficient and effective investigation
	1.5 Personal protective clothing and equipment is used, in accordance with organisational procedures
	1.6 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures appropriate to the wildfire incident are followed
2 Secure fire scene and preserve evidence	**2.1** Legal obligations of fire investigators are adhered to throughout the investigation
	2.2 Methods of scene security prior to examination are implemented, in accordance with organisational procedures
	2.3 Procedures to monitor and log access to a wildfire scene are identified and applied
	2.4 Strategies for locating, collecting and evidence are implemented, in accordance with organisational procedures
	2.5 Methods of preservation of evidence at a wildfire scene are implemented

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	2.6	Scene is protected from unnecessary damage, destruction or contamination
3 Conduct scene investigation	**3.1**	Investigation activities are coordinated with Incident Controller, in accordance with organisational procedures, when active fire management operations are still occurring in relation to the incident
	3.2	Fire incident information, data and records are collected and assessed, in accordance with organisational procedures
	3.3	Witness information is obtained
	3.4	Survey of scene is conducted to identify hazards and to preserve areas or items of evidential value
	3.5	Effect of fuels, weather and topography on wildfire development and spread are identified
	3.6	Effects of firefighting actions on fire scene and investigation are assessed
	3.7	Fire scene is reviewed, in accordance with organisational procedures, to determine areas of interest and to record observation of factors which may have a bearing on the determination of the origin and cause or development of wildfire
	3.8	Physical indicators related to path of fire or development of wildfire are identified, assessed and recorded
	3.9	Indicators of damage or destruction of assets caused by wildfire are identified, in accordance with organisational procedures
	3.10	Cause of fire, based on recognised cause categories, is determined by wildfire investigation
4 Identify and collect evidence to investigate a wildfire	**4.1**	Control, comparison and residual samples are identified and extracted, in accordance with organisational procedures requirements
	4.2	Samples are protected to avoid contamination and to ensure continuity of evidence
	4.3	Samples are recorded, collected, packaged and secured, in accordance with organisational continuity of evidence protocols and procedures

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	4.4	Procedures for capturing fire scene records are implemented
	4.5	Forensic and physical evidence is interpreted
	4.6	Organisational and legal reports are completed, in accordance with organisational procedures
5 Analyse information to determine origin and cause of fire	**5.1**	Collected information and evidence is analysed and interpreted
	5.2	Fire origin and cause determination theories are developed and assessed using organisationally approved scientific methods, in accordance with organisational procedures
	5.3	Findings are reported and documented, in accordance with organisational procedures and policies
	5.4	Evidence is secured for subsequent action, in accordance with organisational procedures
	5.5	Wildfire investigation report is completed and forwarded to relevant authorities and stakeholders

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.

origin and cause determination must include	• burn indicators
	  • advancing or head fire
	  • backing or heel fire
	  • lateral or flanking fire
	• angle and depth of char indicators
	• ash, cupping and curling indicators
	• damage differential indicators
	• die out pattern indicators

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- foliage or leaf freeze indicators
- grass stem indicators
- identification of ignition sources
- protection indicators
- scene observation, interpretation and processing
- sooting and staining indicators
- transition zone
- v-pattern indicators
- wildfire behaviour including weather, fuel load and topography
- wildfire spread

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR603A Determine origin and cause of wildfire.

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

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Assessment Requirements for PUAFIR603 Determine origin and cause of wildfire

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, performance criteria and range of conditions on at least one occasion and includes

- analysing information to determine origin and cause of fire
- applying Work, Health and Safety (WHS)/Occupational Health and safety (OHS) organisational requirements
- conducting a scene assessment and investigation
- coordinating wildfire investigations
- determining area and/or point of origin and suspected cause of fire
- identifying and collecting evidence to investigate a wildfire
- identifying potential ignition sources and following processes for elimination of cause
- implementing organisational procedures
- implementing organisationally approved scientific methods to wildfire investigations
- interpreting and analysing forensic data and physical evidence
- packaging, labelling and storing evidence for transport
- performing witness interviews and accurately recording information
- preserving evidence to avoid damage, spoliation or contamination
- recognising, documenting and preserving physical evidence
- recording information accurately
- securing fire scene and preserving evidence
- taking notes to support recording of information
- using organisationally approved methods and techniques to collect, handle and store evidence
- using organisationally approved systematic approach to examination of wildfire scenes
- utilising equipment to collect, handle and store evidence
- writing wildfire investigation reports

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

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- collection of physical evidence including handling, packaging and recording of physical evidence as well as photographs, drawings and samples
- common causes of wildfires including camp fire, debris burning, electrical, equipment, incendiary, juvenile, lightning, machinery, miscellaneous, power lines, rail, smoking and vehicles
- deliberate fire lighting motives and methodology
- determinants of fire cause
- evidence preservation
- fatal fire and crime scene management
- fire behaviour
- fire scene examination
- how to distinguish between accidental, negligent, deliberate and natural cause of fire
- indicators of fire cause and fire spread
- legal definitions of interviews and statements
- legislation relevant to each state and territory including Fire Service Act, Coroners Act, Criminal Code and Evidence Act
- match of evidence to point of proof and offence provisions
- methods for recording documentary and witness evidence, and their application including note taking processes and procedures
- organisational documentation, policies and procedures
- organisational requirements for producing investigation reports
- origin and cause determination
- other organisations, agencies and support personnel
- principles of investigation based on organisationally approved scientific methods and use of operational procedures for conducting investigations
- principles of wildfire spread
- product recall and Safety Data Sheets (SDSs)
- roles, responsibilities and limits of authority of personnel and agencies/organisations at a wildfire investigation including the Incident Controller
- rules of evidence including identification, collection and preservation, continuity and admissibility
- scene preservation and security
- state and territory court requirements for investigations
- types of evidence collection including admissibility, collection and preservation, continuity and identification
- use and storage of fire scene records
- use of deductive evidence to determine point of origin
- Work, Health and Safety (WHS)/Occupational Health and safety (OHS) organisational requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - case studies and organisational/workplace scenarios to capture the range of wildfire scenes likely to be encountered and for which evidence needs to be gathered and managed
  - legislation, policy, procedures and protocols related to the gathering and managing of evidence
- 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

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PUAFIR604 Determine origin and cause of structure fire

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 manage the inspection and assessment of a structure fire to determine origin and cause. The unit focuses developing and applying a systematic approach to fire investigation in a structured environment.

It includes originating structure fire investigations, securing fire scenes and preserving evidence. It also includes the evaluation and examination of fire debris, identifying and recovering evidence relevant to a fire investigation, packaging items of evidence for examination and conducting a thorough analysis of fire behaviour, development and travel as well as gathering evidence to establish fire cause.

Application of this unit is relevant to fire investigators who are required to determine the origin and cause of a structure fires.

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.

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

Pre-requisite Unit

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.

PUAFIR302 Suppress urban fire

PUALAW001 Protect and preserve incident scene

PUALAW002 Conduct initial investigation at incident scene

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate structure fire investigation	**1.1** Cooperation with a range of agencies/organisations personnel in the conduct of the investigation is consistent with organisational procedures and designated roles and responsibilities for a structure fire investigation
	1.2 Information required by fire investigator from a range of agencies/organisations personnel is identified, sought and recorded
	1.3 Personal protective clothing and equipment is used, in accordance with organisational procedures
2 Secure fire scene and preserve evidence	**2.1** Legal obligations of fire scene investigators are adhered to throughout the investigation
	2.2 Methods of scene security prior to examination are implemented, in accordance with organisational procedures
	2.3 Procedures to monitor and log access to a fire scene are identified and applied, as required
	2.4 Strategies for locating, collecting and processing evidence are implemented, in accordance with organisational procedures
	2.5 Methods of preservation of evidence at a fire scene are implemented
	2.6 Scene is protected from unnecessary damage, spoliation, destruction or contamination
3 Conduct scene investigation	**3.1** Investigation activities are coordinated with Incident Controller, in accordance with organisational procedures, when active fire management activities are still occurring
	3.2 External and internal survey of scene is conducted to identify hazards and action is taken to mitigate risks

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	3.3	Scene is examined, externally and internally, to determine areas of interest and to record observations which may have a bearing on the origin, cause or development of a structure fire
	3.4	Areas or items of evidence that have a potential bearing on the origin, cause or development of a structure fire are identified
	3.5	Effects of building construction and other factors relevant to fire development and spread are identified
	3.6	Nature and reactivity of materials involved in fire cause are identified
	3.7	Site indicators of fire spread with other sources of evidence are examined
	3.8	Witness information is obtained and recorded, in accordance with organisational procedures and rules of evidence
	3.9	Burn patterns and effects of fire suppression are identified and assessed
	3.10	Area or likely point of origin and possible cause of structure fire are determined, in accordance with organisational procedures
	3.11	Origin and cause determination theories are assessed and tested, in accordance with organisational procedures
4 Collect and analyse evidence from a fire scene	**4.1**	Appropriate sampling areas and items are identified using required sampling equipment and resources
	4.2	Appropriate collection and packaging techniques are adopted, in accordance with organisational procedures
	4.3	Potential for destruction, spoliation and contamination of evidence is eliminated, in accordance with organisational procedures
	4.4	Integrity and continuity of collected exhibits is maintained, in accordance with organisational procedures
	4.5	Evidence from fire scene is analysed and processed using a range of recording and digital multimedia

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4.6 Fire origin and cause determination theories are developed and assessed

4.7 Witness accounts are reviewed against theories, in accordance with organisational procedures

4.8 Fire origin and cause are determined

4.9 Findings are reported and documented, in accordance with organisational procedures

4.10 Evidence is secured for subsequent action, in accordance with organisational procedures

4.11 Investigation report is completed and forwarded to relevant authorities and stakeholders, in accordance with 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.

origin and cause determination must include	• burn patterns - v/patterns, inverted v/patterns, hour glass and circular shaped patterns • identification of ignition sources • scene interpretation and processing

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR604A Determine origin and cause of structure fire.

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

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Assessment Requirements for PUAFIR604 Determine origin and cause of structure fire

Modification History

Release 1. This is the first release of this unit of competency in the 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, performance criteria and range of conditions on at least one occasion and includes

- applying collection techniques including the preservation of evidence, search techniques and security of environment
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing and investigating fire scenes externally and internally
- collecting and analysing evidence from fire scenes
- coordinating and conducting fire scene investigations
- identifying area and point of origin and possible cause of fire utilising evidence and forensic scientific principles
- identifying burn patterns and burn pattern formation
- implementing collection techniques
- interpreting fire indicators scene
- interpreting scene
- managing fire scene investigation cases
- securing fire scene and preserving evidence
- taking fire scene notes, using digital multimedia accompanied with written explanations and narratives
- using sampling equipment
- utilising equipment to collect, handle and store exhibits and items of interest
- writing reports related to origin and cause of structure fire

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

- agencies and organisations involved in a structure fire investigation
- burn patterns and how burn patterns are formed, including plume, ventilation, hot gas layer,

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full room involvement and suppression general patterns
- causal factors of burn patterns
- class of buildings
- classes of fire
- collection techniques including preservation of evidence, search techniques and security of environment
- common types of human behaviour associated with an incident
- equipment and resources used for sampling
- fatal fire and crime scene management
- internal survey of scene procedures
- organisational documentation, policies and procedures
- organisational requirements for producing reports
- origin and cause determination
- product recall and Safety Data Sheets (SDSs)
- roles and responsibilities of personnel
- rules of evidence including identification, collection, continuity and admissibility
- scene security including legal obligations and scene preservation
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - organisational policies, procedures and protocols related to the gathering and management of evidence in structural fire scene investigations
- applicable documentation including organisational procedures, industry standards, regulations, codes of practice and operation manuals.

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Links

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PUAFIR605 Determine origin and cause of mobile property fire

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 manage, inspect and assess a mobile property fire to determine origin and cause. For the purposes of this unit mobile property includes aircraft, farm machinery, caravans, campervans, marine craft, motor vehicles, trains, trams, trucks and buses.

The unit focuses on developing and applying a systematic approach to fire investigations in a mobile property context. It includes coordinating mobile fire investigations, securing fire scenes, preserving evidence, conducting analysis of evidence and making informed fire cause determinations and is applicable to fire investigators who are required to determine the origin and cause of a mobile property fires.

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.

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

Pre-requisite Unit

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.

PUALAW001 Protect and preserve incident scene

PUALAW002 Conduct initial investigation at incident scene

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate mobile property fire investigation	**1.1** Cooperation with multi-organisational/agency personnel is consistent with designated roles and responsibilities and is in accordance with organisational procedures
	1.2 Information required by fire investigators from multi-organisation/agency personnel is identified
	1.3 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures are followed, in accordance with organisational procedures
2 Secure fire scene and preserve evidence	**2.1** Legal obligations of fire scene investigators are determined and adhered to throughout the investigation
	2.2 Methods of scene security prior to examination are implemented, in accordance with organisational procedures
	2.3 Procedures to monitor and log access to a fire scene are identified and applied, in accordance with organisational procedures
	2.4 Strategies for locating, collecting, preserving and processing evidence are implemented, in accordance with organisational procedures
3 Conduct scene investigation	**3.1** Investigation activities are coordinated with Incident Controller, in accordance with organisational procedures, when active fire management operations are still occurring in relation to the incident
	3.2 External and internal survey of scene is conducted to identify hazards and action is taken to mitigate risk
	3.3 Scene is investigated to determine areas of interest and to record observations on origin, cause or development of the fire
	3.4 Burn patterns and effects of fire suppression are identified and assessed
	3.5 Areas or items of evidence that have a potential bearing

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		on origin, cause or development of fire are identified
	3.6	Effects of construction and other factors that impact fire development and spread are identified
	3.7	Nature, combustibility and reactivity of materials involved in fire cause are identified
	3.8	Indicators of fire spread are identified in conjunction with other sources of evidence
	3.9	Effects of environmental conditions are recorded
	3.10	Evidence is assessed and prioritised for further review
	3.11	Fire origin and cause is determined and reported, in accordance with organisational procedures
4 Collect and analyse evidence from a fire scene	**4.1**	Appropriate sampling areas and items are identified using sampling equipment and resources
	4.2	Appropriate collection techniques are applied including eliminating contamination and loss of evidence
	4.3	Integrity and continuity of collected exhibits is maintained, in accordance with organisational procedures
	4.4	Evidence from fire scene is analysed and processed using a range of recording and digital multimedia
	4.5	Product recall and safety data sheet databases are researched, as required
	4.6	Fire origin and cause determination theories are developed and assessed
	4.7	Findings are reported and documented, in accordance with organisational procedures
	4.8	Evidence is secured for subsequent action, in accordance with organisational procedures
	4.9	Investigation report is completed and forwarded to relevant authorities and stakeholders, in accordance with organisational procedures

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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.

origin and cause determination must include	• analysing • identification of origin • interpretation • processing

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR605A Determine origin and cause of mobile property fire.

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

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Assessment Requirements for PUAFIR605 Determine origin and cause of mobile property fire

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including safe work practices at a fire scene
- articulating and justifying investigation findings
- assessing and investigating fire scenes externally and internally
- conducting witness interviews
- coordinating mobile fire investigation and managing fire scene examination
- identifying area, point of origin and possible cause of fire
- identifying potential ignition sources and follow processes for elimination of cause
- implementing approved collection techniques
- implementing organisationally approved systematic approach to mobile property investigations
- packaging and preserving evidence to avoid damage, spoliation or contamination
- recognising potential hazards including assessing and mitigating risks
- securing fire scene and preserving evidence
- taking fire notes using digital multi-media accompanied with written explanation and narratives
- using methods and techniques to identify, document, collect, handle, transport and store evidence
- using sampling equipment and resources
- writing fire reports related to origin and cause of mobile structure fire

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

- approved collection techniques
- causes of fire including chemical reaction; electrical wiring; engine fire; fuel line and

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systems; fuel types and mixtures; incendiary devices including commercial, manufactured devices for other purposes, homemade, industrial and military; mechanical failure or damage and transmission fires
- common causes of fires including accidental, chemical, electrical, incendiary, natural, negligence and mechanical
- methods, techniques and equipment for handling and storing evidence to preserve and avoid damage or contamination
- organisational documentation, policies and procedures
- organisational requirements for producing investigation reports
- origin and cause determination
- other organisations/agencies and support personnel
- package, label and storage of evidence for transportation requirements
- potential ignition sources, their identification and processes of elimination
- principles of investigation based on based on organisationally approved systematic approaches
- product recall and Safety Data Sheets (SDSs)
- technological media for recording
- types of evidence including burn patterns, electronic data and witness statements
- types of sampling equipment and resources
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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
  - that capture the range of causes for which evidence needs to be gathered and managed including using organisational procedures and protocols relating to the gathering and managing of evidence
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment

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specifications, regulations, codes of practice and operation manuals.

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PUAFIR606 Apply principles of combustion and fire dynamics to fire scene investigation

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 apply the principles of fire science and fire dynamics to a fire scene investigation. It includes applying principles of fire chemistry, chemistry of combustion and fire behaviour.

The unit is applicable to the work of a specialist fire investigator.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply principles of fire chemistry in fire	**1.1** States of matter, changes and impact on combustion are explained in relationship to fire scene investigation

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behaviour		when reporting on fire behaviour
	1.2	Chemical reactions, basic chemical structures, bonds and energy are defined in relationship to fire scene investigation when reporting on fire behaviour
	1.3	Process of chemical reaction and oxidisation is explained in relationship to fire scene investigation when reporting on fire behaviour
	1.4	Organic and inorganic compounds are distinguished in relationship to fire scene investigation when reporting on fire behaviour
	1.5	Hydrocarbons and how they are constructed are explained in relationship to fire scene investigation when reporting on fire behaviour
	1.6	Pyrolysis is defined in relationship to fire scene investigation when reporting on fire behaviour
	1.7	Chemistry of combustion in solids, liquids and gases is explained in relationship to fire scene investigation when reporting on fire behaviour
	1.8	Vapour density and its impact on fire spread is assessed in relationship to fire scene investigation when reporting on fire behaviour
	1.9	Different fuel types are identified, and fuel loads are assessed in relationship to fire scene investigation when reporting on fire behaviour
	1.10	Difference between exothermic and endothermic reactions is explained in relationship to fire scene investigation when reporting on fire behaviour
2 Apply knowledge of fire physics and impact on fire behaviour	**2.1**	Evidence of presence of heat is identified and explained by applying theory of heat release and methods of heat transfer
	2.2	Stages of fire development in structures are identified and outlined in relationship to fire scene investigation when reporting on fire behaviour
	2.3	Stages of fire development in a compartment are identified and detailed in relationship to fire scene investigation when reporting on fire behaviour

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2.4 Concepts of flashover and backdraught, and their signs and symptoms are outlined in relationship to fire scene investigation when reporting on fire behaviour

2.5 Effect of fuel load on fire behaviour is explained in relationship to fire scene investigation when reporting on fire behaviour

2.6 Deflagration and detonation are outlined in relationship to fire scene investigation when reporting on fire behaviour

2.7 Types of ignition are outlined in relationship to fire scene investigation when reporting on fire behaviour

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 PUAFIR606A Apply principles of combustion and fire dynamics to fire scene investigation.

Links

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Assessment Requirements for PUAFIR606 Apply principles of combustion and fire dynamics to fire scene investigation

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

- applying Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation
- assessing fuel type and load at investigation scene
- demonstrating knowledge of fire physics and impact on fire behaviour
- evaluating impact of vapour density on fire spread
- identifying and assessing ignition sources
- identifying unrelated fire science evidence including finger prints, forced entry, signs of burglary and tool marks
- implementing legislation, codes of practice and industry standards to fire investigation
- undertaking risk analysis of fire scenes including consideration of electrical hazards, hazardous materials, physical hazards and environmental hazards
- using physical principles to fire investigation including compartment fire behaviour and wildfire behaviour and fire spread at an investigation scene
- validating fire investigation conclusions using scientific principles
- working with principles of fire chemistry when investigating fire behaviour including methodology to determine fire cause and theory related to principles of fire chemistry and physics to develop hypothesis based on fire scene evidence

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

- chemistry and properties of flammable and combustible liquids, solids and gases
- chemistry of combustion including combustion products of common fuels
- chemistry of pyrolysis
- Classes of fire and fuel types including Class A solid carbonaceous materials, Class B flammable liquids, Class C flammable gases, Class D combustible metals such as sodium, potassium, calcium, magnesium, aluminium dust, zinc dust, titanium dust, Class E fires involving energised electrical equipment and Class F fires involving cooking oil and fat

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- combustion and fire dynamics at fire scene investigations including deflagration and detonation including dust and vapour explosion, mechanical explosion and solid explosion, effect of oxygen concentration, combustion products of different fuels and fire extinguishment theory and methods
- compartment fire development and spread including ignition, growth, flashover, fully developed, backdraught and decay
- fire extinguishment theory
- flammable vapours
- ignition temperatures including flashpoint, fire point, auto-ignition temperature or flame point and explosive limits
- interrelationship between fuel size, quantity, arrangements, moisture content, weather and topography on wildfire development and behaviour
- mathematical formulae to assist with the determination of cause and origin
- methods of heat transfer including radiant, convection, conduction and direct flame contact
- non-piloted autoignition
- products of different fuels
- spontaneous combustion including drying oils, chemicals, vegetable matter and friction
- states of matter including solids, liquids and gases
- theory of heat release including heat flux, heat release rate and temperature
- toxicity of combustion gases
- types of combustion including incipient, smouldering and flaming
- types of ignition including chemical or reaction, friction or mechanical, flame or heat, self-ignition and spark, arc or electrical
- vapour density
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including safe work practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including:
  - workplace scenarios to capture the range of causes likely to occur for which evidence

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needs to be gathered and managed

- 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 operation manuals.

Links

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PUAFIR607 Apply electrical/electronic knowledge to fire investigations

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 inspect and assess a fire scene to determine whether the origin and possible cause of fire is related to the presence of electrical installations and appliances. It includes identifying sources of evidence, collecting and documenting evidence in preparation for analysis, findings and conclusions.

The unit applies to fire investigators who are required to assess a fire scene to identify the presence of electrical circuits, equipment or appliances that may have contributed to the cause of fire.

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.

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

Pre-requisite Unit

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.

PUAFIR605 Determine origin and cause of mobile property fire

PUAFIR609 Collect, record and coordinate the analysis of physical evidence

One of the following:

PUAFIR603 Determine origin and cause of wildfire

PUAFIR604A Determine origin and cause of structure fire

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Coordinate fire investigation	**1.1** Cooperation with multi-organisational personnel during the investigation is consistent with roles and responsibilities and is in accordance with organisational procedures
	1.2 Information for the fire investigation from multi-organisational personnel is identified and obtained, in accordance with organisational procedures
	1.3 Personal protective clothing and equipment is used, in accordance with organisational procedures
	1.4 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures incident are followed
2 Identify, assess and collect circuitry components and appliances	**2.1** External and internal survey of fire scene is conducted to identify and assess electrical circuitry, electrical equipment and appliances
	2.2 Relevance of electrical circuitry, equipment and appliances to fire cause is assessed and established
	2.3 Arrangements are made for the attendance of electrical specialist where it is believed that electrical systems, components or appliances may have contributed to the fire
	2.4 Expertise in electrical infrastructure is sourced, where required
	2.5 Interviews with witnesses are conducted, in accordance with organisational procedures
	2.6 Circuitry plans and/or layouts are obtained
	2.7 Areas or items of evidential value at the fire scene are identified and preserved

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	2.8	Evidence is recorded and collected at the fire scene and observations are documented, in accordance with organisational procedures
	2.9	Electrical circuitry components, equipment and appliances of evidential value are protected, in accordance with organisational procedures
3 Arrange for tests on electrical evidence collected	**3.1**	Advice is received from electrical specialist as to electrical or appliance systems
	3.2	Arrangements are made for laboratory and specialist testing and assessment of electrical items
4 Interpret and record findings	**4.1**	Circuitry components on site plans are documented to support evidence and conclusions
	4.2	Circuit diagrams and electrical plans relating to building, components and equipment are determined and interpreted
	4.3	Specialist report on electrical circuitry or equipment failure as contributing to the cause of fire is obtained, where required
	4.4	Specialist findings about ignition are considered in conjunction with other observations and evidence from the fire
	4.5	Product recall and material safety data sheet databases are researched, as required
	4.6	Recommendations are forwarded to authorities and/or stakeholders, as required
	4.7	Findings are interpreted and recorded, in accordance with 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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR607A Apply electrical/electronic knowledge to fire investigations.

Links

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Assessment Requirements for PUAFIR607 Apply electrical/electronic knowledge to fire investigations

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- arranging for tests on electrical evidence collected
- checking and assessing scene safety including isolating power
- coordinating fire investigations including other organisations and support personnel
- demonstrating knowledge of basic electrical circuitry
- documenting findings and identifying components of electrical equipment and relationships to electrical causes of ignition
- identifying potential ignition sources and processes of elimination
- identifying, assessing and collecting circuitry components and appliances
- implementing legislation, codes of practice and industry standards
- interpreting and recording findings
- operating visual and electric recording equipment
- protecting electrical circuitry components, equipment and appliances of evidential value
- undertaking an external and internal assessment of scene
- using information technology and databases
- utilising organisationally approved scientific methods
- working with methods, techniques and equipment for handling, collecting, preserving, packaging, labelling, storing and transporting evidence

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

- basic circuit diagrams and electrical plans relating to electric components and equipment
- electrical circuitry components, equipment and appliances of evidential value
- electrical circuitry including design, installations, overload protection, power supply, resistance, short circuit or fault currents and voltage, current or kilowatts in different appliances

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- fire scene observations including cable insulation, circuit and component failure, circuit mapping, components, evidence electrical tracking, flame propagation in hazardous, locations, operation of protective devices, wire overheating, starting, arcing and burn patterns
- laboratory or specialist testing sequence of electrical items
- organisational documentation, policies and procedures
- organisational protocols and procedures including legal and regulatory requirements for the investigation of fire incidents
- other organisations and agencies including support personnel
- product recall processes
- protection of evidential value
- requirements for reporting and recording
- safety data sheet databases
- sources of industry standards relating to electrical installations and appliances
- types of operation and potential faults in electrical and electronic equipment and appliances
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - examples of electrical circuitry, electrical equipment and appliances damaged by electrical faults which resulted in fire
  - various electrical circuitry, electrical equipment and appliances
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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PUAFIR608 Investigate fatal fires

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 undertake an investigation of a fire involving fatalities. It is applicable to specialist fire investigators who are required to apply a systematic approach to the investigation of fatalities at a fire scene.

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.

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

Pre-requisite Unit

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.

PUAFIR605 Determine origin and cause of mobile property fire

PUAFIR609 Collect, record and coordinate the analysis of physical evidence

One of the following:

PUAFIR603 Determine origin and cause of wildfire

PUAFIR604 Determine origin and cause of structure fire

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess impact of fire on human remains	**1.1** Presence of human remains is identified and confirmed at the scene and is processed, in accordance with coronial and organisational requirements
	1.2 Appropriate notifications to coronial services and police are made, in accordance with statutory and organisational procedures
	1.3 Effect of fire heat range on human remains is assessed
	1.4 Visible burn patterns and injuries on human remains are identified, assessed and documented
	1.5 Proximity of human remains to fire is assessed
	1.6 Origin and cause determination theories for fire are assessed
2 Examine factors impacting on origin and cause of death	**2.1** Human factors that may have prevented occupants escaping the fire and products of combustion are examined and recorded
	2.2 Effectiveness and operation of early warning detection and suppression systems are assessed
	2.3 Observations regarding deceased's clothing are made and recorded
	2.4 Observations of human behaviour before, during and after the fire are recorded
	2.5 Effects of environmental conditions are assessed and recorded
3 Implement procedures for recovery of human remains and report findings	**3.1** Disaster victim identification procedures are implemented, in accordance with organisational procedures
	3.2 Methods of protecting human remains prior to removal from a fire scene are implemented
	3.3 Consequential damage to human remains are recorded and reported to the appropriate authorities
	3.4 Human remains collected from a fire scene are recorded,

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in accordance with organisational procedures

3.5 Techniques to minimise evidence deterioration are followed, in accordance with organisational procedures

3.6 Techniques and equipment are used for scene analysis, reconstruction and testing of hypothesis, in accordance with organisational procedures

3.7 Investigation report is completed and forwarded to appropriate authorities and stakeholders

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 PUAFIR608A Investigate fatal fires.

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

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Assessment Requirements for PUAFIR608 Investigate fatal fires

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing impact of fire on human remains
- complying with legislation, codes of practice and standards in fire investigation and court procedures
- conducting interviews and accurately recording information
- determining and implementing procedures for recovery of human remains and reporting findings
- examining factors impacting on origin and cause of death
- implementing organisationally approved approach to the systematic investigation of fatal fires
- implementing procedures for recovery of human remains
- interpreting findings of forensic data and physical evidence analyses
- preserving evidence to avoid damage, spoliation and contamination
- taking notes to support research and court preparation
- writing reports related to origin and cause of fatal fire

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

- common causes of fire including accidental, chemical, deliberate, electrical, incendiary, natural and negligence
- compilation of written reports related to origin and cause of fatal fires
- disaster victim identification procedures
- effect of heat range fire on human remains including carboxyhemoglobin, common injuries before and post fire, extent of burns and effects of products of combustion
- effects of fire and fire gases on the human body and fire consumption of human remains
- evidence collection including admissibility, body bags, collection, continuity, identification, packaging and sampling techniques
- fire scene notes using digital multi-media accompanied with written explanations and

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narratives
- industry standards that relate to clothing design, fabric and flammability
- legislation relevant to state and/or territory Fire Service Act, Coroners' Act, Criminal Code and Evidence Act
- operational procedures for conducting investigations
- organisational and legal requirements for writing and presenting reports
- organisational documentation, policies and procedures
- origin and cause determination including required reports
- processes and outcomes of post mortems and coronial inquests
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements including risk mitigation processes and safe work practices involving biological hazards

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR609 Collect, record and coordinate the analysis of physical evidence

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 record and document physical evidence collected at a fire scene and to coordinate the analysis of physical evidence to meet organisational requirements.

The unit focuses on developing and applying a systematic approach to the recording and documenting of physical evidence collected at a fire scene and the coordination of the analysis. It is relevant to specialist fire investigators, it does not address the technical and forensic analysis of evidence.

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.

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

Pre-requisite Unit

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.

PUALAW001 Protect and preserve incident scene

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect scene and determine investigation plan	**1.1** Authority to access and inspect fire scene is obtained or verified, through approved channels
	1.2 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements are implemented, in accordance with organisational procedures
	1.3 Incident scene security is confirmed, in accordance with organisational requirements
	1.4 Fire scene is inspected
	1. 5 Evidence is identified using appropriate observation techniques and technological methods
	1.6 Evidence collection plan and recording processes are established, in accordance with organisational procedures and legislative requirements
2 Collect and record physical evidence	**2.1** Items of physical evidence are recorded, in accordance with organisational procedures, prior to collection
	2.2 Liaison with technical specialists and other organisations is initiated, in accordance with organisational procedures, regarding the appropriateness, collection, preservation, handling and transportation of evidential samples to be collected
	2.3 Evidence is collected and/or preserved in situ, in accordance with organisational procedures
	2.4 Quality and quantity of samples are collected to ensure accuracy and sufficiency of evidence
	2.5 Evidence is labelled and documented, in accordance with organisational requirements to ensure continuity of evidence
3 Store, process and transport evidence	**3.1** Physical evidence is packaged and stored, in accordance with organisational procedures, to maintain continuity and to prevent degradation, contamination and spoliation
	3.2 Documentation is completed for handling or possession of evidence, in accordance with evidentiary

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		requirements and organisational procedures
	3.3	Details of evidence collected is entered in case notes, evidence and/or data management systems and, where appropriate, in the exhibits register
	3.4	Movement of exhibits for examination is undertaken, in accordance with organisational procedures to ensure continuity, security and integrity of evidence
	3.5	Verbal and written summaries or reports are made, in accordance with organisational procedures
4 Coordinate the analysis process	**4.1**	An examination is undertaken of evidence prior to any damage or deterioration occurring and includes relevant stakeholders
	4.2	Sequencing of evidence for examination is followed, in accordance with organisational procedures
	4.3	Technical specialists are briefed regarding range of tests or examination of evidence to be undertaken
	4.4	Feedback and advice is obtained from technical specialists regarding range of tests or examination outcomes of evidence
	4.5	Results are interpreted in consultation with technical specialists, where required
	4.6	Data is documented, and a report is finalised, in accordance with organisational procedures
	4.7	Retention and/or disposal of evidence is completed, in accordance with organisational procedures and legal requirements

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAFIR609A Collect, record and coordinate the analysis of physical evidence.

Links

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Assessment Requirements for PUAFIR609 Collect, record and coordinate the analysis of physical evidence

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- collaborating with technical specialists
- collecting, recording and labelling physical evidence sufficient for analysis
- collecting, packaging and preserving physical evidence to ensure continuity of evidence
- collating quantity and quality of samples
- coordinating and conducting analysis processes
- disposing of evidence correctly
- evaluating scene and determining investigation plan
- maximising evidentiary value of physical evidence
- recording physical evidence
- storing, processing and transporting evidence
- utilising interviewing skills

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

- application and potential limitations of forensic investigative techniques field detection systems and resources including operation of photo ionisation detector and canines
- collection, records and continuity of physical evidence
- context in which forensic examinations are conducted
- documentation for recording and collecting physical evidence
- factors for consideration when packaging and storing physical evidence
- interpretation of test results
- quality and quantity of samples
- range of techniques for recording, collecting, packaging, labelling and preserving physical evidence
- roles and functions of forensic specialists in recording, collecting, preserving and ensuring

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continuity of physical evidence
- organisational documentation, policies and procedures
- security, protection and preservation of physical evidence
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - evidence management, handling and packaging resources and quality and quantity of samples
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR610 Manage imaging and electronic data

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 electronically record evidence at a fire investigation scene. It includes the use, collection and selection of media and the analysis and management of associated data.

The unit focuses on developing and applying a systematic approach to electronically recording physical evidence at a fire investigation, using a range of media. Application of this unit is relevant to specialist fire investigators who are required to determine the origin and cause of fires.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Evaluate scene to	**1.1** Work, Health and Safety (WHS)/Occupational Health

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	determine data to be captured electronically		and Safety (OHS) procedures appropriate to the incident are followed
		1.2	Scene is assessed to identify and confirm data to be captured electronically
		1.3	Process for data capture is determined, in accordance with organisational procedures, guidelines and legislative requirements
2	**Select and prepare equipment**	**2.1**	Equipment and accessories are selected, in accordance with organisational procedures and the specific requirements of incident
		2.2	Personnel are briefed on capture processes and required quality and quantity of evidence
3	**Capture evidence electronically**	**3.1**	Electronic equipment is used to capture physical evidence, in accordance with organisational procedures
		3.2	Selected techniques for the capture of data are tested and modified, where necessary
		3.3	Electronic record of physical evidence is documented and labelled, in accordance with organisational procedures and legal requirements to ensure continuity, authenticity and integrity of evidence
		3.4	Evidence captured is protected from data corruption, in accordance with organisational procedures
		3.5	Data evidence log is completed and maintained, in accordance with organisational procedures
4	**Analyse data to support conclusions**	**4.1**	Data is assessed and analysed to support conclusions
		4.2	Data is collated and selected, in accordance with organisational procedures
		4.3	Selected evidence is prepared for use in reports and/or presentations
5	**Manage electronic evidence**	**5.1**	Processes for capturing evidence are maintained and audited, in accordance with organisational procedures
		5.2	Primary and working copies of data collected are created, stored and used, as required
		5.3	Data is disseminated, in accordance with organisational

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procedures and legislative requirements

5.4 Data identified for disposal is eliminated, in accordance with organisational procedures and legal requirements

5.5 Data to be retained is documented and stored or archived to ensure continuity and non-contamination or degradation of evidence, in accordance with organisational procedures and legal requirements

5.6 Imaging and electronic data and equipment is stored securely, in accordance with 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 PUAFIR610A Manage imaging and electronic data.

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

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Assessment Requirements for PUAFIR610 Manage imaging and electronic data

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

- analysing data to support conclusions
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- creating, storing and using primary and working copies of data including
  - copying data for ongoing data review and interpretation
  - database recording or linking digital data to physical evidence and specific incidents
  - enhancing, reformatting and recycling data
  - labelling and storing primary image data to secured electronic storage devices for archiving
  - statutory requirements for retention of evidence
- capturing evidence electronically
- evaluating scenes to determine data to be captured electronically
- labelling evidence
- maintaining data evidence log
- managing electronic data including data corruption processes
- presenting electronic data evidence
- selecting and preparing equipment and accessories
- using and maintaining digital cameras, videos, audio and data recording devices

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

- data corruption and protection processes
- data evidence log requirements
- data or imaging techniques
- integrity of data in networked environments
- local, state and territory court requirements for investigation and recording of findings

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- methods, techniques and equipment for handling and storing evidence to preserve and avoid damage or contamination
- organisational protocols for recording, storing, archiving and releasing data files
- processes for the labelling of evidence including date, details of persons living evidence, digital evidence and location
- range of electronic equipment
- roles and functions for the recording, collecting, preserving and continuity of data
- types of accessories
- use and maintenance of equipment and accessories
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and personal protective clothing and equipment

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - range of electronic media
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAFIR611 Process and analyse fire scene data and laboratory results

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 receive data from scientific practitioners, to process and analyse findings and to determine the origin and cause of a fire. It includes understanding scientific processes, analysis and laboratory results.

The unit focuses on developing and applying a systematic approach to fire investigation and working across fire and emergency incidents including structure, mobile and wildfire. It is applicable to specialist fire investigators.

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.

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

Pre-requisite Unit

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.

PUAFIR609 Collect, record and coordinate the analysis of physical evidence

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Evaluate results of fire scene data	**1.1** Fire scene data is collected and collated, in accordance with organisational procedures
	1.2 Data is grouped according to physical evidence groupings, samples and documented evidence
	1.3 Evidence is categorised for further sampling or archiving, in accordance with organisational procedures
	1.4 Nature and extent of further examination is determined
2 Interpret laboratory results	**2.1** Consultations are initiated with specialist practitioners to review preliminary evaluations and to validate data
	2.2 Common features and trends in data findings are identified
	2.3 Options are explored as to possible origin and cause of fire
3 Analyse documentary and physical evidence	**3.1** Potential causal physical evidence is examined in light of research data emerging from laboratory examination and technical analyses
	3.2 Written reports and visual images are collected and reviewed in parallel with established scientific findings
	3.3 Consultations are initiated with specialist practitioners, as required
	3.4 Physical evidence determined relative to fire origin and cause is identified, labelled, packaged and stored, in accordance with 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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR611A Process and analyse fire scene data and laboratory results.

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

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Assessment Requirements for PUAFIR611 Process and analyse fire scene data and laboratory results

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

- analysing documentary and physical evidence
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- evaluating results of fire scene data
- handling exhibits and preserving continuity of evidence
- identifying, analysing and using data
- implementing organisational procedures
- interpreting laboratory results and findings
- maximising potential evidentiary value of physical evidence collected
- packaging and storing physical evidence
- solving problems and making decisions in relation to forensic investigation contexts
- working with a range of specialist practitioners and stakeholders
- writing reports

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

- application of approved scientific methods to analyse fire scene evidence
- legislative, policy, procedural and quality system requirements for the collection, preservation, security, continuity, receipt and disposal of evidence
- organisational documentation, policies and procedures including guidelines
- physical evidence packaging and storing including drying of wet exhibits, exhibit labels, packaging medium, physical nature of exhibit, storage temperature and tamper evident seals
- processes for packaging and storing of evidence
- range of services available to assist laboratory examination and interpretation of physical evidence
- role and functions of forensic discipline specialists in laboratory examination of physical evidence

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- specialist practitioners including emergency services personnel, forensic and industry scientists and police
- types of data to be collected and analysed
- types of physical evidence
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation and practices to be followed when handling physical evidence

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAFIR612 Undertake post incident analysis

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 manage or participate in the analysis of an incident after the event. The analysis should review all prior, actual and post aspects of an incident (structure, mobile and wildfire).

The unit focuses on developing and applying a systematic approach to a post incident analysis across incidents. It is not intended to address post incident analysis of operational activities. Application of this unit is relevant to fire investigators who conduct post incident analysis of fire investigations.

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.

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

Pre-requisite Unit

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.

CPPSEC3028A Compile investigative report

PUAFIR605 Determine origin and cause of mobile property fire

One of the following:

PUAFIR603 Determine origin and cause of wildfire

PUAFIR604 Determine origin and cause of structure fire

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Participate in post incident analysis	**1.1** Roles and responsibilities of multi-organisational or agency and support personnel involved in post incident analysis are determined and confirmed
	1.2 Cooperation with multi-organisational or agency personnel in the conduct of post incident analysis is in accordance with organisational procedures and is consistent with designated roles and responsibilities
	1.3 Information for post incident analysis from multi-organisational or agency personnel is identified and sought
	1.4 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures are followed
2 Facilitate initial assessment of incident	**2.1** Integrity of incident site is established and maintained, in accordance with and organisational procedures and legal requirements, to ensure objectivity of information collected
	2.2 Statutory and legal obligations are identified and followed
	2.3 Factors affecting the complexity of the investigation are determined and assessed
	2.4 Stakeholders are notified, in accordance with organisational procedures
3 Participate in investigation processes	**3.1** Organisational policies and procedures for scene investigation are implemented
	3.2 Scope of investigation is determined, in accordance with organisational procedures
	3.3 Stakeholder involvement is facilitated throughout investigation processes
	3.4 Barriers impacting on post incident analysis are identified and addressed, in accordance with organisational procedures

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	3.5	Action plans and timelines are developed and implemented
	3.6	Liaison with members of analysis team is undertaken, in accordance with organisational procedures
4 Collect data for analysis	**4.1**	Information and data, including historical, is identified and accessed
	4.2	Physical, visual and electronic data is collected for use in post incident analysis
	4.3	Interviews are conducted, in accordance with organisational procedures
	4.4	Information and data gathered by others is analysed
	4.5	Documented evidence is recorded, in accordance with organisational procedures
5 Analyse collected data	**5.1**	Method for analysis is identified and confirmed, in accordance with organisational procedures
	5.2	Data is analysed in accordance with organisational procedures
	5.3	Timeline of events is constructed from analysis, where possible
	5.4	Conditions and circumstances contributing to the incident and resulting escalation are identified
	5.5	Relationship between human behaviour and incident is assessed
	5.6	Impact of the application of building codes is evaluated
	5.7	Likelihood of reoccurrence with high consequence is assessed and actioned for follow up
6 Compile post incident analysis report	**6.1**	Results of analysis and recommendations are reported, in accordance with organisational procedures
	6.2	Information and data is disseminated to key personnel and stakeholders, as appropriate
	6.3	Data dissemination processes are reviewed and evaluated, in accordance with organisational procedures

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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 PUAFIR612A Undertake post incident analysis.

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

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Assessment Requirements for PUAFIR612 Undertake post incident analysis

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

- analysing collected data
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- collecting data for analysis including historical
- compiling post incident analysis reports and recommendations
- completing organisational documentation
- conducting investigations using organisationally approved scientific methods
- developing recommendations
- operating with and in an analysis team
- participating in post incident analysis with key stakeholders and organisations
- using communication media and information technology

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

- factors, barriers and complexities that can impact a post incident analysis
- guidance materials
- hazard and risk mitigation measures
- internal and external sources of information and data including historical
- key personnel including stakeholders
- legislation, regulations, codes of practice and industry standards
- organisational documentation, policies and procedures
- resources and support personnel
- structure of analysis teams including roles and responsibilities
- types of organisations and agencies involved in post incident analysis
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUALAW001 Protect and preserve incident scene

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 conduct an initial assessment on receipt of a call, when enroute and/or at the incident and to then take action to maintain public safety, preserve scene and record details and information on arrival at the scene of an accident or incident.

The unit is applicable personnel who are the first to arrive at the scene of an accident or incident. It applies to public safety personnel at an incident who need to understand the importance of maintaining the legal integrity of a scene.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Secure and preserve scene	**1.1** Participation in initial assessment when enroute and at

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		the incident is undertaken to identify factors which will impact on public safety and scene preservation
	1.2	Incident and/or accident site is secured to preserve the scene, identify evidence and area of origin and to maintain public safety, in accordance with legislative requirements
2 Record and report details of incident scene	**2.1**	Details of the scene are noted, recorded and reported, in accordance with organisational policies and procedures
	2.2	Witness details and information volunteered is recorded, in accordance with organisational and legislative requirements
	2.3	Information is communicated to relevant personnel, in line with organisation's 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.

types of incident scene must include one or more of the following	• aircraft • animal incident • crime scene • explosions • hazardous materials • incident involving death or injury to person or damage to property • industrial/mining accident • marine • natural disaster • search for missing persons or evidence • structure fire • train • urban scene • vehicle accident • vehicle fire

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- wildfire

Unit Mapping Information

This unit replaces and is equivalent to PUALAW001B Protect and preserve incident scene.

Links

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Assessment Requirements for PUALAW001 Protect and preserve incident scene

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, performance criteria and range of conditions on at least one occasion and includes

- applying questioning skills to gain accurate information
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating information and liaising with all stakeholders
- conducting assessment enroute and at the incident scene
- implementing organisational policies and procedures
- observing scene and surrounding environment
- recording and reporting details of incident scene in accordance with organisational requirements
- securing and preserving scene, evidence and area or origin
- securing scene including removing non-emergency personnel from scene, isolating scene and erecting barriers
- taking notes accurately

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

- factors impacting on public safety and scene preservation including those that could impact on safety of investigators, response team, security and/or preservation of actual site, security and preservation of situational evidence and traffic
- factors that may impact security of scene including topography, climatic conditions, human interference, animal interference, preservation of life/property, structural integrity and availability of personnel
- methods of securing scene
- organisational and legislative requirements
- organisational documentation, policies and procedures
- organisational procedures relative to scene preservation, collecting information and taking

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witness details
- tactical factors affecting quality of investigation including environmental circumstances, chronology of events, access to scene, number of persons at scene, availability of support services and boundaries
- types of incident scenes
- witness details including name, contact details and other details are recorded, in accordance with organisational policies, procedures and legislative requirements
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUALAW002 Conduct initial investigation at incident scene

Modification History

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

Application

This unit involves the skills and knowledge required to gather and collate information including obvious and accessible physical evidence from the scene of an incident and identifying potential witnesses. It does not cover the specialist skills required to interpret the evidence gathered or the specialist skills required to gather specific evidence.

The unit applies to non-specialist personnel who have been tasked with the collection of information and evidence that is obvious at an incident scene.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct initial assessment of scene	**1.1** Scene is assessed with regards to Work, Health and Safety (WHS)/Occupational Health and Safety (OHS)

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		and all actions are undertaken, in accordance with organisation policies, procedures, guidelines and duty of care requirements
	1.2	Communication is established with the senior investigating officer and liaison is maintained throughout the investigation
	1.3	Circumstances surrounding the scene are ascertained from visual assessment and reports from other personnel
	1.4	Scene boundary is defined or redefined, as required, to preserve physical evidence for collection
	1.5	Obvious and accessible physical evidence is located and, where appropriate, protected from possible contamination
2 Control integrity of scene	**2.1**	Appropriate arrangements for scene access and egress are established and maintained
	2.2	Non-essential persons are removed from the scene and details are recorded accurately, in accordance with organisation and regulatory procedures
	2.3	Additional resources are identified and accessed to secure incident scene
	2.4	Health and safety needs of personnel and public involved in incident are identified and attended to
3 Examine scene	**3.1**	Appropriate search pattern is instigated, in accordance with organisational procedures, and instructions from senior investigating officer to ensure all evidence is located and preserved
	3.2	Details of the scene are recorded comprehensively and accurately, in accordance with organisational operating procedures
	3.3	Evidence is located, collected, packaged, labelled and stored, in accordance with organisational procedures, to ensure preservation for further post scene examination
	3.4	An accurate log of all evidence is maintained, in accordance with organisational procedures
	3.5	Scenes are assessed for future investigative requirements and appropriate personnel are notified

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4 Identify potential witnesses and initial statements recorded	**4.1**	Bystanders are canvassed to identify potential witnesses
	4.2	Details of potential witnesses are recorded, in accordance with organisational procedures
	4.3	Recording practices are used, in accordance with legislative and regulatory requirements and organisational policies and 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.

incident scene must include at least two of the following	• accident or incident involving death or injury to person or damage to property • crime scene • industrial or mining accidents and incidents • natural disaster • structural fire • vehicle accident • vehicle fire • wildfire

Unit Mapping Information

This unit replaces and is equivalent to PUALAW002B Conduct initial investigation at incident scene.

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

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Assessment Requirements for PUALAW002 Conduct initial investigation at incident scene

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating information and liaising with stakeholders
- conducting initial assessment of scene and identifying and mitigating onsite hazards
- controlling integrity of scene and evidence
- examining scene thoroughly
- gathering physical evidence
- identifying potential witnesses and recording initial statements
- implementing legislative requirements and organisational policies and procedures
- implementing methodical and systematic approach
- making arrangements to protect integrity of evidence
- reassuring bystanders including listening and questioning them
- recording and compiling interviews and statements accurately
- recording and reporting details of incident scene in accordance with organisational requirements
- taking notes accurately
- working with a variety of professionals

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

- additional resources to support initial investigation
- arrangements for protecting integrity of evidence
- circumstance initiating need for specialised investigations
- circumstances surrounding scene including sequence of events, possible causes, people and property involved, victims, suspects and witnesses, damage, injury, organisational personnel,

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other organisations and agencies, status of investigation and action taken to date
- details that may be relevant to the investigation
- factors impacting incident scene including prevailing weather, additional resources to preserve and protect incident scene, environmental circumstances, chronology of events, access to scene, number of persons at scene, availability of support services, boundaries and other organisations and/or agencies
- factors impacting security of an incident scene
- features and use of a variety of specialised equipment
- functions and roles of other professionals and experts
- identification, collection and recording of evidence
- incident scene protection and preservation
- indicators of emotional distress
- methods of evidence collection
- methods of packaging
- organisational documentation policies and procedures
- public safety risk factors including factors at incident scene that could impact on safety of investigators and security or preservation of actual site and security and preservation of situational evidence
- scene access and egress
- types of physical evidence including shoe impressions, tyre prints, skid marks, fingerprints, containers, fibres, flammable and combustible liquids, tool marks, bloodstains, identifying numbers, bodily fluids and burn patterns
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and duty of care at incident scene

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed either indoors or outdoors in a rural or urban environment.

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

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equipment used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUALAW003 Give evidence in a judicial or quasi-judicial setting

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 prepare and present evidence and follow up on the outcomes of proceedings.

The unit applies to personnel who may be called as a witness in relation to specific incidents, this may include detailing incident events including operational and organisational procedures. It does not apply to an ongoing role in the presentation of evidence.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for proceedings	**1.1** Arrangements, role and involvement in proceedings are confirmed

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	1.2	Documentation including witness statements and exhibits are prepared, in accordance with organisational policies and procedures and legislative requirements
2 Present evidence	**2.1**	Proceedings and protocols relevant to the jurisdiction are adhered to throughout the proceedings
	2.2	Rules of evidence relevant to the jurisdiction are adhered to
	2.3	Evidence is presented in a clear, concise and articulate manner
	2.4	Considered expert evidence is provided on request, in accordance with organisational policy and is consistent with qualifications and expertise
3 Follow up outcomes of proceedings	**3.1**	Outcomes of the proceedings are noted, filed and reports are completed, in accordance with organisational procedures
	3.2	Required actions are implemented, in accordance with organisational policies and 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 PUALAW003B Give evidence in a judicial or quasi-judicial setting.

Links

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Assessment Requirements for PUALAW003 Give evidence in a judicial or quasi-judicial setting

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- following up outcomes of proceedings
- formulating and writing reports
- preparing and participating in judicial and quasi-judicial proceedings
- presenting evidence clearly and concisely
- taking notes accurately

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

- communication techniques
- court protocols and procedures
- documentation and exhibits requirements
- fire investigation standards
- organisational documentation, policies and procedures
- preparation, arrangements, roles and involvement in giving evidence at judicial or quasi-judicial settings
- rules of court, judicial and quasi-judicial tribunals
- types of documentation and exhibits
- types of witnesses
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements 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

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, legislation, equipment specifications, 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

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PUALAW004 Represent the organisation in a judicial or quasi-judicial setting

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit involves the skills and knowledge required to prepare evidence, statements and submissions, select and arrange witnesses and brief counsel.

The unit applies to personnel with responsibility for managing organisational response for a judicial or quasi-judicial setting. It is not applicable to personnel with a legal representation role or who are presenting evidence in defence of organisational procedures.

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.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare evidence and other material for proceedings	**1.1** Detailed evidence is collected and collated
	1.2 Witnesses are selected, correctly notified and their attendance arranged
	1.3 Witness statements are prepared, in accordance with the requirements of the jurisdiction involved
	1.4 Proceedings and protocols are adhered to in preparing evidence, in accordance with the jurisdiction involved
	1.5 Legal brief is prepared, as required, that identifies relevant facts and provides detailed evidence and advice
2 Prepare for proceedings	**2.1** Briefings are held with counsel as required
	2.2 Personnel involved in the proceedings are briefed
3 Negotiate with opposing parties where required	**3.1** Negotiation parameters are clearly identified prior to the court process
	3.2 Negotiations held in conference with the opposing parties are in accordance with agreed negotiation parameters of the organisation represented, as required
4 Monitor rulings	**4.1** Outcomes of proceedings are reviewed to ensure knowledge of trends and precedents is current
	4.2 Changes to organisational policies and procedures arising from rulings and decisions are formulated

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUALAW004B Represent the organisation in a judicial or quasi-judicial setting.

Links

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Assessment Requirements for PUALAW004 Represent the organisation in a judicial or quasi-judicial setting

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- briefing counsel and witnesses
- collating evidence
- monitoring rulings
- negotiating with opposing parties where required
- preparing comprehensive and accurate legal briefs
- preparing evidence and other material for proceedings
- preparing personnel for proceedings preparing statements
- writing reports

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

- burden of proof
- conduct and operation of hearings
- court protocols and proceedings including for different judicial or quasi-judicial settings
- exemptions and defences
- hearsay rule
- how to prepare legal briefs and submissions
- organisational documentation, policies and procedures
- points of proof
- qualifications and experience required of expert witness
- range of crimes and/or offences that can be committed

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- relevant sections of Coroners Act, Criminal Code, Evidence Act and legislation
- role of lay and expert witnesses
- rules of evidence in different judicial or quasi-judicial settings
- types of evidence
- use of notes
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

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PUAMAN001 Manage the organisation's public safety responsibilities

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 manage the organisation’s public safety responsibilities within the context of established policy and organisational relationships.

The unit applies to public safety personnel who have senior managerial responsibility for ensuring appropriate organisational risk management strategies are in place and are implemented.

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

Pre-requisite Unit

Not applicable.

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse organisation’s	**1.1** Organisational goals are identified within the context of

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public safety responsibilities		the organisation’s public safety responsibilities
	1.2	Organisational environment is identified and strengths, weaknesses, opportunities and threats are analysed
	1.3	Elements which support or impair the organisation’s ability to manage risk are determined
	1.4	Organisational capabilities to manage risk are identified
2 Establish an incident risk management structure	**2.1**	A strategic plan for risk management is developed, in accordance with organisation procedures and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
	2.2	Organisational structure is established to implement the organisation’s risk management strategic plan
	2.3	Risk management structure is implemented and maintained
	2.4	Technical, financial, social, legal and other considerations against which risk can be prioritised are determined
	2.5	Organisational risk management responsibilities are identified
3 Review organisation’s risk management performance	**3.1**	Organisational review process is established, in accordance with organisational policies and procedures
	3.2	Effectiveness of risk management strategies are regularly reviewed and documented
	3.3	Risk management strategic plan is adjusted following review process, if required

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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAMAN001B Manage the organisation's public safety responsibilities.

Links

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Assessment Requirements for PUAMAN001 Manage the organisation's public safety responsibilities

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- analysing the organisation’s public safety responsibilities
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing organisational needs
- communicating information
- defining problems
- establishing a risk management structure including context, nature of risk and responsibilities of the organisation
- evaluating and prioritising risk
- identifying stakeholders
- identifying, interpreting and analysing risk management requirements
- implementing a risk management strategic plan and organisational structure which meets public safety risk management needs
- reviewing organisation’s risk management performance
- using analytical tools and processes.

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

- communication methods and techniques including negotiation strategies and tactics
- elements which influence an organisation’s ability to manage risk
- emergency management concepts and principles
- environment within which incident management responsibilities are developed
- intent and potential application of industry standards in organisational risk management

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- legislative and regulative arrangements for emergency management
- organisational documentation, policies and procedures
- organisational requirements for risk management
- risk management principles and processes
- risk management structures including context, nature of risk and responsibilities
- technical, financial, social and legal considerations against which risk can be prioritised
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

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PUAMAN002 Administer allocation of resources

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 administer the allocation of resources to support the achievement of organisational and operational objectives.

The unit applies to public safety managers with responsibility for resources allocation. It is relevant for managers at a local level through to organisational level.

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

Pre-requisite Unit

Not applicable.

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Access and allocate resources	**1.1** Resources are identified and accessed, in accordance with organisation's policy and procedures
	1.2 Resources are allocated to facilitate required outcomes
	1.3 Equipment stock and supplies are stored, in accordance with organisational policies and procedures

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		1.4	Resources are handled, in accordance with organisational policies and procedures and resource management systems
2	**Monitor, evaluate and report on resource usage**	**2.1**	Records of resource allocation and usage are maintained, in accordance with organisational policies and procedures
		2.2	Resource usage is monitored and evaluated against targets and organisational standards
		2.3	Resource utilisation issues are documented and reported to relevant persons

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 PUAMAN002B Administer work group resources.

Links

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Assessment Requirements for PUAMAN002 Administer allocation of resources

Modification History

Release 1. This is the first release of this unit of competency in the 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

- allocating resources
- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating information
- coordinating the allocation of resources in a range of contexts to achieve the organisation's objectives
- evaluating and reporting on resource usage
- interpreting budget reports
- monitoring resource allocation and usage
- preparing resource reports
- utilising resource inventories

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

- budget administration
- means of accessing resources
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- resource management systems including considerations for allocation
- stock handling
- tools to 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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As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

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PUAMAN003 Manage human resources

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 manage and develop human resources to achieve organisational operational objectives.

The unit applies to personnel who have a specific human resources role within a public safety organisation. Whilst some aspects may be applied in a typical management role, it has a more specialist focus beyond human resource requirements for team leaders and managers.

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 unit 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.

PUAFIR503 Coordinate human resource management activities

Competency Field

Management

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Lead and motivate people	**1.1**	Goals, personnel and teams to optimise achievement in work tasks are established and agreed
	1.2	Advice and support sensitive to the individual's needs is provided to personnel in the performance of their duties
	1.3	Activities are undertaken to achieve commitment to common goals
	1.4	Initiative and innovation are recognised and encouraged
	1.5	Achievements are recognised and communicated within the organisation
2 Undertake human resource planning	**2.1**	Human resource needs are determined and/or reviewed within anticipated operational needs and allocated budget
	2.2	Alternatives for staffing levels which clearly demonstrate returns to the organisation are analysed
	2.3	Contingency plans for staffing which meet key provisions of the human resource plan are developed
	2.4	Existing competencies of staff are compared with the needs of the organisation and/or work group
	2.5	Staffing levels are planned and negotiated with stakeholders within the organisational framework to achieve maximum efficiency of operations
3 Develop and facilitate performance	**3.1**	Performance criteria are negotiated and agreed upon with individuals, teams and work groups
	3.2	Performance criteria are reviewed as circumstances change
	3.3	Performance appraisal is conducted, based on clearly established and agreed performance criteria
	3.4	Strategies to rectify performance shortfalls and recognise success are identified

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	3.5	Performance problems are addressed confidentially and in a constructive and timely manner, in accordance with organisational procedures
	3.6	Selections, transfers and promotions are made, in accordance with organisational policies and are supported with documented information
	3.7	Mechanisms are developed and implemented for the identification of human resource development needs within the work group and/or organisation taking into account the strategic plan for the organisation
4 Facilitate training, educational and development opportunities	**4.1**	Information on planned training events is made available throughout the organisation
	4.2	Training, educational and development plans are included as part of an individuals and/or team performance plan
	4.3	Individual and/or team access to and participation in training, educational and development opportunities is facilitated
	4.4	Coaching and mentoring strategies are used to develop personnel in an environment of change
	4.5	Training, educational and development opportunities to enhance individual, team and organisational performance are identified
5 Develop and implement issue resolution and grievance procedures	**5.1**	Problem solving and/or issue resolution procedures are established within legislative requirements and organisational guidelines
	5.2	Grievances and complaints are managed in a timely and caring way to optimise likelihood of a favourable outcome for all parties, in accordance with organisational policies and procedures
	5.3	Individual rights and obligations under industrial awards and/or agreements and legislation are documented and communicated in a clear and concise manner using appropriate language
	5.4	Hearings, interviews and meetings are conducted within the principles of industrial democracy and are participative and use consultative processes

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	5.5	Relevant industrial parties are identified and invited to participate in the resolution process
6 Manage disciplinary matters	**6.1**	Disciplinary matters are implemented, in accordance with organisational policies and procedures
	6.2	Investigations are conducted in a caring and confidential manner to maintain performance and morale
	6.3	Feedback is provided promptly
	6.4	Appeals processes are instituted, in accordance with organisational policies and procedures
	6.5	Deficiencies in procedures are recognised and recommendations for change are made

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 PUAMAN003B Manage human resources.

Links

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Assessment Requirements for PUAMAN003 Manage human resources

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- achieving agreed results
- applying interpersonal skills
- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- demonstrating consistency between instructions and action in self and others
- developing and facilitating performance
- developing and reviewing performance management plans for individual staff members
- developing arrangements for issue resolution and grievance procedures
- displaying personal and professional integrity in working relationships
- establishing key performance measures for individuals, teams and/or work groups
- establishing training and development opportunities
- facilitating training, education and development of personnel
- identifying and where appropriate using stress management facilities and services
- implementing communication techniques including negotiation and resolution
- leading and motivating people
- managing disciplinary matters
- monitoring performance of individuals, teams and/or groups against key performance indicators
- undertaking human resource planning
- using consultative methods to achieve operational targets
- using management techniques and processes
- utilising decision making processes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the

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requirements of the elements, performance criteria and range of conditions and includes knowledge of

- analysis of human resource development needs
- awards, conditions of service and bargaining agreements
- conflict resolution strategies
- disciplinary actions and grievance procedures
- equal opportunity and equal employment opportunity legislation
- industrial relation legislation and regulations
- leadership and management theory and principles
- management practices
- methods and techniques for training and education
- organisational documentation, policies and guidelines including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- performance measures including selection, transfer and promotion
- principles and process for conducting a training need analysis
- provision of opportunities for training, education and development
- stakeholders.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

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Links

Companion Volume Implementation Guides are found in VETNet - https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvetnet.gov.au%2FPages%2FTrainingDocs.aspx%3Fq%3D3eca5672-6d5a-410b-8942-810d0ba05bbf&data=04%7C01%7Cvanessa.pirsl%40aistnds.org.au%7Cf78c645d3d704c61c1f708d8b77a7a08%7Cf9d028a1cd9e46ec9b9678a9d248ee5f%7C0%7C0%7C637461083970681657%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=u2yI6rwIJDaYY%2FVwM0yTaaUy%2FxtaL7afLRttvOKXUzQ%3D&reserved=0

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PUAMAN004 Manage procurement

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 call for tenders and manage the awarding of contracts.

The unit applies to personnel who have a specific role relating to the calling for and management of tenders and contracts within a public safety organisation, with responsibility for ensuring that the organisation's legal and risk management process are applied.

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.

PUAMAN002 Administer work group resources

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare appropriate documentation**	**1.1**	Preparation of documentation is managed, in accordance with organisational policies and procedures
		1.2	Conditions and specifications for tendering contracts is in accordance with organisational policies and procedures
		1.3	Tendering process conforms with organisational tender and/or supply code of practice
		1.4	Inquiries during the tender process are resolved and all tenderers are advised of any relevant clarifications and/or changes, in accordance with organisational procedures
2	**Establish the basis of tendering**	**2.1**	The form of tender is determined, in accordance with organisational policies and procedures
		2.2	Expressions of interest are sought through the publication of tender details
		2.3	Expressions of interest are evaluated, and potential tenderers are short listed, in accordance with organisational procurement policy and procedures
3	**Receive and assess tenders**	**3.1**	Documents are received and opened, in accordance with organisational policies and procedures
		3.2	Tenders are checked for compliance with conditions set out in expression of interest details and/or request for offers
		3.3	Details of tenders are compared with established evaluation criteria, in accordance with organisational policies and procedures
		3.4	Checks are made, in accordance with organisational procedures, to ensure that principles of probity, fairness and commercial confidentiality are met throughout the tender process
		3.5	Issues which may require negotiation with applicants are identified and addressed in accordance with organisational procedures
4	**Select successful respondent**	**4.1**	Selection process is based on evaluation criteria
		4.2	Actual or potential conflicts of interests are checked for

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		disclosure
	4.3	A contractor is selected from the registered contractors' panel to assist in the selection process, if required
	4.4	Contractor prices and conditions are examined, in accordance with organisational procedures, to determine if their offer is clear, calculable and not open to manipulation
	4.5	A cost benefit analysis is undertaken to show that the selected tenderer offers best value for money
5 Finalise contract details	**5.1**	Letter of acceptance outlining all relevant requirements for signing of documentation and satisfaction of pre-commencement conditions is drafted and forwarded, in accordance with organisational procedures
	5.2	Discrepancies and disagreements about proposed tender arrangements are clarified and resolved, in accordance with organisational procedures, prior to entering into a formal agreement
	5.3	Contract is executed, in accordance with organisational procedures and legal requirements
	5.4	Unsuccessful tenderers are informed of result of tender process and are briefed, if appropriate
	5.5	Contract documents are prepared, approved and distributed, in accordance with organisational procedures
	5.6	Fulfilment of any outstanding contract requirements is checked and rectified, in accordance with organisational procedures
6 Evaluate performance of contract on completion	**6.1**	Contract conditions and responsibilities are reviewed with relevant personnel
	6.2	Contract completion is authorised in writing to confirm services have been performed satisfactorily, in accordance with contract objectives and specifications
	6.3	Contractor performance and/or level of service is evaluated, in accordance with organisational procedures, against agreed benchmarks

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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 PUAMAN004B Manage procurement.

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

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Assessment Requirements for PUAMAN004 Manage procurement

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- establishing feedback and monitoring systems
- establishing the basis of tendering including utilising different forms of tenders
- evaluating contract and contractors on completion using approved evaluation criteria
- finalising contract details
- implementing risk management plans
- monitoring and reviewing contract performance
- negotiating with contractors
- preparing appropriate documentation
- receiving and assessing tenders
- selecting successful tender respondent and/or contractor
- supplying information relevant to contract performance including finalising outstanding requirements

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

- assessment of tenders and selection of contractors
- awarding of contracts
- basics of contract law
- contract administration including performance of contractors
- contract requirements
- evaluation criteria
- guidelines for the calling of tenders
- legislation, industry standards, codes of practice and regulations
- negotiation processes
- organisational documentation, policies and procedures including Work, Health and Safety

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(WHS)/Occupational Health and Safety (OHS) requirements
- other requirements including insurance, WorkCover and bank guarantees
- principles of quality assurance including monitoring of contractor performance
- risk management principles
- selection of contractors
- sources of legal advice
- terms and conditions of contracts
- types of tenders including public, private, selective, open and restricted

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAMAN005 Manage projects

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 manage and evaluate projects.

The unit is applicable to any personnel undertaking a project management role. This includes management of small and short term projects as well as roles with a specific project management focus.

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.

PUATEA003 Lead, manage and develop teams

Competency Field

Management

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Identify project scope	**1.1**	Identify and record scope, objectives and outcomes of project
	1.2	Strategy to achieve project objectives, outcomes and client requirements is developed
	1.3	A risk management system is developed and applied to ensure project objectives can be met within organisational accountability frameworks
2 Acquire project resources	**2.1**	Project resources and equipment are identified, acquired and allocated
	2.2	Project scope and objectives are analysed to determine tasks to achieve agreed outcomes on time and within budget
	2.3	Process for monitoring, evaluating and reporting performance against objectives are developed and applied
	2.4	Roles and responsibilities of team members and stakeholders are identified and agreed
3 Manage project activities	**3.1**	Project is initiated, in accordance with organisational policies and strategic direction, in consultation with stakeholders
	3.2	Tasks are implemented, in accordance with project plan and organisational procedures
	3.3	Communication process is established including responsibilities for conflict resolution
	3.4	Progress is monitored to ensure time, performance, cost and quality of project is achieved
	3.5	Proposed variations are investigated and negotiated, in consultation with stakeholders
4 Finalise project and evaluate and report on activities	**4.1**	Project is completed, outcomes are recorded and opportunities for future improvement are established

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4.2 Evaluation of completed project is undertaken against agreed objectives and is reported to stakeholders

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 PUAMAN005B Manage projects.

Links

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Assessment Requirements for PUAMAN005 Manage projects

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- analysing outcomes on completion of project
- designing strategies to achieve project outcomes and client requirements
- evaluating and reporting on project performance and project achievements
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying and preparing project scope
- implementing communication strategies with internal and external clients
- managing project according to predetermined timeframes and available resources
- maximising team effectiveness and staff selection
- monitoring project progress
- negotiating with contractors and suppliers
- obtaining project resources.

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

- basics of contract law
- communication techniques
- cost schedule control systems
- human resource management and policies
- integration of project activities
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements
- organisational procurement guidelines
- project management systems, tools and techniques

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- project plans
- project specifications and objectives
- resource management
- risk management techniques
- types of stakeholders.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAMAN006 Manage and facilitate change

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 introduce, manage and evaluate change in a range of organisational contexts.

The unit is applicable to managers who have the resource and financial authority to make change to organisational strategies, policies and/or procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Develop change management strategy	**1.1** Future trends and organisational needs are considered when developing a change strategy for dealing with change
	1.2 Stakeholders are consulted when developing a strategy for dealing with organisational/workplace change

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	1.3	Options and specific proposals for an organisational/workplace change management strategy are developed
	1.4	Change management strategy is adopted
2 Facilitate change management strategy	**2.1**	Advice is communicated to stakeholders on the requirements for effective change management strategy implementation
	2.2	Resource requirements to implement change management strategy in the organisation/workplace are obtained and used
	2.3	Leadership is provided to assist others to adapt to the change management strategy including providing guidance, training, support and positive role models
3 Implement change	**3.1**	Organisational/work practices, policies, procedures, strategies and resource requirements are amended to accommodate the change management strategy
	3.2	Outcomes of the change management strategy are achieved
4 Review effectiveness of change	**4.1**	Feedback, evaluation and monitoring mechanisms are put in place, in accordance with organisational procedures
	4.2	Monitoring and evaluation outcomes of the change management strategy are communicated to relevant personnel
	4.3	Monitoring and evaluation results are reflected in future change management strategy implementation

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAMAN006B Manage and facilitate change.

Links

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Assessment Requirements for PUAMAN006 Manage and facilitate change

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

- amending organisational policies, procedures, practices and strategies including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- analysing need for change
- communicating with a diverse range of individuals at different levels in the organisation
- developing and facilitating change management strategy
- giving and receiving feedback
- identifying and meeting needs of specific groups in the change process
- implementing change
- monitoring and evaluating impact of change
- obtaining and using resources to support change
- reviewing effectiveness of change through evaluation

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

- change management models and tools
- change management processes and principles
- context and impact of change
- methods of communicating change to stakeholders
- organisational documentation related to change management
- organisational frameworks, structure and culture
- organisational policies, procedures, practices and strategies including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- principles of change management strategy
- resource requirements
- types of stakeholders

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAMAN007 Manage financial resources

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 manage financial resources to achieve organisation and operational objectives.

The unit applies to any personnel with authority for the management of financial resources, including budgets, within a public safety organisation.

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.

PUAFIR505 Administer cost centre’s financial resources

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Develop budget	**1.1**	Budgets are developed in required format, in accordance with organisational procedures
	1.2	Costs and income streams are identified and quantified, in accordance with organisational procedures
	1.3	Comparative analysis is prepared for major items, in accordance with organisational policies and procedures
	1.4	Subordinate budgets are integrated into the prime budget
	1.5	Implications of major shifts in proposed or actual budget allocations, income and/or expenditure are identified and analysed when preparing the budget
	1.6	Performance indicators are developed and implemented, in accordance with organisational procedures
	1.7	Financial resources are allocated to support achievement of operational objectives
2 Allocate, authorise and monitor expenditure	**2.1**	Expenditure management is implemented to ensure it meets organisational financial accountability requirements
	2.2	Significant potential and actual variations from the budget are renegotiated, in accordance with organisational procedures
	2.3	Expenditure is authorised within financial authority limits, in accordance with organisational procedures and guidelines
	2.4	Supply and expenditure processes are in accordance with corporate governance and organisational protocols
	2.5	Financial reports are produced, as required, in a format nominated by the organisation
	2.6	Primary and subordinate budgets are monitored alongside achievement of financial and operational objectives
	2.7	Financial allocations are monitored, in accordance with organisational procedures, to ensure objectives and priorities relating to service delivery are met

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	2.8	Reallocation of financial resources is undertaken, in accordance with organisational policy and procedures
3 Utilise financial management information systems	**3.1**	Management information systems are used for planning, implementing and monitoring financial resource usage
	3.2	Management information system reports are produced, verified and interpreted, in accordance with organisational policy and 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 PUAMAN007B Manage financial resources.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAMAN007 Manage financial resources

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions

Release 1.0 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

- applying legislation, industry standards, codes of practice and regulations
- developing a budget using approved budget formats
- developing performance indicators
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- implementing organisational policy in the preparation and monitoring of budgets
- interpreting financial reports
- monitoring financial accounts
- operating a budget including allocating, authorising and monitoring expenditure
- producing financial reports
- using comparative analysis techniques
- utilising financial management information systems
- utilising management information systems
- working with financial management information systems.

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

- budget formats
- computer based tools/software to produce financial reports
- financial accountability requirements
- financial management and accounting principles and requirements
- financial management information systems
- management information systems

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- operation of budgets
- organisational documentation, policies and procedures for the preparation of financial reports including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAMAN008 Manage physical resources

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 undertake asset management. It includes planning for, acquiring and managing physical resources to achieve organisational objectives.

The unit is applicable to personnel who manage a specific category of resource for the organisation or for personnel who manage multiple resources within a large cost centre. It is not appropriate for personnel who only manage physical resources during incidents.

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.

PUAMAN002 Administer allocation of resources

Competency Field

Management

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and plan physical resource requirements	**1.1** Physical resource requirements are identified, in accordance with demonstrated organisational needs
	1.2 Comparative analyses demonstrating value to the organisation are undertaken, in accordance with organisational procedures
	1.3 Resource requirements are consolidated and rationalised, in accordance with organisational procedures
	1.4 Resource requirements are clarified and confirmed and a plan for resource acquisition and disposal is developed, in accordance with organisational procedures and available budget
	1.5 Major items are scheduled for acquisition, refurbishment and/or replacement based on anticipated obsolescence of equipment and/or machinery and the anticipated needs of the organisation
	1.6 Resource specifications are developed, including reference to service and maintenance requirements, consumables and shelf life
2 Coordinate acquisition and allocation of physical resources	**2.1** Acquisition of resources is undertaken directly or by a third party, in accordance with organisational procedures
	2.2 Resources received are inspected to ensure they meet supply specifications
	2.3 Received resources are entered into asset and other inventory registers for tracking
	2.4 Resources are stored, allocated, reallocated and/or distributed, in accordance with organisational procedures and needs
	2.5 Maintenance schedules and budgets are developed and approved in consultation with stakeholders, in accordance with organisational procedures

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	2.6	Organisational systems are implemented which facilitate the collection, processing and management of data on resource use and maintenance of physical assets
	2.7	Resource performance is evaluated against industry and manufacturers' standards to ensure efficient, effective and safe operation of assets
	2.8	Resource use is maintained, in accordance with organisational policies and procedures, to ensure operational requirements are met
	2.9	Resources are reallocated and/or disposed of, in accordance with organisational policies and procedures
3 Evaluate and report on physical resource provision	**3.1**	Resource acquisition and disposal activities are monitored and assessed, in accordance with organisational policies and procedures
	3.2	Information on acquisition, disposal, costs and operational effectiveness of resources is assessed and reported, in accordance with organisational procedures
	3.3	Cost and organisational inefficiencies are identified and addressed, in accordance with 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 PUAMAN008B Manage physical resources.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAMAN008 Manage physical resources

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- adhering to reporting requirements
- analysing costs and benefits of resource acquisition and utilisation
- applying legislation, industry standards, codes of practice and regulations
- coordinating acquisition and allocation of physical resources
- determining obsolesce of equipment and machinery
- developing and implementing acquisition and disposal plans
- developing maintenance schedules and budgets
- developing resource specifications
- evaluating and reporting on physical resource provision
- evaluating resource performance
- identifying and planning for physical resource requirements
- identifying physical resources requirements
- implementing organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- monitoring and maintaining physical resource provisions
- monitoring resource acquisition and allocation
- utilising resource inventory and/or assets register
- working with a variety of budget formats
- working with stakeholders.

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

- budget formats and processes

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- legislation, industry standards, codes of practice and regulations
- obsolescence of equipment and machinery
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and the procedures for the acquisition and allocation of resources
- physical resource monitoring
- requirements for reporting
- resource and/or asset management systems
- types of physical resources
- types of stakeholders.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOIL202 Use basic equipment operations for oil spill response

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 operate, deploy, monitor and recover basic (Level 1) oil spill response equipment, whilst working as a team member.

An oil spill is the release of liquid petroleum hydrocarbon into the environment, either aquatic or on land. There are three categorised levels of oil spills; Level 1 spills are mild, causing localised damage in marine and or land environments.

The unit is applicable to personnel deployed to operate basic (Level 1) oil spill response equipment.

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

Pre-requisite Unit

Not applicable.

Competency Field

Marine Pollution Response

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Undertake a health and safety site review	**1.1** Identify and communicate potential oil spill hazards and risks
	1.2 Report hazards and risks, in accordance with

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		organisational procedures
	1.3	Select and use personal protective clothing and equipment, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines and Safety Data Sheet (SDS) requirements
2 Prepare Level 1 equipment for use	**2.1**	Use the incident action plan and/or site specific deployment plan to identify and select oil spill response equipment, in accordance with organisational requirements and supervisor’s instructions
	2.2	Use organisational procedures and manufacturers' specifications, in the management of routine preoperational checks of equipment
	2.3	Report unsafe or faulty equipment, in accordance with organisational procedures, and set aside for repair and/or replacement
3 Operate and/or deploy Level 1 equipment	**3.1**	Operate and maintain equipment, in accordance with organisational procedures and manufacturers' specifications
	3.2	Complete work tasks, in accordance with organisational procedures, WHS/OHS requirements and the incident action plan
	3.3	Identify, action and monitor environmental implications associated with oil spill response and maintenance of equipment
	3.4	Monitor oil spill environmental conditions, in conjunction with operational activities
4 Check, clean and store Level 1 equipment	**4.1**	Report equipment use, in accordance with organisational procedures, site specific deployment plan and incident action plan requirements
	4.2	Clean, secure and store equipment, including personal protective clothing and equipment, in accordance with organisational procedures, manufacturers' specifications and maintenance manuals
	4.3	Report equipment faults or damage to supervisor, in accordance with organisational procedures
	4.4	Maintain and clean workplace, in accordance with organisational procedures and WHS/ OHS guidelines

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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 PUAOIL201 Use basic equipment operations for oil spill response.

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

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Assessment Requirements for PUAOIL202 Use basic equipment operations for oil spill response

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- checking, cleaning and storing Level 1 equipment including monitoring their performance
- communicating with team members and organisational personnel
- following organisational policies and procedures
- identifying hazards including chemical, operational and working environments
- loading and unloading materials safely
- modifying activities in relation to risk and environment
- operating and deploying Level 1 equipment
- preparing Level 1 equipment for use including preoperational checks
- reading and interpreting Safety Data Sheets (SDS)
- recognising and addressing problems when dismantling, inspecting and assembling equipment
- undertaking a health and safety site review including identifying and assessing potential risks
- using personal protective clothing and equipment
- working in a team to safely deploy and monitor basic (Level 1) equipment for the containment, recovery and storage of oil from a spill

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

- characteristics and liabilities of Level 1 oil spill equipment including operation of and environmental impact of the equipment
- environmental conditions and implications of oil spill including oil spill response equipment required
- organisational documentation, policies and procedures
- personal protective clothing and equipment

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- potential hazards
- preoperational checks
- safe working procedures and practices
- Safety Data Sheets (SDS)
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 operations 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

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PUAOIL303 Apply health, safety and risk controls when working on oiled shorelines

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 apply health, safety and risk controls when working on an oiled shoreline. It includes identifying potential hazards, following procedures for risk control, supporting safety guidelines for working with oil and reporting on hazards, injuries and near misses.

The unit is applicable to shoreline supervisors and/or coordinators responsible for health, safety and risk controls to ensure the wellbeing of all responders reacting to an oiled shoreline incident.

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

Pre-requisite Unit

Not applicable.

Competency Field

Marine Pollution Response

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify potential hazards	**1.1** Identify and analyse hazards at oiled shoreline before and during incident
	1.2 Complete a risk assessment for identified hazards in

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		accordance organisational procedures and Work, Health and Safety (WHS)/ Occupational Health and Safety (OHS) requirements
	1.3	Identify and apply controls for hazards
	1.4	Review effectiveness of controls within the shoreline supervisor or coordinator's scope of authority
	1.5	Identify and report on any remaining risks to relevant personnel and organisations or agencies
2 Follow procedures for risk control	**2.1**	Select, use and maintain personal protective clothing and equipment, in accordance with Safety Data Sheet (SDS) requirements
	2.2	Develop site specific health and safety plan and continuously review throughout incident
	2.3	Coordinate induction training for oil spill responders attending incident
3 Follow safety guidelines for working with oil	**3.1**	Explain contact procedures for personnel involved in oil spill response
	3.2	Follow approved safety procedures and use personal protective clothing and equipment, as specified, in accordance with organisational procedures
	3.3	Implement safety procedures when operating near volatile oil substances
4 Report hazards, injuries, near misses	**4.1**	Communicate and apply reporting requirements for hazards, injuries and near miss incidents
	4.2	Implement remediation strategies and practices, as required, following completion of incident report
	4.3	Complete organisational documentation and reports, in accordance with organisational procedures and forward to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAOIL301 Apply health, safety and risk controls when working on oiled shorelines.

Links

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Assessment Requirements for PUAOIL303 Apply health, safety and risk controls when working on oiled shorelines

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including applying health and safety practices when working in oiled shoreline environments
- assessing risks
- complying with safety guidelines for working with oiled shorelines
- developing and reviewing site specific health and safety plans
- ensuring tasks are performed to meet safety requirements and quality systems
- following procedures for risk control
- identifying, documenting and managing health and safety, potential hazards and associated risks for oiled shorelines and continually review
- implementing controls for hazardous in oiled shoreline situations
- implementing emergency provisions
- implementing organisational policies and procedures
- recognising potential emergency situations and communicating promptly
- reporting hazards, injuries and near misses
- using personal protective clothing and equipment and material safety data sheets

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

- correct use of equipment for handling materials
- environmental impacts and risks to individuals and the community
- hazards and hazardous areas including chemical, operational and working environments
- operational characteristics of oil spill equipment
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- risk mitigation processes including controls for hazards
- Safety Data Sheets (SDS)

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- severity of risks from materials
- site specific health and safety planning
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Simulations will be required for the timely assessment of this unit of competency. Simulations should be based on potential work environment and should include the use of case studies and scenarios using what if questions and answers.

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 operations 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

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PUAOIL304 Use advanced equipment operations for oil spill response

Modification History

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

Application

This unit involves the skills and knowledge required to safely deploy, operate, monitor and recover advanced oil spill response equipment.

The unit is applicable to personnel responsible for the choices and deployment of appropriate advanced oil spill response equipment to meet the type of oil spill operations and environmental conditions for Level 1, 2 or 3 responses.

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

Pre-requisite Unit

Not applicable.

Competency Field

Marine Pollution Response

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage safety of operation	**1.1** Identify hazards and risks for the site and equipment use through a job safety analysis
	1.2 Apply the hierarchy of controls to manage hazards and risks

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		1.3	Select, use, maintain and store personal protective clothing and equipment, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and Safety Data Sheet (SDS) requirements
2	**Communicate with work team and incident management team**	**2.1**	Prepare site specific deployment plans based on the incident action plan
		2.2	Plan, prepare and present briefs and debriefs to relevant personnel
		2.3	Maintain communication channels with all stakeholders involved in the deployment and recovery of oil spill response equipment
		2.4	Ensure oil spill response personnel can deploy equipment in a team environment
3	**Prepare equipment for use**	**3.1**	Identify required advanced oil spill response equipment using the incident action plan and/or site specific deployment plan
		3.2	Conduct routine preoperational checks of equipment using organisational procedures and manufacturers' specifications
		3.3	Identify and segregate faulty equipment for repair or replacement
		3.4	Identify equipment requiring licensed operators
4	**Operate and/or deploy equipment**	**4.1**	Use equipment, in accordance with state, territory and Commonwealth licensing requirements
		4.2	Operate and monitor equipment, in accordance with organisational procedures, manufacturers' specifications and supervisor’s instructions
		4.3	Carry out work, in accordance with organisational procedures, WHS/OHS requirements and the incident action plan
		4.4	Identify and record the use of equipment consumables
5	**Monitor operations**	**5.1**	Monitor, assess and reassess the effectiveness of equipment and/or the recovery operation

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	5.2	Identify, action and monitor environmental implications associated with the operation and maintenance of equipment
	5.3	Identify any changes to response as a result of ongoing monitoring of operations
6 Check, clean and store equipment	**6.1**	Maintain records of equipment use, in accordance with organisational procedures, the incident management system and incident action plan
	6.2	Clean, secure and store equipment, in accordance with organisational procedures, manufacturers' specifications, maintenance manual and/or supervisor’s instructions
	6.3	Report and take action on equipment malfunction, fault, wear or damage, in accordance with organisational procedures
	6.4	Maintain and clean workplace, in accordance with organisational procedures, WHS/OHS requirements and demobilisation plan

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 PUAOIL302 Use advanced equipment operations for oil spill response.

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

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Assessment Requirements for PUAOIL304 Use advanced equipment operations for oil spill response

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

- applying Work, Health and Safety (OHS)/Occupational Health and Safety (OHS) requirements
- checking, cleaning and storing advanced equipment
- communicating with work team, incident management team and stakeholders including conducting briefings and debriefings
- completing maintenance records
- conducting pre-operational checks
- demonstrating safe deployment and operation of equipment to contain, recover and store oil
- ensuring safety and hazard control procedures are implemented
- following organisational policies and procedures
- handling and using equipment safely including loading and unloading of equipment and materials
- identifying hazardous situations and taking appropriate action
- identifying hazards including chemical and operational and working environments
- managing the safety of oil spill operation
- modifying activities dependent on risk and environment
- monitoring and reassessing situations to ensure response meets environmental conditions
- monitoring equipment performance including identifying equipment requiring licensed operators
- performing risk assessments
- preparing advanced equipment for use
- reading and interpreting Safety Data Sheets (SDS)
- recognising and addressing problems when dismantling, inspecting and assembling equipment
- using personal protective clothing and equipment
- working safely

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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

- communication methods and techniques including briefing and debriefing processes
- deployment plans
- environmental implications
- hazards including chemical and operational and working environments
- hierarchy of controls
- incident action plans
- operational characteristics of advanced oil spill response equipment
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- safe operation of equipment
- Safety Data Sheets (SDS)
- WHS/OHS requirements and responsibilities including risk mitigation processes

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 operations 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

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PUAOIL404 Apply decision making strategies in an oil spill response

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 make strategic, planning and operational decisions in an oil spill response.

The unit is applicable to personnel working in functional management roles within an incident management team who have the responsibility for ensuring the viability and success of a marine pollution, oil spill, response.

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

Pre-requisite Unit

Not applicable

Competency Field

Marine Pollution Response

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish context of spill	**1.1** Gather intelligence to determine size and impact of marine pollution situation
	1.2 Identify character and behaviour of the oil spill

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	1.3	Consult and involve appropriate specialists or advisors in establishing the context of the oil spill
	1.4	Identify and confirm oil spill response objectives
	1.5	Provide accurate, timely and relevant communication about the oil spill to stakeholders
2 Consider response options for a decision	**2.1**	Identify and review available response options to the oil spill
	2.2	Review strengths and weakness of options with appropriate specialists or advisors
	2.3	Determine risk areas and levels of risk in accordance with organisational procedures and Work, Health and Safety (WHS)/ Occupational Health and Safety (OHS) requirements
	2.4	Determine and select best response options based on critical factors
	2.5	Determine the scale of response to the oil spill
	2.6	Document decision making processes in response to the oil spill
3 Implement response	**3.1**	Develop response plans for selected options, in accordance with organisational procedures and WHS/OHS requirements
	3.2	Develop an incident action plan
	3.3	Communicate proposed response actions to relevant personnel and stakeholders
	3.4	Monitor and review response actions and modify, as appropriate, in response to changing circumstances

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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOIL401 Apply decision making strategies in an oil spill response.

Links

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Assessment Requirements for PUAOIL404 Apply decision making strategies in an oil spill response

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with stakeholders through the incident action plan
- considering response options when making decisions
- establishing and communicating oil spill response objectives
- establishing context of oil spill including collecting intelligence
- implementing a response and scaling appropriately
- implementing response plans
- interpreting details of a management plan which includes stakeholder analysis, explanation of the risk context, critical success factors, identified and analysed risks and treatments for prioritised risks
- monitoring arrangements for risk management plan including the evaluation of treatments for risks
- solving problems appropriate to identified risks
- sourcing of intelligence including tides, currents and weather forecasts
- undertaking critical analysis of oil spill incident and determining critical factors including appropriate approvals, environment, health and safety of responders and community and minimisation of impact

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

- behaviour of oil including
  - movement of oil including volume, spread, drift, area of coverage, percentage, coverage, rate of flow, flow continuing, and flow stopped
  - weathering and influence on oil character including spreading, evaporation, emulsification (mousse formation), dispersion, dissolution, sinking and sedimentation, biodegradation and photo-oxidation

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- character of oil including
  - chemical characteristics including aromatic content, aliphatic content, asphaltene content and wax content
  - oil character influence on response options including selection of response equipment and amenability to chemical dispersion
  - physical characteristics such as flash point, pour point, in relation to surface water temperature, solubility, density (API gravity or specific gravity), in relation to density of sea water, viscosity, viscous or non-viscous, thickness, stickiness, in relation to adherence to physical structures or habitats and persistence
- context of the oil spill including location, environmental sensitivity, estuaries, wildlife habitats, tourism, indigenous culture and business and industry
- legislation, codes of practice and industry standards
- limitations and benefits of oil spill response equipment
- management of health and safety issues
- oil spill context, oil types, spill behaviours and effects within the marine environment
- organisational documentation, policies and procedures
- response options taking into account
  - critical factors
  - response options including monitor and evaluate, contain and recover, protect and deflect, shoreline clean up and waste management
  - scale of response including magnitude of the incident, available human and physical resources, geographic location, response timeframes and accessibility
- Safety Data Sheets (SDS)
- sources of intelligence including aerial observations, Australian Dangerous Goods Code, initial visual reports (location), Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS), net environmental benefit analysis, oil samples, oil spill response atlas, oil spill trajectory modelling, reports from operational, technical and environmental advisors and reports from ship’s master indicating type and quantity of oil spill
- specialist advisors including operational, technical and environmental experts such as environmental scientists, marine pollution experts, Australian Maritime Safety Authority (AMSA), oil importers and exporters, ships masters, salvage advisors and government agencies
- stakeholders including federal, state, territory and local government agencies and representatives from businesses, community, protection and indemnity, indigenous communities, marine oil response teams, media, salvors and ship owner, charterer or manager
- strategic planning methodologies including Political, Economic, Social and Technological (PEST) analysis and Strengths, Weaknesses, Opportunities and Threats analysis (SWOT)
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk factors and risk mitigation processes

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

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assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 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 be based on a real or simulated oil response situation where multiple decisions may be made but where critical analysis of information allows for considered and justifiable actions.

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 operations manuals.

Links

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PUAOIL405 Apply oiled shoreline assessment strategies in an oil spill response

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 a team in oiled shoreline assessments, as a shoreline supervisor or coordinator.

The unit is applicable to shoreline supervisors or coordinators who are responsible for collating data about shorelines and the extent and degree of oiling.

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

Pre-requisite Unit

Not applicable.

Competency Field

Marine Pollution Response

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct pre-deployment preparations	**1.1** Identify government and organisational jurisdictions and capabilities to establish response plan
	1.2 Identify, analyse and record deployment information to aid planning

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	1.3	Select, source and check tools and equipment consistent with response plan and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
	1.4	Document and provide information to the incident management team, in accordance with organisational procedures
2 Conduct onsite assessment	**2.1**	Plan and prepare briefing prior to onsite oiled shoreline assessment
	2.2	Complete and record onsite assessment of oiled shoreline incident zone
	2.3	Communicate assessment information to shoreline coordinator to assist in the management of the response
3 Plan and monitor response	**3.1**	Determine and plan clean up priorities and communicate to relevant personnel, in accordance with organisational requirements
	3.2	Identify and communicate specific duties and responsibilities to response team
	3.3	Plan and communicate daily objectives and priorities to the response team
	3.4	Monitor incident and modify response plan based on response team reports and ongoing oiling of shoreline

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 PUAOIL402 Apply oiled shoreline assessment strategies

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in an oil spill response.

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Assessment Requirements for PUAOIL405 Apply oiled shoreline assessment strategies in an oil spill response

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- calculating potential waste volumes
- conducting onsite assessment including biological character, describe shoreline substrates, priorities for shoreline protection, shoreline oiling, shoreline type or form and using appropriate equipment for shoreline assessment
- conducting pre-deployment preparations and developing plans including applying environmental legislations, implementing safe work practices, interpreting maps and preparing, presenting and communicating information to stakeholders and team members
- conveying the importance of health and safety in the oiled environment to team members and stakeholders
- following organisational policies and procedures
- identifying shoreline character
- implementing plans for shoreline protection
- planning and monitoring oiled shoreline responses including considering any constraints, implementing safe work practices and implementing plans for shoreline prioritisation
- preparing, presenting and communicating information to stakeholders and team members
- utilising deployment information

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

- characteristics and limitations of equipment
- communication equipment and techniques
- deployment information
- environmental legislation
- oiled shoreline assessment strategies
- organisational documentation, policies and procedures

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- possible constraints on applying assessment strategies
- potential environmental impact of oiled shorelines
- shoreline attributes
- shoreline response and deployment plans
- state, territory and Commonwealth emergency marine pollution jurisdictions including related policies and procedures
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation processes

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in multi-agency simulated workplace operational situations that replicate workplace conditions.

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.

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 operations 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

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PUAOIL406 Lead a team in oiled shoreline clean up

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 a team in oiled shoreline clean ups. It involves establishing teams, planning and implementing worksite management zones and the deployment and monitoring of teams to final reporting stage of a clean up.

The unit is applicable to shoreline supervisors or coordinators, supervising and managing oiled shoreline clean up activities including preparing and disseminating plans and strategies to control an oiled shoreline incident.

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

Pre-requisite Unit

Not applicable.

Competency Field

Marine Pollution Response

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish the shoreline response unit	**1.1** Determine the size and structure of the oiled shoreline response unit
	1.2 Deploy appropriate staff to assist in the clean up

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		response, in accordance with organisational procedures
	1.3	Implement a site induction that incorporates safe systems of work, communication methods, hierarchy of roles and reporting systems used within the incident management system
	1.4	Identify any training that may need to be implemented
2 Plan clean up operations	**2.1**	Identify hazards and assess risks relevant to the operation and ensure safe systems of work are implemented, in accordance with organisational procedures
	2.2	Establish priorities for shoreline protection and clean up based on data and reports received
	2.3	Sector and segment shoreline for identification and management of clean up zone
	2.4	Implement clean up methods appropriate to environmental conditions
3 Organise resources	**3.1**	Identify and organise response equipment through appropriate channels, in accordance with organisational procedures
	3.2	Make arrangements for the transport of resources and personnel to oiled shoreline clean up site
	3.3	Establish onsite support for personnel, in accordance with organisational procedures
4 Establish worksite management zones	**4.1**	Implement a three zone system to control access and activities around the incident control centre
	4.2	Organise appropriate security for oiled shoreline and incident control centre
	4.3	Establish a decontamination centre
5 Manage waste from clean up	**5.1**	Develop and implement ways to minimise waste
	5.2	Establish temporary waste holding areas that allow for safe containment and appropriate segregation of waste
	5.3	Arrange for the removal of waste from temporary to permanent storage, in accordance with relevant legislation

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6	**Deploy and monitor work teams**	**6.1**	Develop and communicate work orders to relevant personnel, in accordance with organisational procedures
		6.2	Brief teams and allocate tasks relating to relevant timeframe and role to be performed
		6.3	Monitor work situation on a regular basis for effectiveness and safety performance of task
		6.4	Maintain accurate logs to record actions and decisions made at site
		6.5	Review and change plans, as required, in accordance with organisational procedures
7	**Terminate response**	**7.1**	Personnel are debriefed at conclusion of the incident, in accordance with organisational procedures
		7.2	Equipment is returned to designated areas, as required
		7.3	Post spill reports are completed and submitted to relevant personnel
		7.4	Records are collected, collated, checked and forwarded to appropriate personnel, in accordance with 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 PUAOIL403 Lead a team in oiled shoreline clean up.

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Links

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Assessment Requirements for PUAOIL406 Lead a team in oiled shoreline clean up

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

- applying safe work systems
- collecting, evaluating and disseminating information on the current and forecast situation
- demonstrating methodologies in planning and organising resources for a clean up response
- deploying and monitoring work teams
- establishing management zones
- establishing oiled shoreline response unit utilising appropriate staff
- establishing worksite management zones
- evaluating, planning and activating workforce deployment
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying hazards
- implementing clean up methods to meet response plan requirements
- maintaining logs and producing reports
- managing waste from clean up
- planning clean up operations
- preparing, presenting and communicating information including induction training
- providing onsite support
- terminating oiled shoreline response
- working as a member of an oiled shoreline incident management team to resolve a clean-up incident

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

- characteristics and limitations of equipment
- communication equipment
- environmental and government legislation
- oiled shoreline clean up methods being consistent with organisational procedures, response

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plan, shoreline form and characteristics, WHS/OHS legislation and the characteristics of the spilt oil
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- potential hazards
- site inductions including command and control structure, communication plan, personnel records and registration documentation and WHS/OHS procedures
- stakeholders including wildlife groups
- state, territory and Commonwealth emergency marine pollution policies and procedures

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in multi-agency simulated workplace operational situations that replicate workplace conditions.

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.

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 operations manuals.

Links

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PUAOPE001 Manage the investigation function at an incident

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 conduct investigations initiated during an incident.

Investigation officers may be required to liaise with police and enforcement agencies in relation to criminal or coronial matters; preserve and examine scenes; protect, collect and manage evidence and/or exhibits; identify and interview witnesses and manage information related to an incident.

An individual performing this role has the title of investigation officer and is delegated responsibility by the Incident Controller or Operations Officer. The investigation function is generally carried out by an investigation unit within the operations section.

If the Incident Controller determines the need to expand the investigation unit into a functional section, then it will become an investigation section reporting directly to the Incident Controller. Investigations initiated during an incident may continue after the resolution of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

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	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Establish investigation section or unit	**1.1** Initial briefing for the incident is sought and obtained from the Incident Controller or Operations Officer where the Incident Controller's intent is confirmed
	1.2 Investigation section or unit objectives and tasks are identified
	1.3 Appropriate investigation section or unit structure is developed and resources are identified and obtained
	1.4 Appropriate investigation section or unit is established, tasks are delegated and briefings are given to delegated personnel
	1.5 Safe work practices and health and welfare arrangements for work area are implemented and monitored
2 Manage investigation section or unit	**2.1** Allocated tasks are adjusted to meet incident objectives and investigation requirements
	2.2 Workload, progress and performance of investigation section or unit is monitored and managed
	2.3 Investigation section or unit meetings are conducted, as required
	2.4 Information flow within the incident management team and with identified external organisations, is established and maintained
	2.5 Investigation section or unit plan is developed and implemented, in accordance with organisational procedures
	2.6 Maps and schematic plans are produced or obtained to meet investigation requirements
	2.7 Arrangements are made for a log and/or record of activities and decisions to be kept and maintained
3 Undertake investigation activities at an incident	**3.1** Incident investigation requirements are obtained from Incident Controller or Operations Officer
	3.2 Intelligence and information for the incident investigation is gathered and analysed
	3.3 Potential connections to other investigations are

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			identified
		3.4	Security plan is formulated to address investigation's requirements
		3.5	Investigators are briefed on the investigation plan, in accordance with organisational procedures
		3.6	Investigation progress is monitored and amended, as required
		3.7	Liaison with Planning or Information Officer to obtain intelligence and information is undertaken, as required
		3.8	Potential conflict between incident operations and investigative requirements is addressed through liaison with incident management team members
		3.9	Ethical standards are applied throughout the conduct of the investigation
		3.10	Local knowledge and information is sought, where appropriate
4	**Monitor and review investigation activities**	**4.1**	Allocation and performance of resources is monitored and reviewed
		4.2	Briefings and debriefings are conducted
		4.3	Post incident analysis is initiated and/or participated in
5	**Conclude investigation**	**5.1**	Continuity of investigation activities is maintained throughout the process of demobilisation of incident structure
		5.2	Investigation conclusions are documented in accordance with organisational procedures and investigation plan requirements
		5.3	Investigation reports are produced and communicated, in accordance with organisational procedures
		5.4	Documentation is completed and investigation evidence collected is stored securely

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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

New unit, no equivalent unit.

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

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Assessment Requirements for PUAOPE001 Manage the investigation function at an incident

Modification History

Release 1. This is the first release of this qualification 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

- analysing investigation data and information
- applying ethical standards to an investigation
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- conducting meetings including preparing agendas
- completing documentation and investigation reports
- implementing investigation and security plans
- implementing organisational policies and procedures
- liaising with Incident Controller or operations officer and other personnel
- maintaining logs
- managing a team including technical specialists
- monitoring resources
- operating in an investigational management role including delegating responsibility, allocating tasks, monitoring performance and providing feedback
- performing briefings and debriefings
- preparing, presenting and communicating information
- taking mitigation action to ensure completion of investigations
- working as a member of an incident management team to resolve an incident investigation
- working with maps and schematic plans

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

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- communication requirements for stakeholders
- ethical standards for investigations
- investigation and security plans
- investigation data and information analysis

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- investigation planning requirements and processes
- investigation report requirements
- maintenance of logs
- management and facilitation of team work
- maps and schematic plans
- organisational documentation, policies and procedures
- procedures for meetings
- processes and procedures for briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) plus questions
- resource requirements for an investigation

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAOPE002 Manage the finance function at an incident

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 to manage contracts, procurement, account payments, account records, compensation, insurance claims and the timekeeping of records to support the financial management of an incident.

Finance Officers are required to account for expenditure during an incident, manage insurance and compensation claims and/or issues, collect and record cost data and undertake a cost estimation for the incident.

An individual performing this role has the title of Finance Officer and is delegated responsibility by the Incident Controller or Logistics Officer. This role supports the Incident Controller and other members of the Incident Management Team. The finance function is generally carried out by a finance unit within the logistics section.

If the Incident Controller determines the need to expand the finance unit into a functional section, then it will become a finance section reporting directly to the Incident Controller. Authorisation to perform this role is subject to organisational policies and procedures.

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	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Establish finance section/unit	**1.1** Initial briefing, including information needed to manage the finance requirements for the incident, is obtained from Incident Controller or Logistics Officer
	1.2 Finance section or unit objectives and tasks are identified
	1.3 Finance section or unit structure is developed and required financial management resources are identified and obtained
	1.4 Finance section or unit is established, including subunits, and tasks are delegated and briefings are given to delegated personnel
	1.5 Safe work practices and health and welfare arrangements for work area are implemented and monitored
2 Manage finance section/unit	**2.1** Allocated tasks are adjusted to meet incident objectives and financial requirements
	2.2 Workload, progress and performance of finance section or unit is monitored and managed, in accordance with organisational procedures
	2.3 Finance section or unit meetings are conducted, in accordance with organisational procedures
	2.4 Information flow within the incident management team and with identified external organisations, is established and maintained
	2.5 Finance plan is developed and implemented, in accordance with organisational procedures
	2.6 Arrangements are made for a log or record of activities and decisions to be kept and maintained, in accordance with organisational procedures
3 Undertake finance activities	**3.1** Purchase and hire of equipment accounts are received, processed and reconciled within authorisations for expenditure
	3.2 Agreements with financial requirements are reviewed for compliance with organisational requirements
	3.3 Payroll and related systems and records are maintained,

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			in accordance with organisational procedures
		3.4	Insurance information is maintained, in accordance with organisational procedures
		3.5	Cost recovery procedures are implemented, in accordance with organisational procedures
		3.6	Potential and existing financial issues are identified and advice on trends is communicated to appropriate personnel
4	**Provide financial advice to incident management team**	**4.1**	Cost analysis on alternative control operations is provided, as required
		4.2	Financial summary information on incident operations is provided, in accordance with organisational procedures
		4.3	Financial support services are identified and provided, in a timely and efficient manner
		4.4	Liaison with other members of the incident management team is undertaken, in accordance with organisational procedures
5	**Monitor and review finance functions**	**5.1**	Allocation and performance of financial resources are monitored and reviewed
		5.2	Briefings and debriefings are conducted, as required
		5.3	Post incident analysis is initiated and/or participated in

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.

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Unit Mapping Information

New unit, there is no equivalent unit.

Links

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Assessment Requirements for PUAOPE002 Manage the finance function at an incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- conducting briefings and debriefings
- delegating responsibilities and monitoring performance
- delegating to sub-units within the finance section
- establishing finance section or unit
- implementing organisational documentation, policies and procedures
- keeping a log or record of activities
- liaising with Incident Controller, Logistics Officer and other members of the incident management team
- maintaining financial management system including payroll and accounts
- managing a team including allocating tasks within a time critical and dynamic environment
- managing and monitoring finance section or unit
- managing insurance requirements
- operating in a finance management role
- preparing, presenting and communicating complex financial information
- providing feedback
- recording the status of financial resources at an incident
- taking mitigation action to ensure completion of financial requirements
- using financial support services
- working as a member of an incident management team

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

- agreements with financial requirements including contractual arrangements, cooperative agreements, memorandums of understanding and organisational financial policies and procedures

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- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- finance section or unit structure including accounts, compensation and insurance, financial monitoring and time keeping units
- financial reporting requirements
- financial support services including analysis of financial risks, collection of cost data, maintenance of records of hire and procurement, provision of cost estimates, compensation and insurance claims processing, provision of financial summaries, receipt and payment of accounts, time keeping and cost analysis
- financial tasks including analyse financial risk, receive and process purchase or hire accounts, review and comply with agreements with financial requirements, maintain payroll and related systems and records, provide financial summaries and undertake costs analysis
- insurance information including equipment, personal effects and vehicles
- management and facilitation of teams and team work including task allocations
- national, state and territory emergency management legislation, policies, procedures and interagency memorandums of understanding
- organisational documentation, policies and procedures
- organisational financial requirements to support operational planning requirements and processes
- potential and existing financial issues including claims, injury compensation, pay and procurement
- processes and requirements for briefings and debriefings including Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- protocols and procedures for meetings including techniques for resolving conflict
- requirements of a finance section facility
- types of incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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

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equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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PUAOPE003 Manage the public information function at an incident

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 gather, assemble and disseminate timely, tailored and relevant information to the community and media and if the Incident Controller requires and can also include government, incident personnel and their organisations.

An individual performing this role has the title of Public Information Officer and is typically appointed by the Incident Controller. Public Information Officers are required to liaise with the planning section, intelligence section/unit and other Incident Management Team (IMT) units to gather information about the incident. They then assemble this information into a form suitable for dissemination to the public, media and other stakeholders.

They will also provide timely and relevant information to stakeholders; provide warnings and information to threatened communities, other stakeholders and the public; liaise with news media; manage media liaison issues and consult with affected communities in conjunction with relief and recovery organisations and/or agencies. Authorisation to perform this role is subject to organisational policies and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

Operations

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish public information section	**1.1** Initial briefing, including information required to manage the public information section, is obtained from the Incident Controller where the Incident Controller's intent is confirmed
	1.2 Public information section objectives and tasks are identified and confirmed with the Incident Controller
	1.3 Information on the current and projected incident situation is obtained from the planning section, the intelligence section, if established, and from external sources including media reports
	1.4 Appropriate structure for the public information section is established, tasks are delegated and briefings are provided to assigned personnel
	1.5 Resources are identified and obtained to meet public information section requirements
	1.6 Safe work practices and health and welfare arrangements for the work area are implemented and monitored
2 Manage public information section	**2.1** Public information plan is prepared and objectives and strategies are specified to meet the information needs of the community and media
	2.2 Analysis of the incident, its risks, constraints and the information to be reported to identified target audiences is incorporated into the public information plan
	2.3 How information is to be communicated internally and externally to the community, media and other stakeholders is confirmed in the public information plan
	2.4 Timely and relevant information on the current and projected incident situation including, incident control objectives, strategies and resources at the incident is collected, summarised and prepared for dissemination
	2.5 Workload, progress and performance of the public

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			information section is monitored and managed
		2.6	Public information section meetings are conducted, as required
		2.7	Structure of the public information section is adjusted during the incident to meet predicted and actual information demands
		2.8	Arrangements are made for a log and/or record of activities and decisions to be kept
3	**Manage information and warnings unit**	**3.1**	Information and warnings unit is established, if required, to provide timely, tailored and relevant information and warnings to affected communities and stakeholders on behalf of the Incident Controller
		3.2	Information is gathered from the incident management team to maintain situational awareness
		3.3	Information gathered directly from the community and used by the information and warnings unit is provided to the intelligence unit
		3.4	Ongoing liaison with the community liaison unit and the media unit is undertaken to ensure that information is disseminated according to the area of responsibility
4	**Manage media unit**	**4.1**	Media unit is established, as required, to liaise with and respond to enquiries from the media at the incident
		4.2	Media unit is communicated as the point of contact for the media, the public and other organisations for general information about the incident
		4.3	Current and timely information consistent with incident requirements and local knowledge is provided to the media, in accordance with organisational procedures
		4.4	Preparation and issuing of media messages is managed by the media unit, working in conjunction with media networks, to disseminate key messages
		4.5	Preparation of key messages for press conferences and other media events involving the Incident Controller, or other members of the incident management team, are drafted and managed by the media unit
		4.6	Media needs and deadlines are communicated within the public information section and to the incident

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		management team
	4.7	Media liaison officers and/or escorts are appointed to support incident ground media liaison as approved by the Incident Controller
	4.8	Organisational requirements for media liaison are applied
5 Manage community liaison unit	**5.1**	Community liaison unit is established, as required, to promote two-way communication between the incident management team and affected communities
	5.2	Established community networks, groups and/or systems relevant to the incident area, that may assist with the acquisition and dissemination of incident information, are identified
	5.3	In consultation with relief and recovery organisations the information needs of affected communities are identified and timely, tailored and relevant information is prepared
	5.4	Community meetings and other activities are conducted to respond to community information needs and to log concerns requiring follow up
	5.5	Liaison is maintained with the operations and planning sections, the intelligence section or unit and the resource unit to ensure the accuracy of information disseminated to the public
	5.6	Liaison with the information and warnings unit is maintained to update incident information and potential threats to communities
	5.7	Local knowledge and information provided by the community about risks, issues and local factors provided by the community are communicated to the incident management team
	5.8	Information about the current and anticipated extent of the impact and broader effect of the incident on the community is communicated in a suitable and timely manner
	5.9	Feedback is obtained from the community on the effectiveness of the community liaison unit's communication strategies and responses to community

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			concerns
6	**Contribute to planning processes**	**6.1**	Communication is maintained, as required, with members of the incident management team through formal and informal meetings, briefings and debriefings
		6.2	Incident management team is briefed on social and/or political issues and is provided with feedback on community needs and concerns
7	**Monitor and review public information function**	**7.1**	Allocation and performance of public information resources is monitored and reviewed, in accordance with organisational procedures
		7.2	Briefings and debriefings are conducted, as required
		7.3	Post incident analysis is initiated and/or participated in

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

New unit, there is no equivalent unit.

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

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Assessment Requirements for PUAOPE003 Manage the public information function at an incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- allocating and monitoring resources
- analysing incident information from a variety of sources
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines and practices
- collating and preparing timely, relevant and consistent information to be disseminated to a range of stakeholders to meet their individual information requirements
- collecting community feedback
- communicating and working effectively as a member of an incident management teams to resolve the incident
- conducting briefing and debriefings
- determining public information strategies and methods of communication
- developing a public information plan to meet internal requirements and external needs of the community, media and stakeholders and the incident
- identifying risks and constraints
- implementing organisational policies and procedures
- liaising with communities at an incident
- managing a public information section at an incident including information warnings unit, media unit, community liaison and appointing media liaison officers
- managing the implementation of a public information plan
- organising and conducting community meetings to assist local groups to prepare themselves and to manage their risks
- working with community groups and recovery and relief organisations

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

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- collection methods and analysis of feedback

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- communication strategies for communities both affected and likely to be affected by an incident
- confidentiality, privacy, libel and discrimination requirements
- constraints for disseminating public information including cultural, economic, environmental, physical, political, social and temporal
- current practices for media liaison with internal and external stakeholders
- different media requirements including newspapers, magazines, radio, television, internet and social media
- organisational documentation, policies and procedures
- post incident reviews and reports
- processes and requirements for planning and resourcing for managing a public information section
- processes for conducting briefings and debriefings
- public information plan requirements
- public information section including community liaison unit, information and warnings unit and media unit
- risks and constraints when disseminating public information
- role of media in disseminating information to stakeholders
- stakeholders and target audiences
- structure of a public information section including sub-units
- techniques for analysis and dissemination play of public information
- types of warnings and methods
- types of warnings to affected communities and stakeholders including telephone based alerts and warnings, standard emergency warning signals, warnings via media outlets and/or networks and warnings via social media

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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

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- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAOPE004 Manage the intelligence function at an incident

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 coordinate the collection, analysis and dissemination of intelligence to support informed decision making at an incident.

Intelligence Officers are required to collect, interpret, analyse and generate numerical, text and map based information, use and apply mathematical models and communicate complex information using a variety of formats. An individual performing this role has the title of Intelligence Officer and is delegated responsibility by the Incident Controller or Planning Officer. They will support the Incident Controller and the Incident Management Team (IMT).

The intelligence function is generally carried out by an Intelligence Unit within the Planning Section. If the Incident Controller determines the need to expand the intelligence unit into a functional section then it will become an intelligence section reporting directly to the Incident Controller. Authorisation to perform this role is subject to organisational policies and procedures.

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

1	**Establish intelligence section or unit**	**1.1**	Initial briefing is sought and obtained from Incident Controller or Planning Officer where the Incident Controller's intent is confirmed

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		1.2	Intelligence section or unit objectives and tasks are identified
		1.3	Intelligence section or unit structure is developed and resources are identified and obtained
		1.4	Intelligence section or unit is established including units or sub-units and tasks are delegated and briefings are given to assigned personnel
		1.5	Safe work practices and health and welfare procedures for work area are implemented and monitored
2	**Manage intelligence section or unit**	**2.1**	Allocated tasks are adjusted to meet incident objectives and intelligence requirements
		2.2	Workload, progress and performance of the intelligence section or unit is monitored and managed
		2.3	Intelligence section or unit meetings are conducted, as required
		2.4	Information flow within the incident management team and with identified external organisations is established and maintained
		2.5	Intelligence section or unit plan is developed and implemented
		2.6	Arrangements are made for a log and/or record of activities and decisions to be kept
3	**Identify intelligence needs**	**3.1**	Incident intelligence requirements are obtained from the Incident Controller or Planning Officer
		3.2	Focus of the intelligence section or unit's activities are directed towards achieving the Incident Controller's critical intelligence requirements
		3.3	Intelligence requirements are prioritised and communicated to the intelligence section or unit team
		3.4	Response, recovery and transition to recovery intelligence needs are identified
		3.5	Intelligence risks and opportunities are identified and communicated to Incident Controller or Planning Officer

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4	**Collect data and information**	**4.1**	Collection of data and information is planned
		4.2	Sources of data and information including reports and pre-incident plans are identified and assessed
		4.3	Data and information from reconnaissance and observations is collected
		4.4	Data and information is monitored and updated to ensure accuracy and currency
		4.5	Data and information sufficient for the intelligence tasks is collected
5	**Process information**	**5.1**	Information is formally received and recorded in a log
		5.2	Information is validated, including consideration of the credibility of information sources
		5.3	Information is collated to support analysis
6	**Analyse information**	**6.1**	Collected data and information is analysed systematically within required time frames
		6.2	Conflict and uncertainties about information and analysis outcomes are identified, considered and reconciled, if possible
		6.3	Intelligence requirements are addressed through information analysis, synthesis and interpretation
		6.4	Predictions based on most likely, best and worst case scenarios for the incident are determined and evaluated
		6.5	Risks and opportunities that may affect incident activities and planning are analysed
7	**Develop and disseminate intelligence products**	**7.1**	Intelligence products are generated to meet the identified intelligence requirements of key decision makers
		7.2	A common operating picture is displayed and maintained
		7.3	Intelligence products including reports are developed in a format suited to their intended audiences
		7.4	Intelligence products are communicated and made

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			available to personnel within required time frames
		7.5	Receipt of intelligence product by intended audience is confirmed
8	**Review intelligence and provide feedback**	**8.1**	Feedback is sought and obtained from users of intelligence products
		8.2	Gaps in data and intelligence products are identified
		8.3	Value of operational effectiveness of intelligence products provided is evaluated
		8.4	Intelligence opportunities are identified
		8.5	Obstructions, limitations and opportunities for improvement are identified and processes are refined to improve and/or strengthen intelligence section or unit activity including how these are applied to the intelligence cycle
		8.6	Briefings and debriefings on intelligence activities are conducted

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

New unit, there is no equivalent unit.

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

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Assessment Requirements for PUAOPE004 Manage the intelligence function at an incident

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

- applying Work, Health and Safety (WHS)/ Occupational Health and Safety (OHS) requirements
- assessing credibility of data and information sources
- collating feedback
- collecting data and information that addresses intelligence requirements
- communicating with stakeholders
- completing and presenting reports
- conducting briefings and debriefings
- dealing with complex, novel and rapidly changing incident situations
- determining and organising an intelligence plan for a section or unit
- developing a range of scenarios including identifying risks and opportunities
- evaluating intelligence information and data
- focussing intelligence products on meeting intelligence requirements
- implementing organisational policies and procedures
- maintaining a log and record of decisions taken
- maintaining shared situational awareness and communicating changes
- managing and monitoring a team within a time critical and dynamic environment including allocating tasks
- providing an initial appreciation of information on the operating environment and its likely effect on events
- providing and communicating intelligence products within the required time frames to appropriate personnel
- providing useful intelligence in time critical and high consequence situations without complete and accurate information
- representing intelligence through the common operating picture using available platforms that are readily accessible and easy to interpret structuring an intelligence section or unit
- using intelligence to update situational knowledge when key changes occur
- utilising analytical methods and tools

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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

- analytical tools to support prediction modelling
- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- collation of feedback
- compilation and presentation of reports
- consequence management
- difference between data, information and intelligence
- evaluation techniques
- individual and shared situational awareness
- intelligence products including appreciation, common operating picture, decision and trigger points, estimates, evaluations, incident predictions, indications, intelligence, briefings, map products and warnings
- intelligence section or unit structure including mapping unit, modelling and predictions unit, situation and analysis unit and technical advice unit
- leadership and management of teams and the facilitation of team work
- organisational documentation, policies and procedures
- planning cycle requirements
- processes and procedures for conducting briefings and debriefings using Situation, Execution, Administration/logistics, Mission, Command/control and Safety (SMEACS) plus questions
- record keeping including using logs
- requirements and processes for planning cycle
- risk management principles and processes
- scenario planning for incidents
- sources of data and information
- structure and roles within an intelligence section or unit
- Work, Health and Safety (WHS)/ Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that

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reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations including 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 operations manuals

Links

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PUAOPE006 Control multi-agency emergency situations

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 establish and take control of a multi-agency response to an emergency situation. Control refers to the overall direction of emergency management activities in the emergency.

Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking other organisations, in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

The unit is applicable to public safety personnel who have a command role within their own organisation and are required to manage and control staff from all agencies in a multi-agency response environment.

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

Pre-requisite Unit

PUAOPE007 Command agency personnel within a multi-agency emergency response
PUAOPE016 Manage a multi team response

Competency Field

Operations

Unit Sector

Public safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Take control	**1.1** Control of multi-agency response to an emergency is

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		established, in accordance with designated responsibility or authority as specified in an emergency plan and/or relevant legislation
	1.2	Identity of the controller is communicated to authorities and organisations participating in the emergency incident
	1.3	Nature and complexity of the emergency incident is identified through liaison with participating personnel and authorities
2 Establish a control facility	**2.1**	An appropriate control facility is established, in accordance with approved operating procedures
	2.2	Establishment of a facility is communicated to participating personnel and authorities
	2.3	Communication systems and procedures are established to facilitate the function of control
3 Establish and maintain a control structure	**3.1**	Control structure is established appropriate to the nature and complexity of the emergency, encompassing specific roles and responsibilities of each participating organisation
	3.2	Control structure is expanded or contracted in response to changes within the emergency environment
	3.3	Control systems are managed ensuring flow of information is clear, accurate, timely and follows agreed reporting mechanisms
	3.4	Control systems are managed ensuring human, physical, fiscal and communication systems are identified, allocated and deployed, in accordance with the control structure
	3.5	Control systems are managed ensuring accurate recording and reporting systems are established and maintained
4 Establish procedures to permit control to be exercised	**4.1**	Control structure is communicated to participating organisations, authorities and individuals who may have a regulatory or economic interest applicable to the emergency incident
	4.2	Communication is implemented between the controller and all agencies and organisations engaged in the emergency incident including supporting organisations,

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		coordinators, higher authorities and the media
	4.3	Liaison is initiated and maintained with those organisations that may provide information or resources applicable to the emergency and/or incident
5 Assess situation and determine priorities	**5.1**	Information is continuously sought about the emergency incident from participating organisations and/or relevant sources
	5.2	Nature, extent and potential of the emergency incident is continually assessed
	5.3	Information is analysed and processed to establish priorities for dealing with the emergency incident
	5.4	Objectives are determined to manage the emergency incident
	5.5	Objectives and priorities are continually reviewed from information updates, reports and feedback
6 Develop control plan	**6.1**	Appropriate strategies are determined to achieve objectives
	6.2	Components of the strategies are determined, in consultation with participating organisations
	6.3	Control plan is documented
	6.4	Control plan is communicated to participating organisations, personnel and authorities, in accordance with organisational procedures
7 Implement control plan	**7.1**	Components of the strategies are allocated to operational and support organisations
	7.2	Performance is monitored and reports and/or feedback is communicated through approved communication channels
	7.3	Control plan is monitored to meet changes in conditions and modifications are made, as required
8 Conclude emergency activities	**8.1**	Recovery management is initiated, in accordance with organisational procedures
	8.2	Physical, human and fiscal resources are accounted for
	8.3	Debriefing requirements are met and operational control

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		documentation is completed
	8.4	Reports are produced, as required
9 Review emergency activities	**9.1**	Plans and procedures are evaluated and reviewed
	9.2	Effectiveness of control function and its interaction with command organisations is evaluated and documented
	9.3	Reports are produced and communicated, in accordance with organisational procedures and established protocols

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 PUAOPE006B Control multi-agency emergency situations.

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

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Assessment Requirements for PUAOPE006 Control multi-agency emergency situations

Modification History

Release 1. This is the first release of this unit of competency in the 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

- accessing information and support from participating organisations
- assigning and monitoring organisational allocated tasks including
  - analysing emergency situations both functionally and strategically
  - applying guidelines relating to safe use of machinery and equipment
  - establishing plans including applying precautions to tasks
  - identifying hazard specific policies and procedures
  - incorporating risk management and contingency processes
  - modifying activities for changes in emergency contexts and environments
  - reacting strategically to changes within the emergency environment
  - selecting, prioritising, implementing and evaluating courses of action
  - using recovery management processes
  - working systematically to ensure minimal damage to equipment and emergency site
- applying inter-agency and/or organisational agreements
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing situation and determining priorities
- completing organisational documentation
- complying with codes of practice and/or other legislative requirements
- concluding emergency activities
- developing and implementing a control plan
- developing response plans including predicting consequences and identifying improvements
- establishing a control facility
- establishing and maintaining a control structure including the procedures to permit control to be exercised
- implementing organisational policies and procedures
- taking control
- undertaking a review of emergency activities
- using a range of information technology devices utilising resources

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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

- communication systems and processes
- control and response plans
- control structures
- controlled activities
- emergency site layouts
- information management systems
- inter-agency/organisational agreements
- operation of organisational systems and equipment
- organisational documentation, policies and procedures
- principles and practices of public safety management
- principles and procedures for establishing a control facility
- report mechanisms
- resources
- review processes
- sources of information
- types and nature of emergencies
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - resources relating to personnel and facilities for an emergency
- applicable documentation including organisational procedures, industry standards, equipment

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specifications, regulations, codes of practice and operation manuals.

Links

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PUAOPE007 Command organisational personnel within a multi-agency emergency response

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 command an organisation's personnel within a multi-agency emergency response environment.

Command is the internal direction of the members and resources of an organisation in the performance of the organisation's roles and tasks by agreement or in accordance with relevant legislation. Command operates vertically within an organisation.

The unit is applicable to public safety personnel who have a command role within their own organisation who are required to administer that command in a multi-agency response environment. It does not include commanding personnel from other organisations or agencies in a multi-organisational/agency response.

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.

PUAOPE012 Control a Level 1 incident

PUAOPE015 Conduct briefings and debriefings

Competency Field

Operations

Unit Sector

Public Sector

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Take command	**1.1** Command is exercised, in accordance with organisational policies and procedures
	1.2 The identity, location and contact details of the commander are communicated to internal and external personnel within the chain of command
2 Establish a command facility	**2.1** An appropriate command facility is established and operated, in accordance with organisational procedures and guidelines
	2.2 Details of the facility are communicated to internal personnel and to relevant external authorities, organisations or individuals, as required
3 Establish a command structure	**3.1** A command structure is established appropriate to the nature and complexity of tasks undertaken by the organisation
	3.2 The command structure is expanded, contracted or modified in response to changes within the emergency environment
4 Establish procedures to permit command to be exercised	**4.1** Command structure is communicated to internal and external personnel and external personnel applicable to the incident
	4.2 Command information management system is implemented
	4.3 Communication procedures are implemented between levels of command, in accordance with organisational procedures
	4.4 Liaison is established and maintained to meet control and command requirements
	4.5 A public information system is established, in accordance with control plan requirements
5 Determine operational command plan	**5.1** Tasks are received and/or determined, in accordance with incident requirements

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	5.2	Operational plan to implement strategies is developed and modified, in accordance with organisational procedures
	5.3	Appropriate tactics to manage the incident are identified, in accordance with the operational plan
6 Manage resources under organisation command	**6.1**	Resources are deployed to ensure that the operational plan is implemented, in accordance with organisational procedures
	6.2	Human and physical resources are managed to achieve operational plan outcomes
7 Manage operations	**7.1**	Operations are conducted, in accordance with the operational plan
	7.2	Significant changes in status and actions taken are reported through the chain of command
	7.3	Operations are prioritised to meet any change in conditions which impact the incident situation
8 Conclude operations	**8.1**	Resources are accounted for, in accordance with organisational procedures
	8.2	Debriefing requirements are met, in accordance with organisational procedures
	8.3	Operational documentation is completed, in accordance with organisational procedures
9 Review operations	**9.1**	Operational plans are evaluated and reviewed, in accordance with organisational procedures
	9.2	Effectiveness of command and interaction with control is evaluated and documented
	9.3	Reports are produced and communicated, in accordance with established organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAOPE007B Command agency personnel within a multi-agency emergency response.

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

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Assessment Requirements for PUAOPE007 Command organisational personnel within a multi-agency emergency response

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

- accessing information and support from control facility, other organisations' personnel and external authorities
- analysing incident situations
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing documentation and reports
- conducting briefings and debriefings of personnel under the chain of command
- determining operational plan
- developing operational plans
- establishing a command facility and command structure including procedures to permit command to be exercised
- identifying risk management and contingency processes
- implementing organisational policies and procedures
- implementing responses within authority and according to organisational procedures
- liaising with chain of command
- logging and recording all actions and decisions
- managing resources under command
- managing, concluding and reviewing operations
- reacting strategically to changes within incident environment
- securing site
- selecting, prioritising, implementing and evaluating appropriate strategies and tactics
- taking command

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

- agreements, codes of practice or other legislative requirements

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- arrangements and processes for briefings and debriefings
- command facility establishment
- current principles and practices for conducting an activity which exercises elements of public safety management
- incident context
- incident site layout
- information management systems
- organisational command structure
- organisational documentation, policies and procedures
- personnel support activities
- report mechanisms
- resource requirements
- review processes
- sources of information
- support services
- types of incidents, imminent or actual, including technological, industrial, civil or political
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAOPE009 Navigate in an aquatic environment

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 navigate a vessel in an aquatic environment including inland rivers, lakes, dams, surf zones and oceans, using a range of navigation equipment and techniques, while undertaking a search and rescue.

It includes determining current location, destination and resources; determining and planning a safe route or course; navigating to a destination; returning to home port and completing post navigational activities.

The unit is applicable in a range of open or closed water situations where a vessel of varying sizes is required to navigate. It typically applies to personnel from emergency services, volunteer organisations and/or organisations where surveillance and rescue operations in an open or closed water environment is required.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine current	**1.1** Incident location and task information are obtained from

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	location, destination and resources		vessel in distress or organisational base station
		1.2	Maps, charts, electronic navigation aids and equipment are prepared and made ready for use
		1.3	Drift, leeway and tidal influences are identified and recorded on charts
		1.4	Current location and estimated destination of vessel in distress are plotted on a chart using coastal navigational techniques within accepted tolerances
2	**Determine and plan a safe route or course**	**2.1**	Operational plan is compiled including intercept and rendezvous chart work
		2.2	All plots are recorded on a chart allowing for variables and weather conditions, in accordance with organisational operating procedures
		2.3	Rescue vessel's speed in sea and weather conditions is estimated and allowances are made to provide for an estimated time of arrival
		2.4	Hazards en-route to the incident are researched to determine a safe route or course
3	**Navigate to destination**	**3.1**	Route or course is checked, monitored and maintained using navigational aids and with alternates plotted, if required
		3.2	Helmsman is instructed to follow planned route or course and crew look outs are instructed to report any sightings including other marine traffic
		3.3	Regular position fixes are undertaken to determine rescue vessel's position relative to planned route
		3.4	Search and rescue patterns are initiated within incident area where distressed vessel or survivors are believed to be located
		3.5	En-route and arrival position reporting information is communicated to organisational base station
4	**Return to home port**	**4.1**	Course or route to return to home port with distressed vessel in tow or with survivors aboard is set, on resolution of the incident
		4.2	Navigational techniques are used to ensure a safe and

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		timely return to home or alternate port, as instructed by state and/or territory authorities
5 Complete post navigational activities	**5.1**	Navigation reports are completed, in accordance with organisational procedures
	5.2	Navigational equipment is recovered, reset, updated and serviced, in accordance with operational procedures and manufacturers' specifications

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 PUAOPE009C Navigate in an aquatic environment.

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

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Assessment Requirements for PUAOPE009 Navigate in an aquatic environment

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing post navigational activities
- determining and planning a safe route or course using maps and charts
- determining current location, destination and resources
- following organisational policies and procedures
- identifying different types of vessels
- identifying hazards
- interpreting cartographic symbology including contour lines, scale, magnetic variation information
- maintaining accuracy within accepted tolerances when following a route
- maintaining positional awareness
- making maps and charts ready for use
- navigating to destination
- observing situational environment including scanning and picking up on physical cues
- operating radio, intercom, vessel, chart plotter, Global Positioning System (GPS), radar, Radio Direction Finder (RDF) and satellite telephones
- plotting a navigation route
- preparing reports including situational reports (SITREPS)
- reacting to changes in operating environment necessitating replanning a route or course
- returning to home port
- using a variety of communication methods and techniques
- using navigation aids and equipment

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

- accepted tolerances

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- calculations required for navigation cartographic information including making and using charts
- chart features and symbols
- coastal navigation techniques
- latitude and longitude plotting
- map and chart types
- methods for determining current position
- organisational documentation, policies and procedures
- potential hazards
- report requirements
- route and course planning techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - a variety of aquatic conditions and/or environments, weather and visibility conditions including adverse and the use of electronic navigational aids
- relevant and appropriate materials, tools, equipment and personal protective clothing and equipment currently used in industry including
    - communications room
    - equipment used in operational navigation is essential
    - Global Positioning System (GPS) chart plotters
    - operations centre with trained staff
    - rescue vessel fitted with radar
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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Links

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PUAOPE010 Operate an automated external defibrillator in an emergency

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 treat a casualty using an Automated External Defibrillator (AED) to defibrillate at an emergency, including the before and after procedures.

It will include using techniques for the administration of an AED according to industry standards and regulatory body guidelines and following AED medically endorsed protocols which may involve working with or without other personnel whilst engaged in the resuscitation.

The unit is applicable to personnel who will be assessing casualty and develop management plans, checking equipment, attaching and operating equipment and recovering and restoring equipment. It is appropriate for personnel from emergency services and/or organisations that provide a medically supervised first aid service.

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

Pre-requisite Unit

HLTAID003 Provide basic first aid

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Check equipment**	**1.1**	Pre-use check of safety and effectiveness of equipment is undertaken, in accordance with organisational procedures and manufactures' instructions
		1.2	Minor faults are diagnosed and repairs are carried out to restore equipment to working order, in accordance with organisational procedures and manufactures' instructions
		1.3	Faults and defects are reported and recorded, in accordance with organisational procedures and manufactures' instructions
2	**Attach and operate equipment**	**2.1**	Equipment is set up, in accordance with organisational procedures and manufacturers' instructions
		2.2	Automated External Defibrillator (AED) is attached and operated according to manufacturers' guidelines and safety procedures
		2.3	Work is undertaken cooperatively with whilst conducting resuscitation techniques using an AED
3	**Recover and restore equipment**	**3.1**	Equipment is disinfected or discarded, in accordance with organisational procedures and manufacturers' guidelines
		3.2	Equipment is charged, stored and safeguarded against damage or loss, in accordance with organisational procedures and manufacturers' guidelines
		3.3	Reports are completed and submitted to appropriate personnel

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAOPE010C Operate an automated external defibrillator in an emergency.

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

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Assessment Requirements for PUAOPE010 Operate an automated external defibrillator in an emergency

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- attaching and operating equipment
- checking equipment including pre and post checks
- communicating with casualty and team members
- estimating age and weight of casualty
- following organisational policies and procedures
- identifying hazards and risks
- implementing safe work practices while using an Automated External Defibrillator (AED)
- managing situation in a calm and orderly manner and taking action to ensure safety and comfort of casualty
- participating as a team member
- recognising signs and symptoms of sudden cardiac arrest
- recovering and restoring equipment including reporting faults
- using resuscitation equipment and techniques

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

- adherence and positioning of electrode pads
- Automated External Defibrillator (AED) and Semi-Automated External Defibrillator (SAED) basic operations
- characteristics and limitations of equipment
- defibrillation safety including shock delivery protocols
- hazards
- human body and its systems
- industry standards including Australian Resuscitation Council guidelines
- organisational documentation, policies and procedures

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- principles of operation and troubleshooting for AEDs
- processes for cleaning and discarding equipment
- roles and responsibilities of team members
- site and casualty safety precautions
- specifications and precautions for safe storage and handling of defibrillator resuscitation and kits
- state and territory legislative and regulatory requirements including duty of care
- types of casualties
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed in a range of simulated emergencies operating an Automated External Defibrillator (AED).

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 including
  - defibrillation equipment and/or kit
  - resuscitation manikin
  - suitable site to simulate an emergency
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAOPE011 Inspect property and facilities

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 inspect various types of property for conditions and compliance with approved building regulations. It requires the ability to communicate with those involved in the inspection process and to have a clear understanding of methods for carrying out and reporting the results of a property inspection.

The unit is applicable to personnel who engage with the broader community as compliance building inspectors. Whilst developed specifically to address public safety compliance frameworks, this unit could be applied to a range of industries and roles.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify inspection requirements	**1.1** Purpose and type of inspection is established from property records and client requirements
	1.2 Building inspection processes and timelines are negotiated and agreed to with relevant personnel and the

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		client, in accordance with organisational procedures
	1.3	Property documentation is gathered and reviewed to identify critical aspects of property/facility requiring inspection
	1.4	Building access arrangements are coordinated with relevant personnel, in accordance with organisational procedures
2 Inspect property	**2.1**	Property is inspected ensuring all aspects of the property are sighted and noted, in accordance with building regulations and organisational procedures
	2.2	Building inspection processes are completed within specified timeframes and resources are used, in accordance with organisational procedures
	2.3	Appropriate interpersonal techniques are used to access required information from inspection site personnel
	2.4	Variations in compliance with building regulations are recognised and noted, in accordance with organisational procedures and legislative requirements
	2.5	Situations requiring specialist building advice are identified and assistance is sought, in accordance with organisational procedures
3 Record and report inspection findings	**3.1**	Building inspection findings are organised in a format suitable for analysis and dissemination, in accordance with organisational procedures and client requirements
	3.2	Building inspection conclusions are supported by verifiable evidence and are consistent with legislative requirements and organisational procedures
	3.3	Business equipment and/or technology is used to maintain organisational documentation, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines, legislative requirements and organisational procedures
	3.4	Building inspection report is distributed to relevant personnel, in accordance with organisational procedures and client requirements

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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 PUAOPE011B Inspect property and facilities.

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

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Assessment Requirements for PUAOPE011 Inspect property and facilities

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing condition of property
- collating verifiable evidence from inspection
- communicating with personnel
- completing documentation and reporting findings
- complying with established inspection processes, noting any variations in approved property requirements and preparing findings in a report suitable for analysis and dissemination
- conducting and completing property inspection within agreed timeframes in compliance with industry, legal and organisational requirements
- displaying interpersonal skills that include relating to people from a wide range of backgrounds
- identifying inspection requirements
- identifying inspection site through the interpretation of maps, plans and diagrams
- identifying types of inspections
- implementing communication and coordination techniques required to access property and organise inspections
- inspecting property or facility
- negotiating client requirements and access arrangements
- planning and arranging property inspections
- recording and reporting inspection findings using organisational documentation
- scheduling and meeting timelines
- seeking specialist building advice
- using business equipment to complete reports

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

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- acts and regulations for buildings
- basic knowledge of property contracts and administrative requirements
- building inspection processes
- ethical practices and industry standards
- inspection methods for different property types
- organisational documentation, policies and procedures
- state and territory building regulation agencies
- types of inspection sites
- types of property and their characteristics
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - a suitable site for property inspection and organisational documentation
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAOPE012 Control a Level 1 incident

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 manage all activities and personnel deployed to resolve Level 1 incidents. Level 1 incidents are characterised by being able to be resolved with the use of local or initial response resources only.

It includes receiving incident response requests, proceeding to the incident, establishing control, assessing the incident, developing and implementing an incident action plan, concluding the operation and supervising post response activities.

A person performing this role has the title of Incident Controller Level 1and is appointed by the organisation with the legislative responsibility for overall management of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

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.

One of the following:

PUAFIR302 Suppress urban fire

PUAFIR303 Suppress wildfire

Competency Field

Operations

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Receive incident response request	**1.1** Requests for response are received and dealt with, in accordance with organisational policies and procedures
	1.2 Incident information is obtained and assessed to inform decision making processes
	1.3 Location of incident and most appropriate route are ascertained
2 Proceed to incident	**2.1** Personnel, equipment and transport resources are dispatched promptly, consistent with the nature of the incident and information available
	2.2 Communications are established and maintained, in accordance with organisational procedures
	2.3 Appropriate route to the incident is followed to minimise response time
	2.4 Hazards en route are recognised and negotiated to minimise risk
	2.5 Observations are made en route to assist with incident assessments
	2.6 Operational response is conducted, in accordance with organisational procedures
	2.7 Arrival at the incident is confirmed, in accordance with organisational policies and procedures
3 Establish control	**3.1** Control is assumed and communicated, in accordance with designated responsibility and authority
	3.2 Communications are established, in accordance with organisational policies and procedures, to provide for exchange between the Incident Controller and involved parties
	3.3 Log and/or record of activities and decisions is kept, in accordance with organisational policies and procedures
4 Assess incident	**4.1** Initial assessment of the incident is carried out promptly

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	4.2	Hazards and risks are assessed, monitored and minimised or controlled
	4.3	Resources are assigned for the incident
	4.4	Need for additional resources is identified and requested, in accordance with organisational policies and procedures
	4.5	Actions are taken to protect, secure and preserve incident scene
	4.6	Incident potential is assessed and transition to a higher level incident is considered
5 Develop and implement Incident Action Plan	**5.1**	Incident Action Plan (IAP) appropriate to incident is developed based on available information, in accordance with organisational procedures and safety requirements
	5.2	Objectives, strategies and tactics are determined, and tasks are allocated to personnel
	5.3	Incident personnel are briefed clearly, accurately and in a timely manner
	5.4	Incident information is communicated to key stakeholders
	5.5	IAP is implemented, continually monitored, reported on and reviewed in the light of additional information and is communicated to participating and pertinent personnel and participating organisations, in accordance with organisational procedures
	5.6	Appropriate resources are deployed to deal with the incident
	5.7	Response is adjusted in a timely manner
	5.8	Leadership, supervision and team welfare are provided to ensure performance and practice is, in accordance with organisational policies and procedures
	5.9	Changes to the IAP are communicated to participating personnel and organisations
6 Conclude operation	**6.1**	Final incident assessment is conducted, in accordance with organisational procedures

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	6.2	Incident actions and decisions are recorded, in accordance with organisational policies and procedures
	6.3	Incident is concluded, in accordance with organisational procedures
7 Supervise post response activities	**7.1**	Welfare of team members is assessed, and appropriate action is taken, as required
	7.2	Equipment cleaning, repair, storage and replenishment is supervised
	7.3	Debriefing requirements are met
	7.4	Post incident reports are prepared, in accordance with 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 PUAOPE012A Control a Level 1 incident.

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

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Assessment Requirements for PUAOPE012 Control a Level 1 incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing incident including management of risks
- communicating with personnel and stakeholders
- concluding operations
- conducting briefings and debriefings
- deploying personnel and equipment to deal with incident
- developing and maintaining shared situational awareness
- developing, implementing and monitoring a written incident action plan
- directing and supervising incident activities
- establishing control
- proceeding to the incident
- protecting and preserving incident scene
- receiving incident response requests
- supervising post response operations

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

- Australasian Inter-Service Incident Management System (AIIMS) structure and principles
- communication systems
- organisational documentation, policies and procedures including procedures for protecting and preserving an incident scene and recording requirements, policies and procedures for determining the control authority and appointment of the Incident Controller, procedures for establishing control and communicating to authorities and policies and procedures for liaising with stakeholders and media on scene
- organisational incident management system
- organisational process for implementing, monitoring and reviewing incident action plan for a

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Level 1 incident
- organisational processes for developing incident action plan objectives, strategies and tactics for a Level 1 incident
- personnel, equipment, consumables and/or stores which are available for an incident
- processes for briefings and debriefings
- types of hazards
- types of incidents and incident assessments
- use of aircraft in response situations
- welfare arrangements at incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operations 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

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PUAOPE013 Operate communications systems and equipment

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 transmit and receive communications in routine and operational situations using the organisation's communications systems and equipment.

The unit is applicable to personnel who are required to operate an organisation's communications systems and equipment in support of the tasks they are undertaking. This may occur either in the field or from a facility.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Use communications systems and equipment	**1.1** Communications equipment and techniques, including verbal transmissions and voice procedures, are selected to best meet the task, context and needs of the situation
	1.2 Equipment is operated safely to support communications

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		consistent with organisational policies and procedures
	1.3	Communications system is correctly utilised to facilitate transmission and reception
2 Transmit and receive communications	**2.1**	Information is transmitted concisely and clearly to facilitate accurate reception of the message, in accordance with organisational policies and procedures
	2.2	Contact is acknowledged, communication is confirmed, and action is initiated
	2.3	Communication faults and deficiencies are reported, in accordance with organisational policies and procedures
	2.4	Alternative communications strategies are employed, in accordance with organisational procedures, to address identified faults and deficiencies in communication
	2.5	Communication is processed and recorded, in accordance with organisational policies and procedures
3 Maintain communications equipment	**3.1**	Communications equipment is inspected to ensure operational readiness
	3.2	Fault finding techniques are applied and basic maintenance is conducted, in accordance with organisational policies and procedures
	3.3	Faulty equipment is identified and noted for repair and documentation is completed, in accordance with 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.

organisation's communications equipment must include	• radio • telephone

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Unit Mapping Information

This unit replaces and is equivalent to PUAOPE013A Operate communications systems and equipment.

Links

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Assessment Requirements for PUAOPE013 Operate communications systems and equipment

Modification History

Release 1. This is the first release of this unit of competency in the 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- following organisational protocols, policies and procedures
- maintaining communications equipment
- making verbal transmissions
- operating a range of different communications equipment
- reporting communication faults and deficiencies
- transmitting and receiving communications using the organisation's communications systems and equipment
- using communications systems and equipment under non-operational and operational conditions
- using verbal communication procedures
- using voice techniques

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

- organisational documentation, policies and procedures
- range of communications equipment available
- types of and use of communications systems including organisational networks and hardware
- verbal transmission procedures
- voice techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - communications systems and equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAOPE014 Navigate to an incident

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 navigate to an incident in urban and rural environments.

The unit is applicable to personnel who are required to make decisions about the most appropriate route to an incident. This involves determining the current location of personnel, destination and resources required, planning the route, navigating to the destination and completing any post navigating activities.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine current location, destination and resources	**1.1** Incident and task information is obtained, in accordance with organisational procedures
	1.2 Navigational maps and equipment are gathered and

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		checked
	1.3	Positional information and navigation techniques are applied to plot positions on a map and to determine current location and destination within accepted tolerances
2 Plan a safe route	**2.1**	Navigation plans are prepared, in accordance with organisational procedures and practices
	2.2	Maps, navigation techniques, map features, local and environmental conditions are interpreted to plan a safe and timely route to incident
	2.3	Potential access restrictions which may limit thoroughfare are identified and arrangements are made to gain access, in accordance with organisational policies, procedures and regulatory requirements
3 Navigate to destination	**3.1**	Navigation plans and aids are used to follow planned route
	3.2	Indicated route is communicated and followed, as required
	3.3	Current location is regularly verified within accepted tolerances
	3.4	Route is modified to address prevailing conditions and, if required, alternate route strategies are initiated
	3.5	Unanticipated access difficulties are reported, in accordance with organisational policies and procedures
	3.6	En-route and arrival reporting information is communicated, in accordance with organisational policies and procedures
4 Complete post navigational activities	**4.1**	Reporting requirements are completed, in accordance with organisational policies and procedures
	4.2	Navigational equipment and aids are recovered, reset, updated, serviced and stored, in accordance with operational procedures and manufacturers' specifications

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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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 PUAOPE014A Navigate to an incident.

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

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Assessment Requirements for PUAOPE014 Navigate to an incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- collecting incident and task information
- demonstrating navigation to an incident in urban and/or rural locations
- determining current location, destination and resources
- following organisational policies and procedures
- identifying natural and cultural features for transport modes
- maintaining and completing organisational documentation
- meeting reporting requirements
- planning a safe route
- reacting to changes in operating environment that requires replanning of route
- recovering and making operationally ready navigational equipment
- reporting using communication systems, methods and techniques
- using maps and navigation aids

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

- areas requiring permission and/or authorisation to enter
- communication systems, methods and techniques
- different tasks individual personnel should be given
- environmental conditions that might be encountered whilst navigating
- grid and/or magnetic conversion
- map types and their features
- methods of communicating locations and routes
- methods of determining current location
- navigational equipment characteristics and liabilities

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- organisational documentation, policies and procedures including roles and responsibilities
- reporting requirements
- route planning techniques, calculations and accepted tolerances
- types of incidents the organisation responds to
- types of navigation techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - navigation equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare for briefing and debriefing	**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

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

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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

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Assessment Requirements for 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.

Performance 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 on at least one occasion and includes

- communicating with personnel in a group setting
- concluding briefings and debriefings including follow up and subsequent actions
- conducting briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- eliciting and encouraging contributions to briefings and debriefings in a constructive and positive way
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- planning and preparing for the briefings and debriefings including content, format and location
- preparing briefing and debriefing checklist and plan

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

- appropriate follow up and subsequent actions after a briefing or debriefing
- briefing and debriefing plans
- content and format for conducting briefings and debriefings
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- personnel roles and responsibilities
- personnel who may participate in briefings and debriefings including contractors, local, state, territory and federal government employees, operations personnel, support personnel, volunteers and personnel from other organisations and/or agencies
- safe and appropriate locations to conduct briefings and debriefings
- types of briefings and debriefings
- use of Situation, Mission, Execution, Administration/logistics, Command/control and Safety

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(SMEACS) in briefings

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAOPE016 Manage a multi-team sector

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 manage a multi-team response at an incident which may be time critical and/or potentially threatening to life, property or the environment.

An individual performing in this role has the title of Sector or Division Commander and/or Level 1 Operations Officer and is delegated responsibility by either the Incident Controller or Operations Officer. The individual is responsible for managing a sector or division at an incident.

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.

One of the following

PUAFIR302 Suppress urban fire

PUAFIR303 Suppress wildfire.

Competency Field

Operations

Unit Sector

Public Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Conduct assessment of incident	**1.1**	Initial briefing is obtained, in accordance with organisational procedures
	1.2	Risk assessment of all factors relevant to the sector is conducted
	1.3	Resources for the incident are identified
	1.4	Constraints which may impede the response are identified
	1.5	Initial response options are identified and assessed
2 Take command of sector	**2.1**	Command of all sector personnel is established and maintained, in accordance with organisational policies and procedures
	2.2	Communications systems are used, in accordance with organisational policies and procedures
	2.3	Reporting processes are activated, in accordance with organisational policies and procedures, to provide continuous monitoring and evaluation of incident
3 Implement operations portion of IAP	**3.1**	Incident Action Plan (IAP) is communicated to teams, in accordance with organisational procedures
	3.2	Resources are deployed within area of operations to ensure portion of the IAP is implemented, in accordance with organisational procedures
	3.3	Operations are conducted and monitored, in accordance with the IAP
	3.4	Operational reports are issued, in accordance with organisational policies and procedures
	3.5	Operations are modified, as required, to suit the situation
4 Manage and monitor sector operations	**4.1**	Sector is managed, in accordance with organisational policies and procedures
	4.2	Safe work practices and health and welfare procedures

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		and arrangements are implemented and monitored
	4.3	Strategies are implemented, and tactics are determined, in accordance with the IAP
	4.4	Team leaders are briefed on Incident Controller's intent and are tasked, in accordance with the IAP
	4.5	Specific tasks are reviewed and modified, as required
	4.6	Regular exchange of information is maintained within the chain of command on incident situation, progress, achievement of incident objectives and identified risks
	4.7	Unexpected situations that require a quick and decisive response are recognised and responded to in accordance with the Incident Controller's intent
	4.8	Situation reports are provided through the chain of command on required modification to the IAP, including additional resources required, surplus resources and hazards present
	4.9	Need for logistical support is identified and communicated through the chain of command
	4.10	IAP activities are coordinated with adjacent sectors
5 Manage post incident operations	**5.1**	Resources are accounted for and demobilised, in accordance with organisational requirements
	5.2	Post operational documentation is completed, in accordance with organisational procedures
	5.3	Sector debriefing is conducted, in accordance with 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.

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Unit Mapping Information

This unit replaces and is equivalent to PUAOPE016A Manage a multi-team sector.

Links

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Assessment Requirements for PUAOPE016 Manage a multi-team sector

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- accessing information and support the chain of command
- adapting tactics
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing effectiveness of strategies and tactics on sector or division
- briefing and debriefing personnel
- completing documentation
- conducting an assessment of the area of operation
- deploying and managing human and physical resources
- establishing command of sector or division
- following organisational policies and procedures
- identifying and assessing risks
- implementing operations portion of the incident action plan
- leading teams
- maintaining shared situational awareness
- making decisions, negotiating and resolving conflict
- managing and monitoring sector or division operations
- managing post incident operations including demobilisation arrangements
- providing reports through the chain of command
- using communications systems.

Knowledge Evidence

- Australasian Inter-service Incident Management System (AIIMS) structure
- constraints on actions that may limit available options
- equipment and personnel capabilities for incident type

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- human and physical resources available for the incident
- incident action plan objectives, strategies and tactics including Incident Controller's intent
- incident site layouts
- initial response options
- organisational command structure
- organisational policies, procedures and documentation for managing operations
- post operational procedures
- processes for implementing, monitoring, amending and reviewing strategies and tactics
- requirements for reporting and recording
- risk assessment
- types of incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOPE017 Coordinate resources for a multi-agency incident

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustment and clarification of text in Assessment Conditions.

Release 1.0 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 bring together organisations and other resources to support an incident. It includes the systematic acquisition and application of organisational, human and equipment resources at an incident.

Incidents that require such resource coordination are typically complex incidents. These incidents will usually involve delegation of all functions.

The unit is applicable to personnel who perform the role of coordination at a complex incident. The authorisation to perform this role is subject to state, territory and Commonwealth emergency management arrangements.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Commence coordination of resources	**1.1**	Coordination arrangements are invoked, in accordance with agreed authority and/or responsibility
	1.2	Coordination is established within an Incident Control Centre or facility, in accordance with state, territory and Commonwealth arrangements
	1.3	Coordination arrangements are communicated to authorities and/or organisations pertinent to the type of incident
2 Establish and maintain coordination network	**2.1**	Coordination network and structure is established appropriate to the nature and complexity of the incident
	2.2	Coordination network is integrated with the control and command activities to meet the objectives of the plan using communications processes and systems, as required
	2.3	Coordination network is expanded, contracted or modified in response to changes within the incident environment
3 Manage resource requirements for incident	**3.1**	Resources are identified through the coordination network, external providers and/or authorities which may be appropriate to incident requirements including any sources of information and documents required
	3.2	Resources are acquired to meet the requirements of the incident plan including personnel support activities
	3.3	Estimated cost of resources is identified and monitored
	3.4	Resources are supplied to meet operational requirements within negotiated timeframes
	3.5	Allocation of resources is monitored and evaluated to ensure resources are fit for purpose
4 Conclude coordination activities	**4.1**	Review is undertaken to ensure resources are acquired and supplied in a cost effective and efficient manner
	4.2	Resources released from the incident are returned, in accordance with organisational procedures
5 Review coordination	**5.1**	Debriefings are conducted to evaluate coordination effectiveness
	5.2	Reports are produced and are communicated or disseminated, in accordance with organisational

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procedures and regulatory requirements

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 PUAOPE017A Coordinate resources for a multi-agency incident.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAOPE017 Coordinate resources for a multi-agency incident

Modification History

Release 2.0 This is the second release of this qualification in the PUA – Public Safety Training Package.

Editorial adjustment and clarification of text in Assessment Conditions.

Release 1.0 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- commencing coordination completing and maintaining organisational reports and documentation
- concluding coordination activities
- delivering briefings and debriefings
- distributing reports to meet regulatory and organisational requirements
- establishing and maintaining a coordination network
- establishing and maintaining communication about resource coordination
- following organisational policies and procedures
- identifying and acquiring resources
- identifying, analysing, selecting, prioritising, implementing and evaluating appropriate strategies for the acquisition and deployment of resources in accordance with control and command plan requirements
- implementing agreements, codes of practice, government policies and/or legislative requirements
- implementing coordination response in accordance with control plan and within authority of role
- monitoring the deployment of resources in meeting incident requirements
- reviewing coordination.

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

- command, control and coordination structures

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- communications processes and systems
- consideration of resource needs of response including identification and procurement type of imminent or actual incident
- coordination network
- electronic data exchange and information management systems
- incident plans including national, state, territory, regional and local incident plans
- legislative requirements
- organisational documentation, policies and procedures
- process and procedures for briefing and debriefing
- sources of information and/or documents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - incidents or simulations of incidents in a multi-agency response environment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOPE018 Control a Level 2 incident

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 manage all activities and personnel deployed to resolve Level 2 incidents through use of internal and external resources.

It includes establishing a control facility, developing and maintaining control structures, developing and maintaining coordination arrangements, assessing situation and determining priorities, providing public information, developing an incident action plan and complementary plans, maintaining control of incident, managing implementation of incident plans, concluding incident activities and reviewing incident activities.

Level 2 incidents are characterised by the need for deployment of resources beyond the initial response or sectorisation of the incident or the establishment of functional sections due to the levels of complexity or a combination of the above.

A person performing this role is appointed by the organisation with the legislative responsibility for overall management of the incident. The Incident Controller may delegate one or more functions to members of the Incident Management Team (IMT) based on the requirements of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

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.

PUAOPE012 Control a Level 1 incident

Competency Field

Operations

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Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Establish control**	**1.1**	Control is assumed, in accordance with designated authority and briefing is received
		1.2	Communication is established, and the identity of the Incident Controller is communicated to participating and other pertinent organisations or authorities
		1.3	Key personnel and support organisations are identified and notified, and communication channels are established to allow for the exchange of information
		1.4	Nature, extent and potential of incident is identified through liaison with previous incident management team and relevant personnel and authorities
		1.5	Security is established for the incident
2	**Establish control facility**	**2.1**	Control facility is established, in accordance with organisational policies and procedures
		2.2	Establishment of the facility is communicated to participating and pertinent personnel and authorities
		2.3	Communication systems and procedures are established to facilitate the functions of control and coordination with regional emergency managers and participating and pertinent organisations and authorities
3	**Develop and maintain control structure**	**3.1**	Existing control structure is reviewed, with a control structure planned and developed commensurate with current and forecast nature and complexity of the incident
		3.2	Functional roles within the control structure are delegated and briefings are conducted
		3.3	Flow of information is managed ensuring reliable recording and reporting systems are established and

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			maintained
		3.4	Control systems are identified and managed, in accordance with the control structure
		3.5	Control structure is scaled up or down in response to changes within the incident
4	**Develop and maintain coordination arrangements**	**4.1**	Coordination arrangements are established, reviewed and maintained commensurate with current and forecast nature and complexity of the incident
		4.2	Requirements for coordination with emergency management structures at a regional level are identified, in accordance with organisational policies and procedures
		4.3	Requirements for coordination with government agencies are confirmed, in accordance with organisational policies and procedures and communication methods are established
		4.4	Requirements for coordination with infrastructure and other community support organisations are confirmed, in accordance with organisational policies and procedures
5	**Assess situation and determine priorities**	**5.1**	Information about the incident and its context is obtained from participating organisations and approved sources, including local knowledge
		5.2	Incident Controller's statement of intent is developed and communicated to participating and pertinent personnel and authorities
		5.3	Risk assessment, including community and environmental risks, is conducted
		5.4	Constraints which may impede response options are identified
		5.5	Information is analysed and processed to establish priorities for dealing with the incident
		5.6	Incident objectives are determined and are communicated internally and externally to the incident
		5.7	Incident Controller's intent and incident objectives are reviewed against information updates, reports and

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			feedback
6	**Provide public information**	**6.1**	Timely and tailored warnings and information are issued to the community using approved strategies
		6.2	Media liaison requirements are identified and managed, in accordance with organisational procedures
7	**Develop Incident Action Plan and complementary plans**	**7.1**	Written Incident Action Plans (IAPs) and complementary incident plans are developed, in accordance with approved operating procedures
		7.2	Options analysis is conducted to determine appropriate course of action
		7.3	Strategies in the IAP are developed and updated commensurate with current and forecast nature and complexity of the incident
		7.4	Resources to implement the IAP are identified and sought
		7.5	Stakeholders are consulted about content of the IAP and complementary incident plans
		7.6	IAP and complementary incident plans are approved by the Incident Controller
8	**Maintain control of incident**	**8.1**	Planning meetings are scheduled and conducted with the incident management team and key agency commanders to support progress towards achieving incident objectives
		8.2	Leadership is provided to support the incident management team’s shared purpose and direction
		8.3	Oversight is maintained, and performance of leaders of functional sections and Deputy Incident Controllers is managed
		8.4	Incident records are maintained, in accordance with organisational procedures
		8.5	Health, safety and welfare of personnel working on the incident is considered and arrangements are maintained to support it
9	**Manage implementation of incident plans**	**9.1**	IAP and complementary incident plans are communicated to teams, in accordance with organisational procedures

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		9.2	Incident strategies are implemented through the control structure and coordination with participating and pertinent organisations is maintained
		9.3	Environmental effects of incident are managed
		9.4	Progress towards objectives and success of incident strategies is regularly evaluated and corrective action is taken, as required
		9.5	Requirements for briefing regional emergency management structures and government agencies are met, in accordance with organisational procedures
10	**Conclude incident activities**	**10.1**	Incident management structures and delegations are scaled down, in accordance with the needs of the incident
		10.2	Coordination occurs with regional managers and support and recovery organisations or agencies to ensure transition and continuity of relief and recovery activities
		10.3	Information to support mitigation and rehabilitation of environmental effects of incident and response activities is collated and communicated to all stakeholders
		10.4	Human and physical resources are accounted for and demobilised, in accordance with organisational procedures
		10.5	Organisational standards and requirements for financial accounting are met
11	**Review incident activities**	**11.1**	Performance of incident management team is evaluated and communicated through the chain of command
		11.2	Debriefing plan is compiled and executed, in accordance with identified needs for debriefing

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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOPE018A Control a Level 2 incident.

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

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Assessment Requirements for PUAOPE018 Control a Level 2 incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- analysing incidents both functionally and strategically
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- approving plans and strategies to control the incident
- communicating within incident management structure and monitoring and reviewing progress towards achievement of the incident action plan
- completing reports and documentation
- concluding incident activities
- conducting briefings and debriefings
- developing, implementing, monitoring and reviewing a written Incident Action Plan
- establishing and maintaining a control structure
- identifying and responding to areas impacted by a hazard and those directly affected by the impact
- implementing agreements and operating procedures including resolving conflict and negotiating outcomes
- leading and managing a team in a dynamic environment and monitoring performance
- maintaining shared situational awareness
- reacting strategically to changes within the incident
- selecting, prioritising, implementing and evaluating courses of action
- working with organisational and government personnel as well as with stakeholders

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:

- Australasian Inter-Service Incident Management System (AIIMS) including incident control structure and principles
- codes of practice and other legislative requirements

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- communication requirements for emergency management agencies, stakeholders, government, other agencies and community
- community and environmental constraints on decision making
- control facility and systems
- coordination arrangements
- decision making processes in time critical and dynamic situations
- emergency management plans
- financial management requirements including financial delegations
- incident action plans and complementary plans
- organisational documentation policies and procedures
- relief and recovery arrangements
- risk controls for hazards relevant to incident type
- sources of local knowledge
- types of incidents
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAOPE019 Control a Level 3 incident

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 manage all activities and personnel deployed to resolve a Level 3 incident through use and management of internal and external resources.

It includes establishing control, establishing control facilities, developing and maintaining a control structure, establishing procedures to permit control to be exercised, developing and maintaining coordination arrangements, assessing situation and determining priorities, providing public information, developing an incident action plan and complementary incident plans, maintaining control of incident, managing implementation of incident plans, supporting relief and recovery and concluding incident activities and review incident activities.

Level 3 incidents are characterised by degrees of complexity and consequence that may require the establishment of significant resources and structure for the effective management of the situation. These incidents will usually involve the delegation of all functions.

A person performing this role has the title of Incident Controller Level 3 and is appointed by the organisation with the legislative responsibility for overall management of the incident. The authorisation to perform this role is subject to organisational policies and procedures.

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.

PUAOPE018 Control a Level 2 incident

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Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Establish control	**1.1**	Control is assumed, in accordance with designated responsibility and authority and briefing is received
	1.2	Identity of Incident Controller is communicated to participating and pertinent organisations and authorities
	1.3	Establishment of Level 3 control is communicated to personnel previously involved in controlling the incident including Incident Controllers
	1.4	Nature, extent and potential of incident is identified through liaison with previous incident management team and other relevant personnel and authorities
2 Establish control facilities	**2.1**	Control and other facilities are established, in accordance with organisational policies and procedures
	2.2	Establishment of facilities is communicated to participating and pertinent personnel and authorities
	2.3	Establishment of facilities is communicated to regional and state level emergency managers, in accordance with organisational policies and procedures
	2.4	Communications systems and procedures are established to facilitate the functions of control and coordination with regional, state and territory emergency management structures and other participating and pertinent authorities and organisations
3 Develop and maintain a control structure	**3.1**	Existing control structure is reviewed, then a control structure is planned and developed commensurate with current and forecast nature and complexity of the

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			incident
		3.2	Functional roles within the control structure are delegated and briefings are conducted
		3.3	Control structure is designed to take account of the roles and responsibilities of participating organisations
		3.4	Flow of information is managed to ensure reliable recording and reporting systems are established and maintained
		3.5	Control systems are identified and managed, in accordance with the control structure
		3.6	Control structure is scaled up or down in response to changes in the incident
4	**Establish procedures to permit control to be exercised**	**4.1**	Control structure is communicated to participating organisations, authorities and individuals who may have a regulatory or economic interest in the incident
		4.2	Communication arrangements are established to provide for exchange between the Incident Controller and all stakeholders
5	**Develop and maintain coordination arrangements**	**5.1**	Coordination arrangements are established, reviewed and maintained commensurate with current and forecast nature and complexity of the incident
		5.2	Requirements for coordination with emergency management structures at regional and state level are identified, in accordance with emergency management arrangements
		5.3	Requirements for coordination with all levels of government are confirmed, in accordance with emergency management arrangements
		5.4	Requirements for coordination with infrastructure and community support organisations are confirmed, in accordance with emergency management arrangements
6	**Assess situation and determine priorities**	**6.1**	Information about the incident and its context is sought from participating organisations and approved sources, including local knowledge
		6.2	Incident Controller’s statement of intent is developed and communicated to relevant personnel and/or

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			authorities
		6.3	Intelligence requirements are identified and communicated to intelligence and planning sections
		6.4	Risk assessment, including community and environmental risks, is conducted
		6.5	Constraints which may limit response options are identified
		6.6	Information is analysed and processed to establish priorities for dealing with the incident
		6.7	Incident objectives are determined and communicated internally and externally to the incident management structure
		6.8	Incident Controller's intent and incident objectives are reviewed against information updates, reports and feedback
7	**Provide public information**	**7.1**	Timely, relevant and tailored warnings and information are issued to the community using approved strategies
		7.2	Community meetings are attended addressed and activities are participated in to meet community needs for information and incident objectives
		7.3	Media interviews are given, in accordance with organisational procedures and requirements for media liaison
8	**Develop an Incident Action Plan and complementary incident plans**	**8.1**	Development of a written Incident Action Plan (IAP) and complementary incident plans is directed
		8.2	Options analysis is conducted to determine appropriate courses of action
		8.3	Strategies in the IAP are developed or updated commensurate with current and forecast nature and complexity of the incident
		8.4	Resources to implement the IAP are identified and sought
		8.5	Stakeholders are consulted about the content of the IAP and complementary incident plans

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	8.6	IAP and complementary incident plans reflect planning for short term, next shift or shifts, and long term, conclusion of the incident, requirements
	8.7	IAP and complementary incident plans are approved by the Incident Controller
9 Maintain control of incident	**9.1**	Planning meetings are scheduled and conducted with incident management team and key agency commanders to support progress towards achievement of incident objectives
	9.2	Leadership is provided to support the incident management team's shared purpose and direction
	9.3	Oversight is maintained, and performance is managed for heads of functional sections and Deputy Incident Controllers
	9.4	Security is established for the incident
	9.5	Incident records are maintained, in accordance with organisational procedures and guidelines
	9.6	Current and forecast financial costs of managing the incident are considered and participating and pertinent agencies and organisations are briefed
	9.7	Health, safety and welfare of personnel working at the incident is considered and arrangements are maintained to support it
10 Manage implementation of incident plans	**10.1**	IAP and complementary incident plans are communicated to participating and pertinent organisations, in accordance with organisational procedures
	10.2	Incident strategies are implemented through the developed control structure and coordination of participating organisations involved
	10.3	Two-way communication is facilitated with affected and potentially affected communities to ensure the provision of timely, relevant and tailored information
	10.4	Socio-economic and environmental effects of the incident are documented and managed
	10.5	Progress towards objectives and success of incident

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		strategies is regularly evaluated and corrective action is taken, if required
	10.6	Requirements for briefing all levels of government are met, in accordance with emergency management arrangements
11 Support relief and recovery	**11.1**	Control and coordination structures are established that address the need for relief and recovery activities to be undertaken concurrently with hazard response activities
	11.2	Community needs are established and communicated, and relief services are provided or facilitated, in accordance with state and territory emergency management arrangements
	11.3	Timely, relevant and tailored information to support relief and recovery is provided to participating and pertinent organisations or directly to the community, in accordance with established state or territory emergency management arrangements
	11.4	Coordination is undertaken with all levels of government and participating and pertinent organisations to support the evaluation of long term community needs
12 Conclude incident activities	**12.1**	Incident management structures and delegations are scaled down, in accordance with the needs of the incident
	12.2	Coordination is undertaken with regional, state and territory managers and support and recovery organisations and agencies to ensure transition to and continuity of relief and recovery activities
	12.3	Information to support mitigation and rehabilitation of environmental effects of the incident and response activities is collated, acted on and is communicated to all stakeholders
	12.4	Human and physical resources and systems, including documentation, are accounted for and demobilised, in accordance with organisational procedures
	12.5	Organisational requirements and standards for financial accounting are met
13 Review incident activities	**13.1**	Performance of incident management team is evaluated and documented

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13.2 Effectiveness of strategies and tactics in meeting incident objectives is evaluated and documented

13.3 Debriefing requirements within and across participating organisations are identified, in accordance with organisational procedures

13.4 Debriefing plan is compiled and executed, in accordance with organisational policies and procedures

13.5 Reports on debriefing and lessons identified are produced and communicated, in accordance with 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 PUAOPE019A Control a Level 3 incident.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAOPE019 Control a Level 3 incident

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- analysing incidents both functionally and strategically
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- approving plans and strategies to control incident
- communicating within incident management structure and monitoring and reviewing progress towards achievement of the incident action plan
- establishing and maintaining control of incident
- identifying and considering political and/or geographic strategic implications of incident and control activities and working with stakeholders to address the issues
- identifying and responding to areas impacted by the hazard and those directly affected by the impact
- implementing agreements and operating procedures including resolving conflict and negotiating outcomes
- incorporating risk management and contingency processes
- leading and managing a team in a dynamic environment
- maintaining shared situational awareness
- operating within financial delegations
- selecting, prioritising, implementing and evaluating approved courses of action
- strategically reacting to changes within the emergency environment
- working with agency, organisational and government personnel as well as with stakeholders.

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

- Australasian Inter-service Incident Management System (AIIMS) including incident control

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structure and principles
- codes of practice and legislative requirements
- communication requirements for emergency management agencies, stakeholders, government, other organisations/agencies and the community
- control facilities and systems and types of control systems in use
- decision making processes in time critical and dynamic situations
- disaster and emergency management arrangements
- financial management requirements including financial delegations and constraints
- national, state and territory based coordination protocols and arrangements
- organisational documentation, policies and procedures
- processes for briefing and debriefing
- relief and recovery arrangements
- requirements for reporting
- risk management
- sources of local knowledge
- types of community and environmental risks
- types of incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
    - equipment, personnel, facilities appropriate to a Level 3 incident
    - means of observing and recording activities and collecting and reviewing products
    - means of simulating and accessing a Level 3 incident
    - personnel representing an incident management team and other key stakeholders e.g. coordinating agencies, government, regional and state emergency managers
    - typical Level 3 incident control centre and/or facility with tools, materials and systems
- applicable documentation including organisational procedures, industry standards, equipment

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specifications, regulations, codes of practice and operation manuals.

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PUAOPE020 Lead a crew

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 lead a small team to perform operational tasks at an incident. It applies to personnel who are responsible for ensuring that tasks allocated to their crew are effectively and efficiently carried out.

The work is typically performed under the supervision of a designated officer within the organisation's chain of command.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare crew for tasks	**1.1** Initial briefing is obtained from the designated officer, in accordance with the organisational chain of command
	1.2 Additional information, equipment and resources are obtained, as required

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	1.3	Crews are briefed and tasks are allocated
2 Lead crew to perform tasks	**2.1**	Tasks are implemented as directed by the designated officer, in accordance with the organisational chain of command
	2.2	Progress towards completion of tasks is monitored and adjustments are made, as required
	2.3	Reports are provided to the designated officer, in accordance with organisational procedures and instructions
	2.4	Communication is maintained with supervisor, crew members and other personnel in the work/incident area
	2.5	Safety, health and wellbeing of crew members is monitored and appropriate action is taken
3 Conclude tasks	**3.1**	Completion of tasks is reported to the designated officer, in accordance with organisational procedures
	3.2	Crew and equipment are made ready for further tasks
	3.3	Crew is debriefed, in accordance with organisational procedures
	3.4	Documentation is completed, in accordance with 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 PUAOPE020A Lead a crew.

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Assessment Requirements for PUAOPE020 Lead a crew

Modification History

Release 1. This is the first release of this unit of competency in the 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

- allocating tasks to crew members to achieve required outcomes
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- briefing and debriefing crew members
- communicating with crew members
- completing organisational documentation
- completing reporting requirements
- concluding tasks
- following organisational policies and procedures
- identifying and correctly using equipment and resources
- leading crew to perform tasks
- maintaining shared situational awareness
- monitoring and reporting on progress
- obtaining briefing from designated officer
- preparing crew for tasks
- using communication equipment

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

- communication flow requirements to meet organisational command structure
- communication methods
- equipment and resources
- organisational documentation, policies and procedures
- progress monitoring (plan, do, check and adjust)
- report and documentation requirements
- resource management responsibilities and systems
- types of incidents

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- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAOPE022 Manage logistics for a complex incident

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 acquire and provide human and physical resources, facilities, services and materials to support achievement of incident objectives. It includes establishing a logistics section, developing logistics plans, managing activities for provision of logistics support, managing logistics processes, participating in the incident management team and monitoring and reviewing logistics functions.

An individual performing in a logistics role is delegated responsibility by the Incident Controller. They support the Incident Controller and other members of the incident management team.

Logistics Officers are required to manage those activities necessary to provide logistical support during an incident and take responsibility for managing the staff appointed to the logistics section of the incident management team. Logistics Officers contribute to objectives and strategies through input into the development of the incident action plan.

Complex incidents are characterised by one or more of the following: impact on a widespread geographical area, detailed written incident action plan with multiple related incident control strategies, consequences extending beyond area of operations, need for relief and recovery operations, resources required beyond what can be obtained at local level and extended timeframe for resolution. These incidents typically have an elevated level of risk and consequence to the community.

Incident Controllers will need to establish an extended incident management structure to support the effective resolution of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

No licensing, legislative or regulatory 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.

PUAOPE015 Conduct briefing and debriefings

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Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish logistics section	**1.1** Initial briefing is obtained from the Incident Controller and Incident Controller's intent is confirmed and questions are asked
	1.2 Forecast operational, planning and other incident activities including logistical requirements are determined
	1.3 Logistics section objectives and tasks are identified, in accordance with requirements of the incident action plan and Incident Controller's intent
	1.4 Logistics structure for incident is developed and required logistical resources are identified and obtained
	1.5 Logistics units are established, tasks are delegated, and briefings are provided to personnel
	1.6 Safe work practices and health and welfare arrangements for work area are established
2 Develop logistics plans	**2.1** Logistics plans for the delivery of resources, services, facilities and materials including demobilisation arrangements are identified and delegated to personnel for development
	2.2 Information for the development and implementation of logistics plans is identified and sourced
	2.3 Logistics plans are produced on time and provided to personnel for implementation

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		2.4	Logistics plans and components of plans required for inclusion in the incident action plan are developed
		2.5	Incident management team members are briefed on progress of the logistics plans
3	**Manage activities for provision of logistics support**	**3.1**	Financial management oversight is maintained, in accordance with controlling organisation's requirements
		3.2	Provision of food and drink to incident personnel, support staff and others is made, in accordance with organisational procedures, nutritional guidelines and nominated timeframes
		3.3	Transport for personnel, equipment, supplies and food is provided within required timeframes
		3.4	Equipment, vehicles and/or vessels are prepared, maintained and secured, as required
		3.5	Establishment and maintenance of staging areas is facilitated, in accordance with operational requirements
		3.6	Medical support is provided consistent with incident action plan requirements
		3.7	Communication systems, networks and equipment are established and maintained, in accordance with incident communications plan and incident action plan requirements
		3.8	Locations and facilities where personnel work, sleep, cook, maintain and repair equipment are selected, established and managed based on organisational requirements
		3.9	Requests for resources, services, facilities and materials are met and feedback is provided
		3.10	Facilities, services and materials are procured consistent with organisational policies and procedures
		3.11	Resources, equipment and materials are accounted for at the conclusion of the incident
4	**Manage logistics processes**	**4.1**	Logistics requirements are managed, in accordance with organisational policies and procedures

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	4.2	Safe work practices and health and welfare arrangements are implemented and monitored
	4.3	Logistics section meetings are conducted, as required
	4.4	Work load and progress against logistics plans is monitored and maintained across work periods
	4.5	Logistics plans are reviewed to meet current and projected requirements throughout the incident
	4.6	Information exchange between logistics and other functional sections is maintained
	4.7	Relationships between logistics section, external organisations and providers are established and maintained
	4.8	Arrangements are made for a log and/or record of activities and decisions to be kept and maintained, in accordance with organisational procedures
5 Participate in incident management team	**5.1**	Incident management team planning meetings are attended
	5.2	Strategic advice is provided to the incident management team about prioritisation and provision of resources, services, facilities and materials
	5.3	Incident management team is kept informed of logistical arrangements
	5.4	Incident Controller is briefed on analysis of progress against logistics portion of the incident action plan
	5.5	Liaison with incident management team members on logistics is undertaken
	5.6	Incident management team is kept informed of the status of inter organisational and external supplier arrangements
6 Monitor and review logistics functions	**6.1**	Allocation and performance of resources are monitored and reviewed
	6.2	Demobilisation of the logistics section is planned and staged without compromising resources required to maintain response and support activities

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6.3 Incident reports are produced, as required

6.4 Post incident analyses are initiated and participated in

6.5 Briefings and debriefings are conducted

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 PUAOPE022A Manage logistics for a Level 2 incident.

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

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Assessment Requirements for PUAOPE022 Manage logistics for a complex incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing reports
- conducting meetings and preparing agendas
- contributing as a member of an incident management team to resolve an incident
- developing and supervising logistics review processes and documentation appropriate to a complex incident
- developing logistics plans
- establishing logistics section and delegating units within it
- forecasting operational logistic requirements for an incident
- implementing and monitoring logistics portion of an incident action plan
- implementing organisational requirements on the acquisition of logistics resources
- logging and recording all actions and decisions
- logistics section appropriate to incident requirements is established and resources are identified and obtained
- making decisions in a time critical and dynamic environment including managing time, prioritising tasks, resolving conflict and negotiating outcomes
- managing a team within a dynamic environment and monitoring performance
- planning for demobilisation activities
- preparing, presenting and communicating information
- providing advice
- providing feedback and taking mitigation actions to ensure completion of logistics requirements at an incident
- working with logistics plans

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

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knowledge of

- arrangements for obtaining suppliers of services, equipment and material
- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- characteristics of a complex incident
- demobilisation planning
- logistic unit roles and responsibilities including catering unit, communications support unit, facilities unit, finance unit, ground support unit, medical services unit and supply unit
- logistics plans
- national, state and territory emergency management legislation, policy, procedures and interorganisational memorandums of understanding
- operational logistics forecasting
- organisational arrangements for acquisition of resources from local area and wider regions including state, territory and national and other providers and/or organisations
- organisational documentation, policies and procedures including communication policy and procedures for logistics section
- organisational specific purchasing arrangements
- processes and protocols for briefings and debriefings
- protocols and procedures for meetings
- resource management systems and responsibilities
- use of information management systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) regulations and requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, regulations, codes of practice and operation manuals.

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PUAOPE023 Manage operations for a Level 2 incident

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 by an Operations Officer to manage operational resources and to resolve a Level 2 incident in accordance with the objectives identified by the Incident Controller. It includes establishing command and developing operational structure, contributing to the development of the incident action plan, managing operations, establishing communications, participating in incident management teams and monitoring and reviewing operations functions.

An individual performing the role of Operations Officer is delegated responsibility by the Incident Controller. They support the Incident Controller and works with other members of the incident management team. Operations Officers are required to implement strategies to resolve an incident; manage all activities that are directly related to resolving the incident; manage all resources, personnel and equipment assigned to the operations section and the identification of risks at an incident.

Level 2 incidents are characterised by the need for deployment of resources beyond the initial response, sectorisation of the incident, establishment of functional sections due to the levels of complexity or a combination of the above. Authorisation to perform this role is subject to organisational policies and procedures.

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.

PUAOPE015 Conduct briefing and debriefings

PUAOPE016 Manage a multi-team sector

Competency Field

Operations

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Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish command and develop operational structure	**1.1** Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked
	1.2 Command of operations function is established
	1.3 Principles of span of control are applied to operational resources
	1.4 Sectors are delineated taking account of geographic and functional requirements
	1.5 Strike teams, task forces or units are formed from allocated resources
2 Contribute to development of the Incident Action Plan	**2.1** Incident Action Plan (IAP) for the operational period is monitored and reviewed
	2.2 Input into incident objectives and operational strategies is provided
	2.3 Operations component of the IAP is developed, in accordance with organisational policies, procedures, safe work practices, industrial awards and agreements
	2.4 Need for logistical support is determined and documented
3 Manage operations	**3.1** Security arrangements are established
	3.2 Records of activities and decisions are kept, in accordance with organisational policies and procedures
	3.3 Operations function is established to achieve objectives and tasks are delegated, in accordance with the requirements of a Level 2 incident

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	3.4	Operations requirements are identified, and resources are sought to meet incident requirements
	3.5	Operations personnel are briefed, and tasks are allocated, in accordance with the IAP objectives
	3.6	Resources are deployed, in accordance with the IAP objectives
	3.7	Operations progress is monitored against the IAP and operational activities are adjusted, as required, throughout the incident
	3.8	Operational effectiveness is reviewed and changes to operational structure, resources and logistical support are determined and communicated to the Incident Controller
	3.9	Operations resources are managed, in accordance with organisational policies and procedures
	3.10	Safe work practices, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and welfare arrangements for work area are implemented and monitored
	3.11	Agreed protocols are followed when managing personnel from other organisations
	3.12	Action is taken to protect and preserve incident scene, in accordance with organisational policies and procedures
	3.13	Staging areas are established and maintained, as required, and this is communicated to the incident management team and participating organisations and/or agencies
4 Establish communications	**4.1**	Incident communication plan is implemented, monitored and reviewed
	4.2	Communication is maintained with incident personnel, in accordance with organisational policies and procedures
	4.3	Current and emerging operational risks are communicated to personnel, in accordance with the chain of command
	4.4	Communication is maintained with stakeholders and

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		affected parties, in accordance with organisational policies and procedures
	4.5	Emerging or anticipated problems with incident communication are reported immediately
5 Participate in Incident Management Team	**5.1**	Incident Management Team (IMT) planning meetings are attended, in accordance with Incident Controller's requirements
	5.2	Incident Controller is advised about incident situation, control progress and risks in a timely manner
	5.3	IMT is kept informed of progress of operations plan and operational requirements
	5.4	Advice is provided to the IMT on provision of services and resources and prioritisation of requirements
	5.5	Incident Controller is briefed on analysis of progress against the operations portion of the IAP
	5.6	Liaison with other members of the IMT is undertaken, as required
	5.7	Regular information exchange is maintained with planning and logistics section
	5.8	Demobilisation of operations resources is undertaken while integrity of the response is maintained
6 Monitor and review operations functions	**6.1**	Performance of operational objectives and allocation of resources is monitored and reviewed
	6.2	Incident reports are produced, as required
	6.3	Operational briefings and debriefings are conducted and recorded, in accordance with organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAOPE023A Manage operations for a Level 2 incident.

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

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Assessment Requirements for PUAOPE023 Manage operations for a Level 2 incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- analysing situations both functionally and strategically
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating information in a timely manner
- communicating within the operational structure and monitoring and reviewing progress towards achievement of the incident action plan
- conducting assessment and management of operational activities
- contributing to development of the incident action plan
- delegating responsibility
- implementing response in accordance with organisational procedures and authority
- leading and managing teams within a dynamic environment and monitoring performance
- logging and recording actions and decisions
- making decisions in a time critical and dynamic environment
- managing scene security
- providing feedback and taking mitigation action to ensure completion of operations requirements at an incident
- reacting strategically to changes within the incident including prioritising tasks and managing time
- working as part of an incident management team
- working with internal and external stakeholders including resolving conflict and negotiating outcomes

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

- equipment and personnel capabilities for incident type
- incident management team roles and responsibilities
- incident scene protection and preservation

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- inter-organisational arrangements relating to incident type
- operational risk identification
- organisational policies and procedures including communications policy, liaising with other organisations, post incident procedures and processes and procedures for deploying and tasking personnel
- principles of span of control and management by objectives
- processes and protocols for briefings and debriefings
- processes for determining operational priorities
- requirements for recording and reporting
- resource management responsibilities and systems
- risk management processes
- sectorisation of incidents
- security requirements for operations area
- state and territory coordination arrangements
- state and territory emergency management legislation with an emphasis on incident type
- types and purposes of incident action plans
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - Level 2 incidents or simulations, supported by relevant case studies or assessment tools
  - equipment, personnel, facilities appropriate to a Level 2 incident and within the bounds of responsibility as designated to the Operations Officer by the Incident Controller
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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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

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PUAOPE024 Manage operations for a Level 3 incident

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 implement actions to resolve a Level 3 incident, consistent with the objectives identified by the Incident Controller. It includes establishing command, establishing command facilities, establishing a command structure, establishing procedures to permit command to be exercised, contributing to the development of the incident action plan, managing operations, concluding operations and reviewing operations.

A person performing the role of Operations Officer is delegated responsibility by the Incident Controller. They support the Incident Controller and other members of the Incident Management Team (IMT). Operations Officers are required to implement strategies to resolve the incident, manage all activities that are undertaken directly to resolve the incident and manage all resources, people and equipment, assigned to the operations section.

Level 3 incidents are characterised by degrees of complexity and consequence that may require the establishment of significant resources and structure for the effective management of the situation. These incidents will usually involve delegation of all functions. Authorisation to perform this role is subject to organisational policies and procedures.

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.

PUAOPE023 Manage operations for a Level 2 incident

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Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Establish command	**1.1**	Initial briefing is obtained from the Incident Controller with Incident Controller's intent confirmed and questions asked
	1.2	Command is established and exercised, in accordance with organisational authority
	1.3	Commander's details are communicated to internal personnel and external authorities pertinent to incident using a range of communication processes and systems
	1.4	Commanders under supervision within the operation sections are identified
	1.5	Record of activities and decisions is kept, as required
2 Establish command facilities	**2.1**	Command facility is established and operated, in accordance with organisational requirements
	2.2	Details of the facility are communicated to internal personnel and to external authorities, organisations and individuals including support services
	2.3	Staging areas are established and maintained
3 Establish a command structure	**3.1**	Command structure is established appropriate to nature and complexity of tasks to be undertaken by the organisation and the nature of the incident
	3.2	Command structure is expanded, contracted or modified in response to activities and controlled changes within the incident environment considering the nature, extent

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		and potential of the incident
	3.3	Agreed protocols are followed when managing another organisation's personnel
4 Establish procedures to permit command to be exercised	**4.1**	Command structure is communicated to internal and external personnel, authorities and any individuals who may have a regulatory interest in the incident
	4.2	Command information management system is implemented
	4.3	Communication system and procedures are implemented between levels of command, in accordance with organisational procedures
	4.4	Liaison is established and maintained to meet command requirements
5 Contribute to development of the Incident Action Plan	**5.1**	Incident Action Plan (IAP) for the operational period is monitored and reviewed
	5.2	Input is provided into incident objectives and operational strategies
	5.3	Operations component of the IAP for risk and consequence are developed, in accordance with organisational policies, operational procedures, safe work practices, industrial awards and agreements
	5.4	Need for logistical support is determined and documented
6 Manage operations	**6.1**	Security arrangements are established, in accordance with organisational policies and procedures
	6.2	Operations personnel are briefed and tasks are allocated, in accordance with the IAP
	6.3	IAP is implemented and modified, as required, in accordance with Incident Controller's intent
	6.4	Tactics to manage the incident are identified, in accordance with the operational portion of the IAP
	6.5	Resources are deployed in area of operations to ensure IAP is implemented, in accordance with organisational requirements
	6.6	Human and physical resources, including personnel

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		support activities, are managed to achieve command plan outcomes
	6.7	Significant changes in status and actions taken are reported using agreed mechanisms, in accordance with organisational policies and procedures
	6.8	Operations are redirected to meet changes in conditions which affect the incident situation
	6.9	Welfare of public within the area of operations is addressed
	6.10	Demobilisation of operational resources is undertaken while integrity of the response is maintained
	6.11	Information for the transition from response to recovery is supplied to the incident management team
7 Conclude operations	**7.1**	Physical, human and capital resources are accounted for, in accordance with organisational procedures
	7.2	Operational debriefing requirements are met, in accordance with organisational procedures
	7.3	Operational documentation is completed, in accordance with organisational requirements
	7.4	Operational situational reports are produced and are submitted to relevant personnel
8 Review operations	**8.1**	Plans are evaluated and reviewed, as required
	8.2	Command and interaction with control is evaluated and documented
	8.3	Post incident reports are produced and communicated, in accordance with 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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOPE024A Manage operations for a Level 3 incident.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAOPE024 Manage operations for a Level 3 incident

Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- analysing emergency situations both functionally and strategically
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating within operations structure and monitoring and reviewing progress towards achievement of incident action plan
- concluding operations
- conducting assessment of operational activities
- considering nature, extent and potential of an incident
- contributing to development of incident action plan
- delegating responsibility
- deploying human and physical resources
- establishing and managing an operations section appropriate to nature and complexity of incident
- establishing and operating a command facility
- implementing response according to organisational procedures and authority
- incorporating risk management and contingency processes including assessing safety of public within operations area
- leading and managing teams
- liaising with Incident Controller and internal and external stakeholders
- logging and recording all actions and decisions
- maintaining shared situational awareness
- making decisions in accordance with Incident Controller’s intent
- providing feedback and taking mitigation action to ensure completion of operations requirements at an incident
- reacting strategically to changes within the incident including managing time, prioritising tasks, resolving conflict and negotiating outcomes

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- securing area of operations
- selecting, prioritising, implementing and evaluating appropriate strategies
- tasking and using resources to achieve resolution of an incident according to incident action plan, Incident Controller's intent and principles of span of control
- undertaking operational briefings and debriefings
- using information management systems
- using a range of communications systems and procedures
- working with Incident Controller and other members of the incident management team.

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

- activities and controlled changes
- area of operations and consequence
- communications systems
- demobilisations
- determination of operational priorities
- information management systems
- internal and external personnel and authorities
- inter-organisational memorandums of understanding in relation to incident type
- mechanisms for reporting and requirements for reporting and recording
- national, state and territory based coordination arrangements and emergency management legislation with an emphasis on incident type
- operational briefings and debriefings
- operational risk identification and consequence management
- organisational command structure
- organisational documentation, policies and procedures including those for managing and concluding Level 3 incident operations, communications, deploying and tasking personnel, liaising with other organisations and post incident activities
- processes for escalation and de-escalation of resources
- relief and recovery considerations
- resources and resource management systems and responsibilities (safe deployment and recording)
- risk management processes including contingency planning, welfare of public and consequence management
- sectors and divisions
- support services and personnel support activities
- types of incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operations manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOPE025 Manage planning for a complex incident

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 collect, analyse and apply information and to develop plans for the resolution of a complex incident. It includes establishing a planning section, managing the planning section, interpreting and applying information on current and forecast situation, disseminating information on current and forecast situation, preparing incident plans and briefing incident management team, participating in the incident management team and monitoring and reviewing planning functions.

A person performing the role of Planning Officer is delegated responsibility by the Incident Controller. This person supports the Incident Controller and other members of the incident management team.

Complex incidents are characterised by one or more of the following: impact on a widespread geographical area, detailed written Incident Action Plan (IAP) with multiple related incident control strategies, consequences extending beyond area of operations, need for relief and recovery operations, resources required beyond what can be obtained at local level and extended timeframe for resolution.

These incidents typically have an elevated level of risk and consequence to the community. Incident Controllers will need to establish an extended incident management structure to support the effective resolution of the incident. Authorisation to perform this role is subject to organisational policies and procedures.

No licensing, legislative or regulatory 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.

PUAFIR502 Develop incident control strategies

PUAOPE015 Conduct briefings and debriefings

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Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish planning section	**1.1** Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked
	1.2 Current and forecast operational activities and resource levels are determined
	1.3 Planning section objectives and tasks are identified, in accordance with Incident Controller's intent
	1.4 Planning section structure is developed, and resources are identified and obtained
	1.5 Planning section units are established, tasks are delegated, and briefings are given to delegated personnel
	1.6 Safe work practices and health and welfare arrangements for work area are implemented and monitored
2 Manage planning section	**2.1** Allocated tasks are adjusted to meet incident objectives and planning requirements
	2.2 Work load, progress and performance of planning section is monitored and managed
	2.3 Planning section meetings are conducted
	2.4 Information flow within the Incident Management Team (IMT) and with external organisations is established and maintained
	2.5 Document management and record keeping systems are

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			established and maintained, in accordance with organisational procedures
		2.6	Arrangements are made for a log and/or record of activities and decisions to be kept and maintained
		2.7	Management support services are provided, as requested, in a timely manner
3	**Interpret and apply information on current and forecast situation**	**3.1**	Information sufficient for incident prediction is collected on current incident situation
		3.2	Incident predictions and options analysis of risks provided by the intelligence function are interpreted
		3.3	Significance of specialist technical information and incident behaviour predictions is provided to the IMT
		3.4	Procedures to identify, mitigate and monitor risks related to the incident are established, in accordance with organisational procedures
		3.5	Current and predicted key risk exposures are identified and impacts are mitigated, where possible
		3.6	Risk mitigation strategies are monitored, and strategies are adjusted
4	**Disseminate information on current and forecast situation**	**4.1**	Appropriate incident information is provided to incident personnel
		4.2	Information is provided to the IMT on incident control and safety issues
		4.3	Information is prepared, displayed and maintained
		4.4	Maps and schematic plans are produced to meet incident requirements
		4.5	Information sharing and transition arrangements with recovery organisations are established and maintained
5	**Prepare incident plans and brief IMT**	**5.1**	Options and recommendations are produced in consultation with the IMT for their consideration including objectives and strategies for controlling the incident
		5.2	Risks and likely outcomes associated with preferred and

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			alternative incident objectives and strategies are specified
		5.3	Incident Controller and IMT members are briefed and incident objectives and strategies are confirmed by the Incident Controller
		5.4	Incident Action Plan (IAP) is prepared for the subsequent operations period and is distributed and/or communicated about in a timely fashion
		5.5	Communication plan is developed, reviewed and implemented
		5.6	Records are kept of resources requested en route, allocated to and released from the incident
		5.7	Resource planning and management, including fatigue management, is undertaken
		5.8	Changeover plans are developed to complement the IAP
		5.9	Planning for relief and recovery activities is undertaken in consultation with recovery organisations
		5.10	Complementary incident plans are developed, in accordance with organisational policies, procedures, industrial awards and agreements
6	**Participate in IMT**	**6.1**	IMT planning meetings are scheduled and conducted, in accordance with organisational procedures and Incident Controller's requirements
		6.2	IMT is informed of current and predicted incident situation and progress towards incident objectives and strategies
		6.3	Specialist information requirements are obtained and provided to the IMT
		6.4	Strategic advice is provided to the IMT based on interpretation of information received
		6.5	Incident Controller is briefed on analysis of progress against IAP
		6.6	Liaison with other members of the IMT is undertaken
7	**Monitor and review planning functions**	**7 .1**	Allocation and performance of resources is monitored and reviewed, in accordance with organisational

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procedures

7.2 Incident reports are produced, as required

7.3 Briefings and debriefings are conducted

7.4 Post incident analysis is initiated and participated in

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 PUAOPE025A Manage planning for a Level 2 incident.

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

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Assessment Requirements for PUAOPE025 Manage planning for a complex incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- collecting, evaluating and disseminating information on current and forecast incident situation
- conducting briefings and debriefings
- conducting meetings including preparing agendas
- delegating units within planning section
- determining communications plan
- establishing and managing planning section
- identifying characteristics of complex incident
- logging and recording actions and decisions
- maintaining and recording status of resources using resource management system
- managing and maintaining resource management systems
- managing teams within time critical and dynamic environment including resolving conflict and negotiating outcomes
- managing technical specialists
- participating and liaising with Incident Controller and incident management team members
- preparing and disseminating incident action plan
- preparing, presenting and communicating information including utilising maps and schematic plans
- providing feedback, monitoring performance and taking mitigation action to ensure completion of planning requirements at an incident
- providing management support services
- reviewing and monitoring planning functions
- working as a member of an incident management team to resolve an incident

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the

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requirements of the elements and performance criteria and includes knowledge of

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- characteristics of complex incidents
- communication requirements for stakeholders, government, other agencies and community
- complementary incident plans
- incident action planning processes for a complex incident
- incident documentation and management of records and information including logs
- log of activities
- management support services
- national, state and territory emergency management legislation, policy, procedures and inter-organisational memorandums of understanding
- nature of incident
- organisational documentation, policies and procedures
- processes and procedures for briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) plus questions
- processes for monitoring and reviewing incident action plan for a complex incident
- protocols and procedures for meetings
- protocols and procedures for meetings
- requirements of planning section facility
- resource management systems and responsibilities
- risk management processes and arrangements including incident analysis
- risks including economic, environmental, political, public safety and social
- specialist technical information
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry

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- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUAOPE026 Provide strategic safety advice at an incident

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 provide strategic advice to the Incident Controller on issues related to safety, health and welfare at an incident. This unit applies to a person who is appointed to the role of safety officer. It includes contributing to safety, health and welfare of all personnel involved in an incident, providing strategic advice to personnel on mitigating safety, health and welfare risks, managing safety team and resources, contributing to planning processes and supporting the management of safety event investigations.

A person performing the role of Safety Officer is appointed by the Incident Controller. If appointed the safety officer will report directly to the Incident Controller however, the Incident Controller may elect to have the role report directly to a Deputy Incident Controller. The authorisation to perform this role is subject to organisational policies and procedures.

Providing a safe working environment for people at an incident is the shared responsibility of the Incident Controller, each member of the incident management team and at their respective levels all persons involved at the incident.

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	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Contribute to safety, health and welfare of personnel involved at incident	**1.1** Initial briefing is sought and obtained from the Incident Controller with Incident Controller's intent confirmed and questions asked
	1.2 Identity and location of field based safety officers is established and communication methods are confirmed
	1.3 Safety team priorities are obtained and confirmed with Incident Controller throughout the incident
	1.4 Safety, health and welfare requirements at the incident are identified
	1.5 Safety, health and welfare of operational and associated personnel is monitored and reviewed throughout incident
	1.6 Information relating to incident safety, health and welfare is collected, collated and analysed
	1.7 Predictions and forecasts are made about safety, health and welfare environment at the incident
	1.8 Mitigation strategies for risks that may not have been identified in the planning process are developed
	1.9 Safety roles are identified
	1.10 Oversight of adequacy of procedures related to safety is maintained throughout the incident
	1.11 Meetings and briefings are monitored for adequacy of safety, health and welfare information
2 Provide strategic advice on mitigating safety, health and welfare risks	**2.1** Personnel are informed of actions or conditions that have the potential to place lives or safety at risk
	2.2 Mitigation actions are recommended where actions or conditions have the potential to place any person's life, safety, health or welfare at risk
	2.3 Work is undertaken with incident management team personnel to ensure safety, health and welfare issues are addressed throughout the incident
	2.4 Work, Health and Safety (WHS)/Occupational Health

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		and Safety (OHS) advice is provided and is documented throughout the incident
	2.5	Incident Controller is alerted to unsafe work practices and alternative strategies and/or mitigations are recommended
3 Manage safety resources	**3.1**	Safety team resources are established, in accordance with Incident Controller's direction and incident risk profile
	3.2	Safety resources are adjusted to meet the predicted and actual safety demands of the incident
	3.3	Arrangements are made for a log and/or record of activities and decisions to be kept
	3.4	Performance of the safety team is monitored, in accordance with organisational procedures and the demands of the incident
	3.5	Operational plans are produced for the safety team and all members are briefed on their roles and responsibilities
	3.6	Work undertaken by the safety team is supervised, monitored and reviewed
	3.7	Demobilisation of the safety team is planned
	3.8	Handover briefings are prepared and delivered
4 Contribute to planning processes	**4.1**	Meetings, briefings and debriefing sessions are attended, and safety issues are identified
	4.2	Liaison is undertaken with the incident management team to produce an operational plan that addresses safety requirements
	4.3	Safety advice is provided for the development of the Incident Action Plan (IAP) and complementary plans in relation to incident safety
	4.4	Relevant sections of the IAP are reviewed as they are developed
	4.5	Participation in the development and dissemination of specific plans is undertaken
5 Support management of	**5.1**	Safety related incidents are reported to participating

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safety event investigations		and/or pertinent organisations, in accordance with organisational procedures
	5.2	Initial investigation and/or analysis of safety event is commenced
	5.3	Interaction is maintained with personnel during and following a safety event
	5.4	Information is referred to Incident Controller in relation to safety event investigations at the incident and any impact this may have on operations
	5.5	Information relating to safety event cause including recommended mitigation processes and procedures is referred to the Incident Controller
	5.6	Hazards and risks associated with safety events are analysed to determine control strategies have been identified and put in place
	5.7	Safety event report and recommendations for the prevention of similar occurrences is submitted to Incident Controller
	5.8	Follow up actions for safety events are included, where appropriate, in demobilisation and recovery plans

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 PUAOPE026A Provide strategic safety advice at an incident.

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Links

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Assessment Requirements for PUAOPE026 Provide strategic safety advice at an incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- analysing operational plans for potential to compromise safety
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing safety hazards and risks at an incident
- attending meetings with Incident Controller and personnel
- complying with legislation and codes of practice
- contributing safety advice to complementary plans including catering, communication, division and sector, facility, fatigue management, medical, recovery, resource management, traffic and transport
- contributing to planning processes
- contributing to the safety, health and welfare of personnel involved in an incident
- identifying issues related to safety, health and welfare of personnel and actions to mitigate and/or control risks
- identifying potential issues and maintaining a strategic focus when providing safety advice
- implementing organisational documentation, policies and procedures
- investigating and managing safety events
- maintaining strategic focus on safety in conditions of high operational demand
- managing personnel, information and resources
- preparing reports
- providing advice to Incident Controller and personnel on mitigating safety, health and welfare risks
- providing briefings and debriefings to the incident management team
- recording observations and recommendations and reporting on safety issues to Incident Controller and members of incident management team
- reviewing sections of the incident action plan
- supporting management in investigation of safety events
- using complimentary plans

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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

- Australasian Inter-service Incident Management System (AIIMS) and principles
- complementary plans including catering, communication, division and sector, facility, fatigue management, medical, recovery, resource management, traffic and transport
- incident action plans including planning processes
- incident management team meeting processes and procedures
- methods for monitoring safe work practices at incidents organisational documentation, policies and procedures principles of span of control
- processes for briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) plus questions
- relevant personnel at an incident
- risk management and mitigation processes
- safety events and investigations
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, equipment specifications, 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

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PUAOPE027 Undertake beach safety management activities

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 coordinate beach surveillance and rescues as a part of beach safety management activities. It includes preparing for beach surveillance and rescue, undertaking preventative actions, responding to casualties in distress, completing beach surveillance and rescue recovery requirements.

The unit is applicable for personnel from emergency services and organisations where beach surveillance and rescue is coordinated as part of beach safety management activities.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for beach surveillance and rescue	**1.1** Duty information is obtained from the supervisor or communications centre
	1.2 Beach conditions and weather forecasts are accessed and are reviewed

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	1.3	Availability of appropriately skilled personnel is ensured to meet forecast beach and weather conditions and organisational requirements
	1.4	Pre-use check of equipment and its' availability is completed, in accordance with organisational procedures
2 Undertake preventative actions	**2.1**	Beach and surf conditions are evaluated
	2.2	Safest swimming location is determined, and signage is erected, in accordance with organisational procedures and industry standards
	2.3	Equipment is located, in accordance with organisational procedures and industry standards
	2.4	Operational command is notified of availability of personnel for duty
	2.5	Public is informed about potential beach and bathing hazards
3 Respond to casualties in distress	**3.1**	Casualties in distress are identified or information about casualties in distress is received from team members or the public
	3.2	Incident details are gathered, and risk assessment of casualties and incident is undertaken, in accordance with organisational procedures
	3.3	Appropriate rescue method and equipment is determined and employed
	3.4	Operational command is notified of rescue situation and continuous updates are provided, in accordance with organisational procedures
	3.5	Management of casualty is coordinated, in accordance with organisational procedures
	3.6	Liaison is undertaken with emergency services, in accordance with organisational procedures
	3.7	Completion of casualty handover to ambulance personnel is undertaken, where applicable, in accordance with organisational procedures
4 Complete beach surveillance and rescue	**4.1**	Operational command is notified of end of service

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recovery requirements		provision
	4.2	Post operational checks and maintenance are completed
	4.3	Organisational personnel are debriefed, in accordance with organisational procedures
	4.4	Organisational documentation is completed

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 PUAOPE027A Undertake beach safety management activities.

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

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Assessment Requirements for PUAOPE027 Undertake beach safety management activities

Modification History

Release 1. This is the first release of this unit of competency in the 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

- accessing and interpreting data
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing beach conditions including identifying rips and wave types
- communicating with public, colleagues and stakeholders
- completing beach surveillance and rescue recovery
- coordinating a range of beach related issues and/or rescues
- coordinating a rescue situation
- finalising organisational documentation
- following organisational policies and procedures
- managing a range of situations in a calm and concise manner
- planning safest swimming location
- reporting to operational command
- responding to casualties in distress
- setting up for beach surveillance and appropriately locating signage and equipment
- undertaking a risk assessment
- undertaking preventative actions
- using rescue equipment

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

- beach conditions including dangers associated with different wave types
- casualty rescues
- characteristics and limitations of equipment
- different types of beaches and associated hazards
- industry standards for signage and beach safety including use of Australian Beach Safety and Management Program (ABSAMP)local government by-laws and regulations

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- organisational documentation, policies and procedures
- organisational operating procedures and structure including roles and responsibilities
- other emergency organisations and skilled personnel
- weather forecasts and impact on beach conditions
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed during patrol activities as a part of structured beach set up and surveillance scenario throughout a range of 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 including
  - rescue equipment, patrol personnel and a range of beaches with varying conditions
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAPRO001 Promote a learning environment in the workplace

Modification History

Release 2.0 This is the first release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 promote a learning environment in which work and learning are integrated to support the achievement of individual and organisational objectives.

The unit is applicable to all public safety personnel who have a leadership role in their organisation, it is particularly relevant to those with supervisory or managerial responsibilities for teams.

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

Pre-requisite Unit

Not applicable

Competency Field

Public safety

Unit Sector

Public safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Create learning	**1.1** Organisational environment which facilitates learning is

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opportunities		developed and supported
	1.2	Learning plans are developed as an integral part of individual and team performance plans
	1.3	Learning plans reflect diversity of learning styles, development needs and learning opportunities
	1.4	Individual and team access to and participation in learning opportunities is facilitated
	1.5	Advice is sought on planning and provision of learning, as required
2 Facilitate and promote learning	**2.1**	Organisational activities are used as opportunities for learning
	2.2	Coaching and mentoring is used to develop organisational knowledge, skills and attitudes
	2.3	Benefits of learning are shared with others in the team and organisation
	2.4	Work achievements are recognised by timely and appropriate recognition, feedback and rewards
3 Monitor and improve learning effectiveness	**3.1**	Learning of individuals and teams is monitored to determine type and extent of additional work based support
	3.2	Additional learning support is provided or arranged, as required
	3.3	Feedback from individuals and teams is used to identify and introduce improvements in future learning arrangements
	3.4	Change in the organisational environment is facilitated to promote learning
	3.5	Records and reports of competency are documented and maintained, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUAPRO001B Promote a learning environment in the workplace.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAPRO001 Promote a learning environment in the workplace

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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

- arranging support for individuals who have learning difficulties
- creating learning opportunities
- developing learning plans
- developing links between work and learning
- encouraging and promoting achievement of competencies
- facilitating and promoting learning
- following organisational policies and procedures
- monitoring and improving learning effectiveness
- promoting collaborative processes in learning environments
- providing leadership and support to individuals and teams to develop and maintain flexible learning environments
- supporting and encouraging learning by individuals and teams.

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

- group dynamics
- learning opportunities within the organisation or team
- learning strategies including coaching, mentoring, exchanges and/or rotations, action learning and structured training programs
- organisational documentation, policies and procedures
- organisational records and reports on competencies
- principles of adult learning.

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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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAPRS205 Manage marketing requirements

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 conduct and manage marketing activities. It includes evaluating markets and organisational capacity for service, developing marketing strategies and plans and implementing and monitoring marketing strategies.

The unit is applicable to personnel undertaking marketing activities linked specifically to organisational entrepreneurial activities.

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

Pre-requisite Unit

Not applicable

Competency Field

Marketing

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Evaluate markets and organisational capacity	**1.1** Markets for existing or new services and products are identified, researched and analysed for possible entry and/or development
	1.2 An audit of existing service capacities is undertaken to

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		identify scope for increased service provision
	1.3	Preferred business profile is identified from business plans and other organisational documentation
	1.4	Economic, community, environmental and political trends are assessed for relevance against organisational profile
2 Develop marketing strategies and plans	**2.1**	Alternative marketing strategies for the organisation are identified and compared with existing strategies
	2.2	Services and markets for the organisation are clearly identified, in accordance with organisational procedures
	2.3	Marketing strategies incorporate suitable advice from marketing professionals, as required
	2.4	Marketing service organisations are identified, and their services are accessed, as required
	2.5	Cost effective marketing plans and pricing strategies are developed, in accordance with organisational procedures
	2.6	Proposed service and/or product marketing plan is tested to verify demand, strategies, cost and ability to deliver, in accordance with organisational procedures and guidelines
3 Implement marketing strategies	**3.1**	Suitable advertising and other promotional strategies are evaluated for cost effectiveness
	3.2	Plans, schedules and targets are set for the introduction of new or improved strategies
	3.3	Organisational marketing strategy and the roles and responsibilities within it are communicated to relevant personnel
	3.4	Plans are developed to take into account the nature of the target client's business and seasonal cycles
	3.5	Measures are taken to educate clients in value added services provided by the organisation
	3.6	Implementation of marketing strategy is directed towards achieving planned outcomes
4 Monitor marketing strategy	**4.1**	Evaluation criteria to assess effectiveness of marketing is established, in accordance with organisational

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procedures

4.2 Records of performance against evaluation criteria are kept

4.3 Marketing strategy is adjusted in response to monitoring of performance

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 PUAPRS20529B Manage marketing requirements.

Links

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Assessment Requirements for PUAPRS205 Manage marketing requirements

Modification History

Release 1. This is the first release of this unit of competency in the 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

- communicating information
- comparing alternative marketing strategies with existing strategies
- developing and evaluating strategies, plans and advertising for cost effectiveness
- developing, implementing and evaluating marketing strategies and plans
- following organisational policies and procedures
- incorporating advice into marketing strategies
- maintaining records
- monitoring marketing strategies including establishing and documenting evaluation criteria, measuring performance against the evaluation criteria and adjusting the marketing strategy
- researching and assessing external trends for relevance to organisational profile
- researching, analysing and evaluating markets to determine organisational capacity for service
- setting schedules and targets for the introduction of new or improved strategies

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

- advertising strategies
- communication techniques
- community, environment and political trends
- external marketing services
- key parts of marketing strategies
- market strategy evaluation criteria
- marketing plans, principles, schedules and strategies
- organisational documentation, policies and procedures
- organisational service capacities
- range of promotional strategies
- target client's business and seasonal cycles

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- types of marketing
- value added services provided by organisations

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry-approved simulated workplace operational situations that reflect workplace conditions.

Competency be demonstrated in the development, implementation and evaluation of a marketing strategy and the knowledge of a range of marketing strategies.

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 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

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PUASAR001 Perform land based swiftwater and floodwater rescue and recovery

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 perform land based swiftwater and floodwater rescues and recoveries as a member of a specialist team.

Swiftwater and floodwater recovery involves the rescue of persons from fast moving water in areas such as stormwater drains, canals, rivers and/or creeks. It involves the use of a variety of rescue techniques with suitably equipped responders entering the water.

The unit is applicable to personnel who may perform a narrow range of land based rescues from a swiftwater and/or floodwater environment while working under direct supervision.

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

Pre-requisite Unit

HLTAID003 Provide first aid

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and respond to the rescue	**1.1** Operation and task information is obtained from communication centre or supervisor

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	1.2	Rescue equipment and/or resources are identified and selected based on incident information, as directed by supervisor
	1.3	Personal protective clothing and equipment is selected based on nature of the rescue operation
	1.4	Any further details on the nature of the rescue received en route is assessed with rescue team members
	1.5	Anticipated situational and environmental hazards are discussed with rescue team members whilst on approach
2 Participate in assessing the rescue scene	**2.1**	Information is collected from relevant persons at the scene and observations are made to determine the location, number and condition of trapped casualties
	2.2	Situational and environmental hazards are identified and reported to supervisor
	2.3	Risk control procedures are implemented, as directed by supervisor
	2.4	Based on assessment of rescue scene personal capabilities and limitations are recognised and referred to supervisor
	2.5	Defensive and aggressive swimming techniques are used for self-rescue in event of accidental entry into swiftwater or floodwater
	2.6	Need for additional personnel and/or specialist equipment is reported through the chain of command
	2.7	Communication with other team members is maintained using appropriate techniques and terminology
3 Participate in developing primary and secondary rescue plans	**3.1**	Rescue and recovery techniques suitable for casualties and vehicles in swiftwater and floodwater conditions are identified
	3.2	Primary and secondary rescue plans are formulated, in consultation with other team members and other organisations/agencies on site and is communicated to relevant personnel
	3.3	Equipment and resources required to perform land based rescues and recoveries in swiftwater and floodwater are identified and selected, in accordance with the rescue

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		plan
	3.4	Deployment of the secondary rescue plan downstream is implemented
4 Gain access and perform rescue on casualty	**4.1**	Isolation techniques are used to stabilise positioning of casualty to assist in extrication
	4.2	Land based rescue techniques and equipment are deployed, as identified in the rescue plan, to gain access to the casualty
	4.3	Casualty is extricated and or secured using appropriate rescue techniques and equipment
5 Remove casualty from swiftwater and floodwater	**5.1**	Casualties are retrieved from swiftwater and floodwater using recognised techniques for removal, in accordance with organisational procedures
	5.2	Casualties are packaged and handled, in accordance with organisational emergency care procedures, or as directed by first aid or medical personnel
6 Conclude swiftwater and floodwater rescue	**6.1**	Prior to leaving scene equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' guidelines
	6.2	During cleaning of rescue equipment and personal protective equipment hygiene precautions are followed, in accordance with organisational procedures
	6.3	Signs and symptoms of operational stress in self and others are recognised and reported to appropriate personnel
	6.4	Operational debriefing is participated in and documentation is completed, in accordance with organisational procedures and standards

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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

recognised techniques for removal must include	• manual carry • spine board • stretcher

Unit Mapping Information

This unit replaces and is equivalent to PUASAR033 Perform land based swiftwater and floodwater rescue and recovery.

Links

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Assessment Requirements for PUASAR001 Perform land based swiftwater and floodwater rescue and recovery

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, performance criteria and range of conditions on at least one occasion and includes

- adapting to problems or issues that may arise during a swiftwater floodwater rescue and recovery to ensure safety of self and the team
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing rescue scene
- communicating with other members of the rescue team, organisation and casualty
- completing documentation
- concluding swiftwater and floodwater rescue
- determining rescue and recovery methods and isolation techniques including using yell or talk and reach and throw strategies
- developing primary and secondary rescue plans
- gaining access and performing casualty rescue
- identifying and selecting rescue equipment and resources
- identifying changes in casualty condition and position
- identifying changes in water flow, currents, eddies and other hydrological features
- identifying suitable rescue and recovery techniques including reach rescue, throwing bag rescue and yelling to give safety or rescue directions
- packaging and handling casualties
- preparing and responding to a swiftwater and floodwater rescue
- providing basic first aid
- removing casualty from swiftwater and floodwater using recognised removal techniques
- selecting and using personal protective clothing and equipment
- selecting and using rescue equipment and resources in a variety of swiftwater and floodwater rescue and recovery situations
- swimming defensively and aggressively
- taking part in operational briefings and contributing to debriefings
- throwing rescue equipment to a swimmer in swiftwater and/or floodwater
- using equipment to reach a swimmer in swiftwater or flood water

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria range of conditions and includes knowledge of

- aggressive and defensive swimming techniques to escape hazards
- behaviour of vehicles trapped in swiftwater and floodwater
- care and maintenance of rescue equipment
- causality and/or patient packaging and handling
- communication and isolation techniques
- equipment characteristics and limitations
- facility emergency response plan
- first aid or medical personnel
- hazards and risks associated with land based swiftwater and floodwater rescues and recoveries including situational and environmental hazards
- knots and anchors
- operational briefing and debriefing procedures and processes
- organisational documentation, policies and procedures
- other organisations agencies and persons
- personal protective clothing and equipment
- principles of dynamic risk assessment
- psychological considerations of swiftwater and floodwater rescues and the potential need for support resources for the rescuer, casualty and onlookers
- rescue and recovery techniques including reach rescue, throwing bag rescue and yelling to give safety or recue directions
- rescue equipment and resources
- roles and responsibilities of rescue team members
- situational and environmental hazards
- swiftwater and floodwater entrapment
- swiftwater and floodwater hydrology and impact of weather on water flow
- techniques for removal
- water contaminants and their potential impact on the rescuer and casualty
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment 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 must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 including
  - personnel for team based rescues
  - rescue, recovery, safety, first aid and activity specific equipment and resources
  - simulated swiftwater and floodwater location
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR002 Undertake swiftwater and floodwater rescue and recovery

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 undertake swiftwater and floodwater rescues and recoveries as a member of a specialist team.

Swiftwater and floodwater recovery involves the rescue of persons from fast moving water in areas such as stormwater drains, canals, rivers and/or creeks. It involves the use of a variety of rescue techniques with suitably equipped and responders entering the water.

The unit applies to personnel who are skilled operators who may be required to use a range of rescue techniques within a swiftwater and floodwater environment. They may provide technical advice and support to a team and may adopt a leadership role during a rescue. A person operating at this level will not be performing under direct supervision.

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

Pre-requisite Unit

PUASAR001 Perform land based swiftwater and floodwater rescue and recovery

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare and respond to the rescue**	**1.1** Operation and task information is obtained from communications centre or briefing from supervisor
		1.2 Rescue equipment and/or resources are identified and selected based on incident information received
		1.3 Personal protective clothing and equipment is selected based on the nature of the rescue operation
		1.4 Any further details on the nature of the rescue received en route is assessed with rescue team members
		1.5 Anticipated situational and environmental hazards are discussed with rescue team members while on approach and are used as the basis for the development of a rescue plan
2	**Assess the rescue scene**	**2.1** Information is collected from relevant persons at scene and observations are made to determine the location, number, condition and position of trapped casualties
		2.2 Changes in casualty condition and position are monitored and impact on rescue is assessed
		2.3 Risk assessment on situational and environmental hazards is conducted and control measures to ensure safety of self and others are developed
		2.4 Communication with team members is maintained during rescue
		2.5 Requests for additional personnel and/or specialist equipment based on risk assessment is reported to supervisor, in accordance with organisational procedures and the recognised chain of command
		2.6 Personal capabilities and limitations of self and other team members are identified and referred to supervisor
3	**Develop primary and secondary rescue plans**	**3.1** Rescue and recovery techniques suitable to trapped casualty and vehicles in swiftwater and floodwater conditions are identified
		3.2 Primary and secondary rescue plans are developed based on risk assessment, identification of appropriate rescue and recovery techniques and in consultation with team members and other organisations/agencies
		3.3 Equipment and resources are selected to perform rescues

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		and recoveries, as identified in the rescue plan
	3.4	Roles and equipment are allocated to other team members, in accordance with organisational procedures
	3.5	In conjunction with the primary plan deployment of secondary rescue plan downstream is implemented
4 Use rope and mechanical advantage systems	**4.1**	Rescue and recovery situations requiring the use of rope and mechanical advantage systems are identified
	4.2	Suitable rope and mechanical advantage systems are established to perform rescue and recovery
	4.3	Rope and mechanical advantage system equipment is used, in accordance with organisational policies and procedures and manufacturers' recommendations, to ensure design limits are not exceeded
	4.4	Rope and mechanical advantage system is modified to increase efficiency, where necessary, while maintaining communication with team members
5 Gain access and perform casualty rescue	**5.1**	Defensive and aggressive swimming techniques are used to gain access to casualty when water entry is required, in accordance with organisational procedures
	5.2	Isolation techniques are used to stabilise positioning of casualty and vehicle to assist in extrication
	5.3	Craft is tethered to perform a rescue or recovery, as required, in accordance with the rescue plan
	5.4	Rescue plan is implemented and trapped casualty is extricated or secured using appropriate rescue and recovery techniques and equipment
6 Remove casualty from swiftwater and floodwater	**6.1**	Casualty is retrieved from swiftwater and floodwater using techniques for removal, in accordance with organisational policies and procedures
	6.2	Casualty is packaged and handled, in accordance with organisational emergency care procedures or as directed by first aid or medical personnel
7 Conclude swiftwater and floodwater rescue	**7.1**	Prior to leaving the scene equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' guidelines
	7.2	During cleaning of rescue equipment and personal

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protective equipment, hygiene precautions are followed, in accordance with organisational procedures

7.3 Signs and symptoms of operational stress in self and others is recognised and reported to appropriate personnel

7.4 Operational debriefing is participated in or conducted, in accordance with organisational procedures

7.5 Documentation is completed, in accordance with 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 PUASAR034 Undertake swiftwater and floodwater rescue and recovery.

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

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Assessment Requirements for PUASAR002 Undertake swiftwater and floodwater rescue and recovery

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

- anticipating, identifying and mitigating hazards and risks
- applying basic first aid
- applying wading, aggressive, manoeuvring and defensive swimming techniques to escape hazards
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing a rescue scene
- completing documentation
- concluding swiftwater and floodwater rescue
- constructing and using rope and mechanical advantage systems
- developing primary and secondary rescue plans
- extricating a casualty from entrapment including alternate entries, controlled release or immediate release
- gaining access and performing casualty rescue
- handling and packaging casualties
- handling and tethering non-powered boat/craft safely
- identifying and selecting equipment and resources based on incident information
- identifying changes in water flow, currents, eddies and other hydrological features, and operating in a range of conditions
- identifying suitable rescue and recovery techniques
- implementing isolation techniques
- implementing organisational policies and procedures relating to swiftwater and floodwater rescues and recoveries
- implementing search techniques and management procedures using wading techniques
- informing appropriate personnel of progress
- interacting with other members of the rescue team and casualties
- packaging and handling a casualty
- preparing and responding to swiftwater and floodwater rescues
- recognising and identifying changes in casualty condition and position

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- removing casualty from swiftwater and floodwater using recognised extrication techniques, including manual handling, stretcher and packaging
- selecting and using personal protective clothing and equipment based on nature of rescue operation
- selecting swiftwater and floodwater rescue and recovery equipment and resources
- swimming aggressively and defensively
- taking part in operational briefings and contributing to debriefings
- tethering craft
- using communication techniques including hand signals, radio, whistle, talking and yelling
- using knots, anchors and mechanical advantage systems to conduct rescues or recoveries
- using removal techniques including manual carry and stretcher
- utilising rescue techniques for entrapment and/or vehicle rescue from swiftwater or floodwater
- working as part of a team and supporting others in a rescue operation

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

- behaviour and vehicles trapped in swiftwater and floodwater
- characteristics and limitations of rescue and recovery equipment including its care and maintenance
- communication methods and techniques
- environmental considerations based on whether operating in an urban or rural context
- facility emergency response plan
- first aid or medical personnel on scene
- hazards and risks associated with rescues and recoveries from swiftwater and floodwater
- isolation techniques
- mechanical advantage systems
- operational briefing and debriefing processes
- organisational documentation, policies and procedures
- other organisations, agencies and personnel
- personal protective clothing and equipment
- principles of risk assessment including hierarchy of control and risk control methods
- psychological considerations of swiftwater and floodwater rescue and the potential need for support resources for the rescuer, casualty and onlookers
- rescue and recovery techniques
- rescue equipment and resources
- roles and responsibilities of team members
- signs and symptoms of operational stress
- situational and environmental hazards
- suitability and operation of water based crafts

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- swiftwater and floodwater hydrology and impact of weather on water flow
- types of entrapment
- water contaminants and their potential impact on rescuer and casualties
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated operational situations that replicate workplace conditions.

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.

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 used in industry including
  - personnel for team based rescues
  - rescue, recovery, safety, first aid and activity specific equipment and resources
  - simulated swiftwater and floodwater location
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR003 Develop plans for deployment of a USAR team

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 prepare and develop Urban Search and Rescue (USAR) team plans for the deployment of a USAR team. It includes analysing operational requirements arising from an incident and determining requisite team capabilities needed by the team prior to deployment.

The unit is applicable to personnel within the incident management team with responsibility for the development of deployment plans for a USAR team. Compliance with legislative or regulatory requirements of Australian jurisdictions or the host country may be required. The authorisation to perform this role is subject to organisational policies and procedures.

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

Pre-requisite Unit

PUACOM007 Liaise with other organisations

PUACOM012 Liaise with media at a local level

PUAEMR002 Assess emergency risk

PUAMAN007 Manage financial resources

PUAOPE015 Conduct briefings and debriefings

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare USAR team for mobilisation	**1.1** Request for support is received and team leader is briefed by relevant personnel with roles and responsibilities confirmed
	1.2 Organisations and/or agencies involved in the emergency incident are confirmed and liaison arrangements established, as required
	1.3 Transport, welfare, communication and mobilisation plans are prepared and documented for USAR team deployment, in accordance with the emergency management arrangements and the policies and procedures of the state, territory or country requesting assistance
	1.4 Risk management processes are utilised when developing transport, welfare and mobilisation plans
	1.5 USAR team resources are organised and recorded in accordance with asset management principles and procedures used by the organisation
	1.6 Reception and departure centre establishment plans are developed for receiving incoming emergency response teams, in accordance with organisational procedures
	1.7 Financial considerations when deploying a USAR team are factored into the planning for mobilisation and deployment of resources
	1.8 Reports and summaries are maintained, in accordance with organisational procedures
	1.9 Deployment notification processes are implemented, in accordance with the policies and procedures of the state, territory or country requesting USAR team
	1.10 USAR team briefing is conducted using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) format
2 Establish arrangements for mobilisation of USAR team	**2.1** Reception and departure centre is established and incoming emergency response teams are processed and briefing paper for incoming team is prepared
	2.2 USAR team reconnaissance and forward deployment capabilities are confirmed, in accordance with agreed

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		USAR protocols
	2.3	Plans are developed for initial USAR team operations
	2.4	USAR team is briefed on situational and cultural sensitivities of the country or location to which they are being deployed
3 Develop plans to support USAR team ongoing arrangements	**3.1**	Communication plan is updated and documented
	3.2	Media plan is prepared, implemented, managed and communicated to the USAR team, in accordance with organisational procedures
	3.3	Evacuation plan is prepared, in accordance with organisational procedures
	3.4	Demobilisation plan is prepared and documented, in accordance with organisational procedures
4 Complete USAR team administration information	**4.1**	USAR information sources and relevant plans are identified
	4.2	Information is collated in a form suitable for analysis, interpretation and distribution
	4.3	Information system is used to store and retrieve information that will be used in USAR planning and decision making
	4.4	Reports and team support information is prepared and distributed to appropriate personnel

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.

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Unit Mapping Information

This unit replaces and is equivalent to PUASAR035 Develop plans for deployment of a USAR task force.

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

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Assessment Requirements for PUASAR003 Develop plans for deployment of a USAR team

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk management processes
- assessing requests for assistance and preparing USAR team capability and resources
- completing USAR team administration information
- creating reception and departure centre including central point for cross border processes, liaison point for incoming USAR teams and logistical supply point for incoming teams
- delegating tasks including roles and responsibilities
- developing plans to support USAR team ongoing arrangements
- establishing arrangements for mobilisation of a USAR team
- implementing plans including commutation, demobilisation, deployment, evacuation, media, mobilisation, transport of USAR team resources and welfare plan arrangements
- implementing risk management processes to planning
- leading and managing personnel
- liaising with media
- managing budgets and finances
- preparing and documenting communication, demobilisation, evacuation, mobilisation, transport and welfare plans
- preparing briefing paper for incoming teams using Situation, Mission, Execution, Administration/Logistics, Command/Signal and Safety (SMEACS)
- preparing USAR team for mobilisation
- preparing, implementing, communicating and managing media plan
- supporting emergency response teams

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

- asset management principles
- Australian Inter-service Incident Management System (AIIMS) and New Zealand

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Coordinated incident Management System (CIMS)
- communication plan
- demobilisation plan including decontamination, disposal, donation and rehabilitation of cache post operations, logistics planning, notification and transport arrangements
- deployment notification processes including notification method and processes as applied within the state, territory or nation and utilisation of preplanning information regarding personnel availability
- emergency management arrangements, policies and procedures including facility emergency response plan
- evacuation plan including emergency and medical evacuation
- financial considerations when deploying a USAR team
- legislation, regulations and codes of practice
- media plan including briefing notes, point of contact for media, policy for media engagement and talking points
- organisational documentation, policies and procedures
- organisations and/or agencies involved in emergency incident
- other organisations, agencies and personnel that may be used
- planning processes
- plans for transport, welfare and mobilisation
- procedures for establishing a reception and departure centre for incoming emergency response teams
- processes for emergency response teams
- purpose of reconnaissance
- requests for support
- roles and responsibilities of USAR management team members including
  - coordination and allocation of resources under their supervision
  - implementing their portion of the incident action plan
  - maintaining effective two-way information flows within the incident control structure
  - reporting on incident situation, the progress of operations, emerging risks and the status of resources
- types of briefings and debriefings including use of Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk management principles and processes

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.

As a minimum, assessment 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 must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 including
  - personnel for team based rescues
  - rescue, recovery, safety, first aid and activity specific equipment and resources
  - simulated swiftwater and floodwater location
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR004 Implement and monitor USAR operation plans

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 establish and manage operational priorities for a deployed Urban Search and Rescue (USAR) team. USAR team leaders implement and monitor operational plans developed for the USAR team.

The unit is applicable to personnel performing roles within USAR management teams who are responsible for implementing and monitoring USAR operations plans. Compliance with legislative or regulatory requirements of Australian jurisdictions or the host country may be required. Authorisation to perform this role is subject to organisational policies and procedures.

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

Pre-requisite Unit

PUASAR003 Develop plans for deployment of a USAR team

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Interpret results of structural triage from area of operations	**1.1** USAR team is briefed on operations portion of the Incident Action Plan (IAP) using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) format

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	1.2	Results of structural triage are analysed and resources are assigned to the area of operations
2 Establish and manage base of operations	**2.1**	Location for base of operations is confirmed, in accordance with Urban Search and Rescue (USAR) team requirements
	2.2	Base of operations is established; base camp manager is appointed and arrangements are communicated to appropriate personnel
	2.3	Resources for base of operations are acquired and allocated, as required, and tasks are delegated to appropriate personnel
	2.4	Base of operations and resources are managed, in accordance with organisational procedures
	2.5	Security arrangements, fire protection and evacuation arrangements are identified and communicated to USAR team
	2.6	Personnel working within base of operations are briefed on key responsibilities and operational priorities, including accountabilities
3 Manage deployed USAR team	**3.1**	USAR team communication and welfare plans are disseminated to relevant personnel and are implemented and monitored
	3.2	USAR team personnel are tasked with collecting and recording of operational information
	3.3	Internal and external reporting arrangements for the USAR team are established and information flow is monitored to ensure it is accurate, timely and relevant
	3.4	Information management systems are utilised to maintain operational data and records
	3.5	Media requests are managed, in accordance with the media plan and, where required, a media liaison officer is appointed
	3.6	USAR team logistics is managed through the appointment of a logistics officer with delegated financial responsibilities
	3.7	Financial expenditure for the deployed team is managed

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		and appropriate financial control measures are implemented
	3.8	Liaison arrangements are managed, through the appointment of a liaison officer, as required
4 Manage implementation of and monitor USAR operations portion of IAP	**4.1**	Preparation of the USAR operations portion of the IAP is managed, in accordance with organisational requirements
	4.2	Implementation of the USAR operations portion of the IAP is managed, in accordance with organisational requirements and for consistency with the approved IAP
	4.3	Plan and actions to ensure the safety, health and welfare of USAR team members at an incident are communicated to relevant personnel and are implemented and monitored
	4.4	Identified risks are mitigated within the scope of USAR operations and safe work practices are monitored and adhered to
	4.5	Ongoing liaison is maintained with supervisor about incident situation, process towards achievement of allocated tasks, IAP modifications, additional resources requirements and significant events occurring
	4.6	Ongoing liaison is maintained with USAR team regarding work progress, resource status, needs, location and any significant changes or emerging risks
	4.7	Regular and timely reports are prepared and distributed to relevant personnel
	4.8	Activities with adjacent areas of operation are coordinated, in accordance with organisational procedures
	4.9	Log of activities and decisions is kept and maintained throughout deployment
5 Reassign USAR rescuers	**5.1**	Resources are reassigned to different worksites or teams, in accordance with emergency management arrangements
	5.2	Reconnaissance deployment briefing is conducted for reassigned rescue personnel

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	5.3	Reassigned rescue personnel are deployed and reconnaissance operations are supervised and managed
6 Demobilise or evacuate USAR team	**6.1**	USAR team demobilisation plan is communicated to relevant personnel, implemented and monitored
	6.2	Disposal, donation and decontamination of equipment and resources is implemented, in accordance with the approved plan
	6.3	USAR team evacuation plan is implemented, as required, in conjunction with mobilisation preplanning processes

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 PUASAR036 Implement and monitor USAR task force plans.

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

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Assessment Requirements for PUASAR004 Implement and monitor USAR operation plans

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

- analysing risk assessment, reconnaissance and intelligence to determine operational priorities
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- conducting and participating in briefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) format
- delegating roles and responsibilities within the team
- delivering briefings on operations portion of the incident action plan
- demobilising or evacuating Urban Search and Rescue (USAR) teams
- establishing and managing base of operations
- implementing and monitoring plans to support USAR operations
- interpreting results of structural triage from area of operations
- leading and managing USAR teams and personnel including those deployed
- making presentations including specifically to the media
- managing implementation and monitoring of USAR operations portion of the IAP
- managing liaison arrangements including with key stakeholders
- managing logistics
- reassigning rescuers to other worksites
- reporting on operations progress
- utilising information management systems
- working with competing priorities including work load and time

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

- communication plan including internal and external communication networks
- fire protection and evacuation plan including assembly areas, emergency signals and fire protection
- information management systems and storage processes used in USAR operations including

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equipment and sufficient redundancy
- legislation, industry standards and codes of practice
- location of base of operations and its functions and requirements
- media plan
- organisational documentation, policies and procedures including facility emergency response plans
- processes for briefings and debriefings including use of SMEACS
- purpose and content of incident action plans
- purpose of plans prepared to support and direct USAR teams
- reception and departure centre resources and requirements
- resources for base of operations including documentation, equipment and self-sustainability cache
- risk management principles and processes
- roles and responsibilities of USAR team personnel
- structural triage principles including composition of triage teams, detailed triage assessment of allocated structures, initial triage at incident site, hazard identification and priorities of a triage team
- structural triage processes including establishment of operational priorities, preparation of triage documentation and re-evaluation of structures as situation changes
- team demobilisation plan
- team evacuation plan including key considerations if emergency evacuation is required, medical evacuation of a team member, role of team leader and security
- team logistics including transportation and self-sustainability cache management
- welfare plan
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated operational situations that replicate workplace conditions.

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.

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

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equipment used in industry including
  - information sources including emergency management arrangements and international guidelines
  - sample USAR task force plans
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practices and operations manuals.

Links

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PUASAR005 Review USAR team plans implemented at an incident

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 review the implementation of Urban Search and Rescue (USAR) team plans and to assess their effectiveness in achieving incident objectives and the needs of the USAR team.

The unit is applicable to personnel performing in the role of USAR team leader who will be required to perform reviews of team plan implementation. Authorisation to perform this role is subject to organisational policies and procedures.

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

Pre-requisite Unit

PUASAR003 Develop plans for deployment of a USAR team

PUASAR004 Implement and monitor USAR team plans

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Confirm arrangements for conducting a post operations review of	**1.1** Roles and responsibilities of Urban Search and Rescue (USAR) team personnel involved in review of team

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	USAR incident		plans and operations are determined and delegated
		1.2	Other organisation or agency personnel involved in the conduct of the post operations review are confirmed
		1.3	Information required for post operations review is identified, sought and received
2	**Review mobilisation**	**2.1**	Mobilisation process is received against objectives of the mobilisation plan
		2.2	Effectiveness of mobilisation plan is assessed
3	**Perform post operations review of USAR team plans**	**3.1**	USAR operations portion of incident action plan and other plans developed to support USAR team are reviewed
		3.2	Post operations information is conveyed to personnel and is recorded promptly and accurately, in accordance with organisational procedures
		3.3	Data collected during incident is provided to appropriate organisations, agencies and/or authorities to support recovery arrangements, as required
		3.4	Effectiveness of decontamination, disposal and donation of equipment are reviewed
4	**Review demobilisation**	**4.1**	Demobilisation process is reviewed against objectives of demobilisation plan
		4.2	Effectiveness of demobilisation plan is assessed
5	**Complete required post incident reports**	**5.1**	Information and reports including recommendations, are provided to other organisations and agencies, as required
		5.2	Operational information from the incident is collected to provide a basis for performance reporting

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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUASAR037 Review USAR task force plans implemented at an incident.

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

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Assessment Requirements for PUASAR005 Review USAR team plans implemented at an incident

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing required post incident reports
- confirming arrangements for conducting post operations review of USAR incident
- delegating roles and responsibilities
- leading and managing personnel in review process
- liaising and working with other organisation and/or agency personnel
- making recommendations for improvements
- performing post operations review of USAR team plans, including USAR portion of the incident action plan
- reviewing mobilisation and demobilisation processes
- undertaking post operations review

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

- demobilisation process including decontamination; disposal, donation and rehabilitation of cache post operations; logistics planning; notifications and transport arrangements
- legislative compliance
- mobilisation and demobilisation processes
- organisational documentation, policies and procedures
- other organisations, agencies and personnel
- post incident analyses
- post operational reviews
- purpose and processes required for conducting a post operational review
- risk management principles and processes
- types of plans implemented by USAR teams
- USAR team plans including operations portion of incident action plan

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- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

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 used in industry including
  - operational documentation arising from deployment
  - post incident analysis and organisational or agency debriefings
  - templates for reporting
- applicable documentation, including organisational procedures, equipment specifications, regulations, codes of practices and operations 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

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PUASAR011 Search as a member of an aquatic search team

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 search for and locate missing persons and/or items as a member of an aquatic search team working in a range of search terrains.

While normally undertaken in variety of craft, aquatic searches may also include cliff searches and searches assisted by aerial support or other craft. Search operations are generally conducted in support of police and may include searches for missing persons, objects and/or evidence.

Participating in an aquatic search operation, generally as a member of a team, will require the application of a variety of skills. Competence in this unit will include appropriate preparedness, response, direct participation in a search and appropriate post search recovery.

The unit is applicable to lifesavers, lifeguards or other personnel who are required to perform or participate in a search, regularly or occasionally, in an aquatic environment. Successful achievement of this unit will require practical application of skills in a real or simulated search operation.

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

Pre-requisite Unit

Not applicable.

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for aquatic search	**1.1** Search operation and task information is obtained and discussed with team members
	1.2 Task information is used to determine personal protective clothing and equipment needed for search operation
	1.3 Search equipment is selected and checked for serviceability and is appropriately stored and/or packed for use
	1.4 Faulty equipment is identified and reported to supervisor
2 Participate in aquatic search	**2.1** Specified team roles and functions are carried out, in accordance with organisational procedures and task information
	2.2 Search formation or grids are used to locate missing persons or objects
	2.3 Search boundaries are marked, in accordance with task requirements
	2.4 Observation skills are applied and any clues or objects located are reported immediately, in accordance with organisational procedures
	2.5 Communication is maintained with team members throughout the search, in accordance with organisational procedures
	2.6 Personal capabilities and limitations are recognised and referred to team leader
3 Maintain aquatic search safety	**3.1** Search safety procedures are implemented, in accordance with organisational procedures
	3.2 Survival techniques are applied, as required
	3.3 Lost searcher procedures are implemented, when necessary
4 Recover person or findings	**4.1** Team leader is immediately advised of located persons or findings, in accordance with organisational procedures
	4.2 Persons or findings are recovered and treated using appropriate search safety procedures

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	4.3	Initial preservation procedures are implemented to maintain integrity of evidence, as required
	4.4	Initial scene preservation is conducted, in accordance with organisational procedures
5 Complete recall and stand down procedures	**5.1**	Search equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' guidelines
	5.2	Operational debriefing is participated in and relevant documentation is completed, in accordance with organisational procedures
	5.3	Symptoms of operational stress in self or others is recognised and reported to relevant personnel

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 PUASAR011C Search as a member of an aquatic search team.

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

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Assessment Requirements for PUASAR011 Search as a member of an aquatic search team

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with team members and casualties
- completing recall and stand down procedures
- complying with search orders
- dealing with clues and location of objects or causalities
- determining and maintaining search and task information
- finalising organisational documentation
- following organisational policies and procedures
- identifying and repairing or replacing faulty equipment, in accordance with organisational procedures
- identifying and reporting personal capabilities and limitations
- implementing lost searcher procedures
- maintaining aquatic search safety
- marking and spacing boundaries or grids
- observing situation and/or environment
- observing the safety of self and others during search
- participating in an aquatic search
- participating in operational briefing and debriefing sessions
- preparing for an aquatic search
- preserving rescue scene and recovering evidence
- recognising and reporting operational stress
- recovering missing persons and/or findings
- using personal protective clothing and equipment
- utilising survival techniques
- working in a team

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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

- aquatic search
- communication techniques including hand signals and language style
- composition of teams including roles and responsibilities and duty of care responsibilities
- hazards and environmental threats
- lost searcher procedures
- map reading
- object recovery procedures
- operating procedures relevant to terrain and conditions
- organisational documentation, policies and procedures
- preservation of a crime scene and evidence
- processes for briefings and debriefings
- recall procedures
- search equipment
- search formations and grids
- signs and symptoms of operational stress including post traumatic stress disorder
- state, territory and Commonwealth search management arrangements
- survival techniques
- task information
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislative requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations including
  - an extended day/night activity during which a variety of searches for persons and objects are undertaken

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- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an appropriate environment to conduct search operation
  - relevant agencies in the operation such as police, helicopter rescue, marine search and rescue and other aquatic organisations
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR012 Apply surf awareness and self-rescue skills

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 for surf awareness, self-rescue techniques and safely participating in activities in a surf environment.

Participating in any potentially hazardous aquatic operation will require the effective application of a variety of surf skills and self-rescue techniques. Competence in this unit will include appropriate application of surf awareness surf skills and self-rescue techniques in a surf environment and will require the practical and effective application of skills in a real or simulated activity in a surf environment.

The unit is applicable to lifesavers, lifeguards, search and rescue officers or other rescue personnel who are required to perform or participate in activities in a surf environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply knowledge of the surf environment	**1.1** Potential hazards and environmental conditions of the surf environment are identified, risks are assessed and

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		control measures are implemented
	1.2	Characteristics of different types of waves and their impact on surf safety are identified
	1.3	Distinguishing features of rips, gutters and sweeps are identified
	1.4	Different types of beaches and the safety aspects of the beach structure are identified
2 Apply surf skills and techniques	**2.1**	Techniques for survival in the water are implemented
	2.2	Personal safety is observed and environmental hazards are avoided while in the water
	2.3	Hand and flag signals are used, in accordance with organisational procedures
3 Implement self-rescue techniques	**3.1**	Surf is negotiated in prevailing conditions, with and without flotation devices
	3.2	Return to shore, in prevailing conditions, is undertaken with and without flotation devices
	3.3	Strategies when not able to self-rescue or return to shore unassisted are implemented

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 PUASAR012C Apply surf awareness and self-rescue skills.

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Assessment Requirements for PUASAR012 Apply surf awareness and self-rescue skills

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

- applying situational awareness of the surf environment, surf skills and techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including implementing risk control measures
- completing risk assessments
- following organisational policies and procedures
- identifying hazards and environmental conditions
- identifying surf conditions and factors that affect these conditions
- implementing self-rescue techniques
- negotiating and returning through surf
- paddling surf craft and using rescue tube
- recognising potential hazards and environmental risks
- recognising types of beaches, waves and distinguishing features of rips, gutters and sweeps when selecting a suitable surf location
- swimming in the surf, in moderate conditions
- using personal safety techniques, recognised signals and survival techniques

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

- effects of wind, tide, swell and ocean floor on surf conditions
- environmental conditions including prevailing conditions
- features and signs of rips, gutters, sweeps and currents
- hand and flag signals
- organisational documentation, policies and processes
- personal safety and situational awareness
- self-rescue techniques
- strategies to use when not able to self-rescue
- surf awareness including beach safety zones

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- surf hazards including environmental hazards
- techniques for survival including surf survival techniques
- types of crafts including floatation devices
- types of waves and their characteristic features
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations including
  - participating in lifesaving activities or in a simulated environment under a range of weather conditions
- relevant and appropriate materials, tools, equipment and personal protective clothing and equipment currently used in industry including
  - a beach with prevailing conditions appropriate to the level of activity
  - suitable surf craft and rescue tubes
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR013 Participate in an aquatic rescue operation

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 participate in rescue operations as a member of an aquatic rescue team. Rescue operations may occur at inland rivers, lakes, dams, surf zones and oceans.

Participation in a rescue operation may involve working with personnel who are trained appropriately to treat casualties including members of the public, first aid officers, lifesavers, lifeguards, ambulance crew, doctors, nurses and paramedics.

The unit underpins specialist rescue operations and includes rescue preparedness, response, direct participation and appropriate post rescue recovery and is applicable to lifesavers, lifeguards or other rescue personnel who are required to perform or participate in rescues (regularly or occasionally) in an aquatic environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and respond to	**1.1** Operation and task information is obtained and

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rescue		discussed with team members
	1.2	Appropriate rescue equipment is identified and selected based on task information, as directed by supervisor
	1.3	Personal protective clothing and equipment is selected based on the nature of the rescue operation
	1.4	Any further details of the nature of the rescue are received en route and acted on, in accordance with organisational procedures
2 Participate in assessing the rescue scene	**2.1**	Hazards are identified and associated risks are assessed on approach to rescue scene
	2.2	Methods for minimising hazards are discussed and agreed to by team members
	2.3	Hazards and environmental conditions are minimised or controlled using risk mitigation processes, in accordance with organisational procedures
	2.4	Communication with other team members is maintained using appropriate techniques and terminology
	2.5	Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and security procedures are followed, in accordance with organisational procedures
	2.6	Personal capabilities and limitations are recognised and referred to supervisor, as required, in accordance with organisational procedures
	2.7	Need for additional personnel and/or specialist equipment is reported to supervisor
	2.8	Casualties at scene are identified, reported to supervisor and action is taken, as directed
3 Perform rescue	**3.1**	Access to incident and/or casualties is gained using techniques and equipment, in accordance with organisational procedures
	3.2	Rescue procedures are conducted, in accordance with organisational procedures and supervisor's instructions
	3.3	Casualties are prepared for removal and/or extricated safely, in accordance with organisational procedures and supervisor's instructions

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	3.4	Hygiene precautions are implemented, in accordance with organisational requirements
4 Conclude rescue operations	**4.1**	Equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' guidelines and is restored appropriately to maintain operational readiness
	4.2	Signs and symptoms of operational stress in self and others is reported to relevant personnel
	4.3	Operational debriefing is participated in and documentation is completed, in accordance with 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 PUASAR013A Participate in an aquatic rescue operation.

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

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Assessment Requirements for PUASAR013 Participate in an aquatic rescue operation

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

- applying safe work practices in rescue operations
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including applying risk mitigation
- completing organisational documentation
- concluding rescue operations
- following organisational policies and procedures
- identifying, recording, preparing and extricating casualties
- implementing hygiene precautions and security procedures
- participating as a team member
- participating in assessing aquatic rescue scene
- participating in briefings and debriefings
- preparing and performing aquatic rescue
- recognising and reporting on signs of stress
- recovering, cleaning and maintaining equipment including reporting damaged equipment in accordance with organisational procedures
- responding and reacting to instructions in a safe and timely manner
- selecting and wearing personal protective clothing and equipment
- using appropriate communication techniques and terminology
- using rescue equipment
- working on a constantly moving platform

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

- capabilities and limitations of rescue equipment
- casualty handling techniques
- communication techniques including hand signals
- environmental conditions and hazards

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- hygiene precautions
- manual handling techniques
- nationally agreed hazard marking systems
- organisational documentation, policies and procedures including procedures for reporting injuries and accidents
- personal capabilities
- personal hygiene
- personal protective clothing and equipment
- rescue equipment
- rescue operations including surface search and clearance of casualties
- roles and responsibilities of team members
- safety precautions including situation awareness
- signs and symptoms of stress
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Competency must be demonstrated in a range of rescue operations whilst on the job or in a simulated environment performed under a variety of weather 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 used in industry including
  - access to rescue equipment and a suitable environment to conduct a range of rescue operations
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

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Links

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PUASAR014 Operate and maintain a small powercraft and motor for rescue operations

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 maintain and operate a small power craft and motor and to direct a crew during rescue operations. It includes a range of open water rescue situations using small boats.

The unit is applicable for personnel from emergency services, volunteer organisations and/or organisations where surveillance and rescue operations in open water is required.

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

Pre-requisite Unit

Not applicable

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare powercraft and motor for operations	**1.1** Logbooks are reviewed for previous operational feedback and pre-use information is completed, in accordance with organisational procedures and requirements

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	1.2	Prelaunch check of motor and fuel cell is completed and they are installed on powercraft, in accordance with organisational procedures and manufacturers' guidelines
	1.3	Crew person is overseen in prelaunch checking of powercraft and ancillary equipment
	1.4	Personal protective clothing and equipment is stowed, as appropriate, in accordance with organisational procedures
	1.5	Two-way radio equipment is prepared for operational communications, in accordance with organisational procedures
2 Transport powercraft to launch site	**2.1**	Powercraft is transported to launch site with safe manual handling techniques used by crew and other support personnel
	2.2	Powercraft is unloaded and positioned at water's edge ready for operational activities, in accordance with organisational procedures
	2.3	Safety brief is completed with crew person and other team members, in accordance with organisational procedures
3 Launch and operate powercraft through surf	**3.1**	Competence level of operator and crew person is reviewed in relation to surf conditions
	3.2	Powercraft is lifted and dragged to water with crew person
	3.3	Motor is started when appropriate and safe to do so
	3.4	Powercraft is boarded safely and a secure position is assumed
	3.5	Crew person is instructed to enter craft, when appropriate, in accordance with organisational procedures and surf conditions
	3.6	Instructions are communicated to crew person, as required
4 Maintain safe working environment for self and crew	**4.1**	Powercraft is operated safely around bathing public, in accordance with organisational procedures and prevailing surf conditions

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	4.2	Safe distances from bathing public and hazards in the water are maintained, in accordance with organisational procedures
	4.3	Communication is maintained with shore and crew person
	4.4	Safe operational conditions of powercraft is maintained, in accordance with organisational procedures and prevailing surf conditions
	4.5	Emergency procedures are implemented, in accordance with organisational procedures
	4.6	Powercraft is safely manoeuvred without operational motor
5 Perform rescue and operational task	**5.1**	Requests for assistance or tasks from supervisor are acknowledged, in accordance with organisational procedures
	5.2	Rescue or task information is communicated to crew person
	5.3	Operational tasks are safely performed, in accordance with organisational procedures
	5.4	Crew person is directed to retrieve casualty or object using appropriate retrieval techniques, in accordance with organisational procedures
6 Return powercraft to shore safely	**6.1**	Safety and security of powercraft, operator, crew person and casualty or cargo for beaching is maintained
	6.2	Permission to return to shore is signalled, in accordance with organisational procedures
	6.3	Observation for hazards is maintained throughout rescue operation
	6.4	Powercraft is beached on shoreline with appropriate speed or direction
	6.5	Casualty or cargo is lifted from powercraft safely
	6.6	Safe position of craft is maintained, in accordance with organisational procedures and operational readiness
7 Recover and restore	**7.1**	Powercraft is transported to storage using safe manual

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powercraft		handling techniques
	7.2	Post operational checks and maintenance of motor are performed, in accordance with organisational procedures and manufacturers' guidelines
	7.3	Post operational checks are supervised with powercraft washed down and ancillary equipment stored by crew person
	7.4	Powercraft and motor are stored, in accordance with organisational procedures and requirements
	7.5	Crew person is debriefed and operational documentation is completed, in accordance with 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 PUASAR014A Operate and maintain a small powercraft and motor for rescue operations.

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

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Assessment Requirements for PUASAR014 Operate and maintain a small powercraft and motor for rescue operations

Modification History

Release 1. This is the first release of this qualification 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

- applying self-rescue techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with colleagues including using recognised signals
- completing operational logbooks and documentation
- conducting safety briefings and debriefing crew
- following policies and procedures
- handling boats safely including when coming alongside and towing
- handling casualty safely
- identifying and avoiding hazards
- implementing emergency procedures
- launching powercraft through surf
- leading a powercraft crew
- maintaining a safe working environment for self and crew person/s
- maintaining logbooks
- manoeuvring powercraft without operational motor
- obtaining operational feedback
- operating a powercraft during rescue operations in a range of surf conditions
- performing rescue and operational tasks
- preparing powercraft and motor for operations including pre-launch checking of motor, fuel cell and powercraft
- recovering and restoring powercraft including conducting post-operational checks
- returning powercraft to shore safely
- securing powercraft using knots and lashings
- transporting powercraft to launch site
- using radio communication
- utilising rescue and ancillary equipment
- wearing personal protective clothing and equipment

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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

- emergency procedures including on board fire drills
- equipment characteristics and limitations
- manual handling methods
- motor faults and associated repairs including air in fuel cell and motor, loose components, loose ignition leads and restarting a motor after capsizing
- organisational documentation, policies and procedures including operating procedures, pre and post operational checks and maintenance of powercraft and motor
- personal protective clothing and equipment
- retrieval techniques
- role and duties of a powercraft crew person
- surf awareness and situation awareness including beach safety zones
- surf hazards and environmental threats
- surf survival and self-rescue techniques
- types of waves and their characteristic features including effects of wind, tide, swell and ocean floor on surf conditions and features and signs of rips, gutters, sweeps and currents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Competency must be demonstrated and assessed by completing rescue boat operations, exercises or scenarios.

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
    - access is required to equipment used in rescue boat operations and open water

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  - range of challenging surf conditions relevant to area of operations
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUASAR015 Crew small powercraft in a rescue operation

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 act as crew under direction of a skilled operator in a small powercraft during rescue operations in a surf and/or aquatic environment. It includes a range of open water rescue situations crewing small boats.

The unit is applicable to personnel from emergency services and/or volunteer organisations or organisations where additional support on a powercraft is required during surveillance and rescue operations in a surf, aquatic environment and/or open water.

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

Pre-requisite Unit

Not applicable.

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare powercraft for operations	**1.1** Logbooks are reviewed for previous operational feedback and pre-use information is completed, as directed, by the operator, in accordance with organisational procedures and requirements

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	1.2	Pre-launch checks to ensure operational readiness of craft and safety features are conducted at the direction of the operator, in accordance with organisational procedures and manufacturers' guidelines
	1.3	Prelaunch operational checks of auxiliary equipment are completed and equipment is safely stowed
	1.4	Personal protective clothing and equipment is obtained, applied or safely stowed, as required
2 Assist operator to transport powercraft	**2.1**	Safe manual handling techniques are used to assist operator to transport powercraft to launch site
	2.2	Operator is assisted to unload and position powercraft at water's edge
3 Launch and stabilise powercraft through surf aquatic environment	**3.1**	Level of competence is conveyed to operator in relation to review of surf and/or aquatic environmental conditions
	3.2	Powercraft is lifted and dragged into water, as directed by operator
	3.3	Powercraft is secured and positioned, as required, for surf or aquatic environmental conditions
	3.4	Powercraft is boarded safely on operator command and a secure position is assumed
	3.5	Position in powercraft is changed at operator's direction to assist with maintaining trim and negotiating surf or aquatic environmental conditions
	3.6	Lookout for hazards in surf or aquatic environment is maintained and information concerning objects in the water is communicated to operator
	3.7	Assistance with beaching and stabilising powercraft is provided on return to shore, as directed by operator
4 Participate in emergency	**4.1**	Emergency procedures are implemented safely, as directed by the operator
	4.2	Assistance is provided with safe manoeuvring of powercraft without operational motor
5 Participate in rescue	**5.1**	Casualty and/or object is retrieved using appropriate retrieval techniques, as directed by operator

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	5.2	Patient care of casualty is performed, as required
	5.3	Casualty and/or object is secured for return to shore, in accordance with organisational procedures
	5.4	Casualty is lifted and object is removed safely from powercraft, as directed by operator
6 Assist with powercraft recovery and restore	**6.1**	Safe manual handling techniques are used to assist operator with transport of craft to storage
	6.2	Powercraft is cleaned and stored, in accordance with organisational procedures and as directed by the operator
	6.3	Ancillary equipment is cleaned and stowed, in accordance with organisational procedures and as directed by operator
	6.4	Operational documentation is completed, as specified

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 PUASAR015A Crew small powercraft in a rescue operation.

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

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Assessment Requirements for PUASAR015 Crew small powercraft in a rescue operation

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

- applying patient care including handling casualty safely
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including safety principles and the identification and monitoring of hazards
- assisting operator to transport powercraft
- assisting with powercraft recovery and restoring
- communicating with team members and /or casualties
- completing operational logbooks and documentation
- crewing powercraft confidently and safely in a rescue operation
- following organisational policies and procedures
- launching and stabilising powercraft through surf aquatic environment
- loading and manoeuvring a vessel safely using manual handling methods
- manoeuvring a small powercraft without an operational motor in a rescue operation
- participating in emergency procedures
- performing a rescue
- preparing powercraft for operations including pre-launch checks
- rescuing and retrieving people and recovering objects from water
- securing powercraft using knots and lashings
- using recognised signals, rescue tubes and rescue and ancillary equipment
- wearing personal protective clothing and equipment

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

- characteristics of small powercraft equipment including ancillary equipment
- cleaning and discarding equipment to meet environmental management and sustainability requirements
- effects of wind, tide, swell and ocean floor on surf/aquatic environment conditions
- emergency procedures

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- features and signs of rips, gutters, sweeps and currents
- hazards and environmental threats
- manual handling methods
- organisational documentation, policies and procedures including operating procedures
- organisational standards
- patient care
- personal protective clothing and equipment
- powercraft manoeuvring
- powercraft operating procedures
- retrieval techniques
- self-rescue techniques
- surf and aquatic environmental awareness including beach safety zones
- surf and aquatic environmental hazards
- surf and aquatic environmental survival techniques
- types of waves and their characteristic features
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Competency must be demonstrated over one or more exercises, scenarios or incidents to develop confident boat crewing and may involve setting scenarios to be completed by a rescue boat crew.

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 used in industry including
  - equipment used in rescue boat operations
  - open water
  - range of challenging surf or aquatic environmental conditions relevant to the area of operations
- applicable documentation including organisational procedures, industry standards, equipment

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specifications, regulations, codes of practice and operations 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

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PUASAR016 Operate and maintain a personal water craft for rescue operations

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 operate and maintain a Personal Water Craft (PWC) and to use PWCs during aquatic rescue operations in surf or open water environments. It includes a range of open water rescue situations using PWCs.

Operators of PWCs will need to fulfil state or territory maritime licensing requirements to operate a PWC.

The unit is applicable to personnel from the emergency services, volunteer organisations and/or organisations where surveillance and rescue operations in open water are undertaken.

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

Pre-requisite Unit

Not applicable

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations	**1.1** Logbooks are reviewed for operational feedback and pre-use information is completed, in accordance with

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		organisational procedures and requirements
	1.2	Pre-operational checks of Personal Water Craft (PWC) are completed, in accordance with organisational procedures and manufacturers' guidelines
	1.3	Ancillary equipment is checked and securely stowed, in accordance with organisational procedures
	1.4	Personal protective clothing and equipment is applied or stowed, as appropriate
	1.5	PWC is transported to launching site and is launched, in accordance with organisational procedures and manufacturers' guidelines
2 Receive task information	**2.1**	Task information received verbally or through communications system is acknowledged
	2.2	Personal capability to perform task, based on surf conditions, is evaluated prior to accepting task and this information is communicated to the supervisor, in accordance with organisational procedures
3 Manoeuvre PWC according to surf conditions	**3.1**	PWC is operated safely, in accordance with surf conditions and within the personal skills and limitations of operator
	3.2	Local regulations and legislation relevant to the operation of PWC are identified and followed
	3.3	Communication with operational base is maintained, in accordance with organisational procedures
	3.4	Personal protective clothing and equipment is worn, as required
	3.5	Emergency procedures are implemented, in accordance with organisational procedures
4 Assess rescue scene	**4.1**	Risk analysis of rescue scene is undertaken and hazards are identified
	4.2	Rescue method suitable to the situation is selected, in accordance with organisational procedures
	4.3	Safe passage to and out of the rescue scene is assessed for suitability
5 Perform rescue	**5.1**	Safe passage to and out of the rescue scene is navigated,

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		in accordance with organisational procedures
	5.2	PWC is positioned safely at rescue scene
	5.3	Casualty is retrieved safely and is secured, in accordance with organisational procedures
	5.4	Progress is communicated to operational base, in accordance with organisational procedures
	5.5	Casualty is handed over at designated point, in accordance with organisational procedures
	5.6	Casualty transfer is completed, in accordance with organisational procedures
6 Complete rescue operations and recovery requirements	**6.1**	PWC is recovered from launch site and is transported to storage
	6.2	Post operational checks and maintenance are completed, in accordance with organisational procedures and manufacturers' instructions
	6.3	Debriefing with supervisor or other operational staff is completed
	6.4	Logbooks are completed, in accordance with organisational procedures and requirements

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 PUASAR016A Operate and maintain a personal water craft for rescue operations.

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Links

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Assessment Requirements for PUASAR016 Operate and maintain a personal water craft for rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing rescue scene
- completing operational logbooks and documentation
- finalising rescue operations and recovery requirements including conducting post operational checks and maintenance
- following organisational policies and procedures
- identifying risks and avoiding hazards for rescue operations
- implementing emergency procedures
- interpreting surf conditions
- manoeuvring Personal Water Craft (PWC) to meet with surf conditions including moving PWC safely
- obtaining operational feedback
- operating a PWC safely during rescue operations in a range of surf conditions
- participating in rescue operation briefings and debriefings including receiving task information
- performing rescue safely including implementing a safe passage and transferring casualties safely
- preparing for PWC operations including conducting pre-operational checks
- utilising rescue and ancillary equipment
- wearing personal protective clothing and equipment

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

- equipment characteristics and limitations
- organisational documentation, policies and procedures including PWC operational procedures and procedures for cleaning and discarding equipment in terms of environmental

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management and sustainability
- personal protective clothing and equipment
- retrieval techniques
- search and rescue techniques for rescue operations
- self-rescue techniques for rescue operations
- situation awareness
- surf awareness including beach safety zones
- surf hazards
- surf survival techniques
- types of waves and their characteristic features including effects of wind, tide, swell and ocean floor on surf conditions and features and signs of rips, gutters, sweeps and currents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations in a range of actual or simulated surf conditions where it is appropriate to do so; where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that replicate workplace conditions.

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.

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 including
  - equipment used in Personal Water Craft (PWC) rescue operations
  - open water
  - range of challenging surf conditions relevant to area of operations
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR017 Undertake advanced surf rescue

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 perform advanced surf rescues in challenging surf conditions without assistance from other team members. It includes lifeguards and lifesavers working in limited team environments.

The unit is applicable to personnel from the emergency services, volunteer organisations and/or organisations where a structured beach surveillance and rescue service is supplied.

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

Pre-requisite Unit

PUACOM001 Communicate in the workplace

PUASAR012 Apply surf awareness and self-rescue skills

PUASAR013 Participate in an aquatic rescue operation

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for surf rescue	**1.1** Pre-use checks of equipment are completed, in accordance with organisational procedures

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	1.2	Hazards to bathers, at the surf location, are identified
	1.3	Equipment is placed in surf locations identified as of most likely need
2 Perform surveillance duties	**2.1**	Location, that gives the best view of area of responsibility and ready access to equipment and water for response to casualties in distress, is determined and surveillance is maintained
	2.2	People who match the profile of high risk bathers are identified and close attention is paid to them
	2.3	Appropriate methods to avoid fatigue are used while providing surveillance, in accordance with organisational procedures
3 Respond to casualty in distress	**3.1**	Casualty in distress is recognised
	3.2	Operational command is notified of intention to perform rescue
	3.3	Conditions are assessed and rescue techniques and equipment are selected
	3.4	Challenging surf conditions are negotiated using sand bars and rip currents to reach casualty
	3.5	Defensive approach is used to ensure own safety with a conscious panicking casualty
	3.6	On approach, conscious casualty is reassured
	3.7	Unconscious casualty is assessed for breathing and initial rescue breaths are performed, as required
	3.8	Casualty is secured, in accordance with organisational procedures and available equipment
4 Return casualty to shore	**4.1**	Prevailing surf conditions are assessed and safe return to shore is navigated, in accordance with organisational procedures
	4.2	Conscious casualty is assessed for first aid requirements or medical care and is managed, in accordance with organisational procedures
	4.3	Unconscious casualty is dragged unaided above the high

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		water line using approved techniques
	4.4	Unconscious casualty is lowered using approved techniques and is assessed for signs of life and patient care is administered, as required
	4.5	Operational command is notified that casualty has been retrieved and whether any further assistance is required
	4.6	First aid is provided to casualty until further assistance arrives
	4.7	Casualty is handed over with details provided on incident, treatment provided and current condition
5 Recover and restore equipment to operational readiness	**5.1**	Debriefing is participated in and reports are completed, in accordance with organisational procedures
	5.2	Post operational checks and maintenance of equipment is performed, in accordance with organisational procedures
	5.3	Any damage to equipment is reported, in accordance with 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 PUASAR017A Undertake advanced surf rescue.

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

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Assessment Requirements for PUASAR017 Undertake advanced surf rescue

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- appraising distance to casualty
- communicating with colleagues and reassuring stakeholders
- following organisational policies and procedures
- identifying hazards
- identifying high risk locations, locations that gives the best view of area, rip currents, surf locations and wave types
- identifying methods to avoid fatigue related issues
- managing a surf rescue unaided from identification of casualty through to handover
- paddling equipment including rescue boards or tubes in challenging surf conditions
- performing a complex surf rescue with multiple casualties
- performing first aid using resuscitation techniques
- performing surveillance duties including identifying high risk bathers
- preparing for surf rescue including undertaking pre-use checks of equipment
- reporting to operational command
- responding to casualties in distress including use of appropriate defensive approaches
- returning casualties to shore using appropriate securing, dragging and lowering techniques
- self-rescuing in a surf environment
- swimming in challenging surf conditions
- undertaking debriefings
- using, recovering and restoring equipment to operational readiness

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

- availability of rip currents to use when proceeding out to sea including lulls between sets of waves, size of surf and time between waves

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- beach types and hazard ratings
- equipment used in surf rescues including their characteristics and limitations and pre-use checks
- escape techniques from a panicking casualty
- fatigue management strategies
- first aid techniques and industry standards
- further assistance available
- hazards of the surf beach environment including high risk locations
- high risk bather profile
- operational command structure including roles and responsibilities
- organisational documentation, policies and procedures including procedures relating to debriefing and reporting requirements, maintaining equipment in terms of environmental management and sustainability and rescue and recovery
- rescue techniques including appraising distance to casualty
- roles of lifesavers, lifeguards and other personnel
- signals for communication between team members on shore and in the water
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Competency must be demonstrated by performing actual or simulated rescues at a surf beach using both rescue boards and tubes in a range of actual surf 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 used in industry including
  - appropriate rescue equipment
  - a surf beach
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

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PUASAR018 Select and maintain canines to be part of a canine search team for USAR incidents

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 select canines to be part of a canine search team for Urban Search and Rescue (USAR) incidents, to maintain the health and welfare of canines, to provide daily care to canines and to plan search and rescue training for search canines. A canine search team consists of one disaster search canine and one canine search specialist.

The unit is applicable to canine search specialists responsible for developing a canine search team for USAR incidents.

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

Pre-requisite Unit

Not applicable.

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess canines for USAR work	**1.1** Selection criteria for canines to work in an Urban Search and Rescue (USAR) environment are determined

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	1.2	Canines are observed and assessed in relation to determined criteria
	1.3	Canines assessed as meeting determined criteria are selected to be part of canine search team
2 Maintain search canine health	**2.1**	Symptoms of ill health or injury in search canines are identified
	2.2	Animal health care practitioners who can be consulted about the establishment or maintenance of search canine health are identified
	2.3	Program of health maintenance to prevent common illnesses or parasites is implemented, in accordance with organisational procedures
	2.4	Recommended treatment program for ill or injured search canine is followed, as required
	2.5	First aid kit for treating injured search canines is maintained, in accordance with organisational procedures
3 Manage search canine hygiene and welfare	**3.1**	Living environment, training areas and search canine transportation are maintained, in accordance with organisational procedures and animal health and welfare regulations
	3.2	Health, welfare and fitness of search canines is maintained for USAR operational and environmental conditions
	3.3	Healthy diet is maintained for search canines based upon individual animal requirements
	3.4	Need to retire a search canine is assessed and recommended, in accordance with organisational procedures, specialist advice and/or animal health and welfare standards
4 Maintain records of search canine health and welfare	**4.1**	Vaccination, treatment and other preventative health records for search canines are established and maintained, in accordance with organisational procedures and industry guidelines
	4.2	Decisions to retire search canines are recorded, in accordance with organisational procedures

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	4.3	Organisational policies and procedures for recording and reporting incidents that result in injuries to search canines are followed
5 Develop and implement a training plan	**5.1**	Training needs of canine search team are identified
	5.2	Training plan that addresses the needs, strengths, weakness of the canine search team is developed
	5.3	Training plan is reviewed and amended, as required, to reflect the changing needs of the canine search team
	5.4	Training equipment is maintained, in accordance with organisational procedures
	5.5	Progress of canine search team training is recorded and reported, in accordance with 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 PUASAR018A Select and maintain canines to be part of a canine search team for USAR incidents.

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

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Assessment Requirements for PUASAR018 Select and maintain canines to be part of a canine search team for USAR incidents

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

- applying first aid techniques to canines including administering preventative or curative medicines and treatments to canines
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing canines for desired characteristics and physical attributes for USAR work
- collecting, analysing and organising information to produce records and reports required by the organisation and animal welfare authorities
- developing and implementing a training plan based on identified needs
- following organisational policies and procedures
- interpreting actions and indications given by a canine
- maintaining living environment, training areas and canines to the required standard of hygiene
- maintaining records of search canine's health and welfare
- maintaining search canine's health
- managing search canine's hygiene and welfare
- monitoring diet and exercise regimes to maintain the health and welfare of canines
- observing and monitoring search canines in relation to their ability to work in a USAR environment
- providing recommendations on the health and welfare of search canines deployed in USAR incidents
- recognising symptoms of ill health and injury in canines
- seeking canine specialist advice including animal health care practitioner
- working independently and in teams to manage the hygiene and welfare of canines

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

- anatomy and signs of health and/or ill health and injury of canines including canine anatomy,

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physiology of canines, psychology and behaviour of canines, canine developmental stages, canine grooming requirements and dietary and exercise requirements of working canines
- animal health and welfare regulations
- canine search principles, methods and techniques
- canine training plans, procedures and processes
- capabilities of canines working within a USAR environment including typical characteristics and temperaments of various breeds of canines that are suited to working within the USAR environment and restricted canine breeds
- first aid techniques that can be used to treat injured canines including common illnesses, diseases, parasites and other causes of ill health or injury affecting working canines
- location of veterinarians and other authorities and specialists who can assist in the maintenance of the health and welfare of canines
- organisational documentation including required records and reports
- organisational policies and procedures including procedures and criteria for acquiring and retiring canines
- preventative measures for controlling illnesses and parasites that can affect canines
- work environment in which canines can be deployed including emergency deployment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation processes

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 including
  - canines training to work in a USAR environment
  - legislation, policy, procedures and guidelines relating to the health and welfare of canines
  - search canines
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

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Links

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PUASAR019 Train canines to work in a USAR environment

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 acclimatise canines to work within an Urban Search and Rescue (USAR) environment, develop a canine's ability to detect live human scent and to indicate live human scent with alert behaviours. It also includes managing training assistants in a simulated USAR environment for the purposes of training canines.

The unit is applicable to canine search specialists responsible for developing a search canine to be part of a USAR canine search team.

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

Pre-requisite Unit

Not applicable

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Work in a USAR environment	**1.1** Risk assessment of Urban Search and Rescue (USAR) environment is undertaken, in accordance with organisational procedures

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	1.2	Personal protective clothing and equipment appropriate to the USAR environment is selected and worn
	1.3	Principles and organisational procedures for working safely in a USAR environment are implemented
2 Introduce canines to a USAR environment	**2.1**	An incremental approach is followed to introduce canines to a USAR environment
	2.2	Problems that may develop with canines being introduced to a USAR environment are identified and solved within area of responsibility
	2.3	Problems outside area of responsibility are referred to appropriate personnel for action and recommendations are made, as required
3 Prepare canines for detection of live human scent	**3.1**	Scent factors that limit the capability of canines to function efficiently are identified
	3.2	Canine behaviour and responses are interpreted, and appropriate action is taken, in accordance with organisational procedures
	3.3	Regular interaction with canine is undertaken to maintain an enthusiastic, effective and appropriate level of work and behaviour at search locations
	3.4	Canine is deployed to detect live human scent in a range of areas and situations
4 Develop alert behaviour in canines	**4.1**	Training tools and techniques are used to shape the desired bark alert behaviour in canine
	4.2	Problems encountered in bark alert training are diagnosed and solved, in accordance with organisational procedures
5 Train canine using appropriate methods	**5.1**	Humane ways of training are used that reflect positive reinforcement techniques
	5.2	Canine psychology and drives are recognised and applied when training canine
	5.3	Appropriate degree of correction is used to discourage unwanted canine behaviour
	5.4	Canine involved in training is handled and controlled in

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		a way that maintains performance and safety
6 Manage training assistants	**6.1**	Training assistant is selected for the training exercise to be performed in a simulated USAR environment
	6.2	Training assistant is briefed on the expected outcomes of the exercise
	6.3	Job safety analysis is provided to training assistant prior to commencement of training exercise
	6.4	Safety and welfare of training assistant is maintained throughout the training exercise
	6.5	Problems encountered with the training assistant are diagnosed and resolved, or referred to relevant personnel, in accordance with 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 PUASAR019A Train canines to work in a USAR environment.

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

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Assessment Requirements for PUASAR019 Train canines to work in a USAR environment

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- conducting briefings
- conducting safety analysis
- controlling a search canine, off lead
- developing alert behaviour in canines
- ensuring safety and welfare of canines and personnel
- following organisational policies and procedures
- identifying safety risks
- interpreting reactions given by a search canine
- introducing canines to an Urban Search and Rescue (USAR) environment using an incremental approach
- managing training assistants
- preparing canines for detection of live human scent
- solving canine problems including safety risks
- training canines using appropriate methods and tools including correction procedures
- using personal protective clothing and equipment
- working as part of a USAR team including using communication techniques
- working safely in a USAR environment with search canines at disasters

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

- canine psychology including behaviour and responses, bark alert behaviour and degree of correction
- canine search principles, methods and techniques
- communication techniques and briefing protocols
- how physical conditions and hazards will affect training strategies

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- how to introduce canines to disaster sites and the importance of exposing them to varied disaster scenarios including incremental approach in introducing canines to a USAR environment
- organisational documentation, policies and procedures
- principles and procedures for working safely in a USAR environment
- risks associated with disaster sites
- safe work practices at disaster sites
- scent theory including factors affecting the location of human scent including differences in surfaces, pollution and environmental factors, factors affecting scenting ability of search canines, scent movement in a disaster site and how scent movement will affect search strategy
- selection and use of personal protective clothing and equipment
- state, territory and Commonwealth government canine welfare legislation
- training assistant characteristics
- training tools and techniques appropriate to alert behaviour
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including safety and welfare, safety assessments and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 including
  - canines training to work in a USAR environment
  - legislation, policy, procedures and guidelines relating to the health and welfare of canines
  - training assistants
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

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PUASAR020 Develop a canine search team for USAR incidents

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 prepare a canine search team to search for and locate people concealed in a structural collapse, and to manage a search canine during an incident. A canine search team consists of one disaster search canine and one canine search specialist.

The types of incidents that may require an Urban Search and Rescue (USAR) canine search team, working as a member of a USAR task force, includes earthquakes, terrorist incidents, aircraft crashes, disasters or major structural collapses.

The unit is applicable to personnel actively involved in and/or training as canine search specialists for USAR incidents and disaster operations.

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

Pre-requisite Unit

PUASAR018 Select and maintain canines to be part of a canine search team for USAR incidents

PUASAR019 Train canines to work in a USAR environment

PUASAR023 Participate in an urban search and rescue Category 1

Competency Field

Search and Rescue

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Maintain canine obedience**	**1.1**	Canine search specialist maintains canine obedience while canine is heeling, off lead
		1.2	Emergency stop with recall is performed by canine search specialist with canine
		1.3	At the direction of the canine search specialist, a down stay is performed by canine while under distraction
		1.4	Canine specialist ensures canine tasks are performed without canine demonstrating aggressive behaviour towards people or other animals
2	**Demonstrate canine agility**	**2.1**	Under canine search specialist direction, an agility course is completed by canine, within required timeframe
		2.2	Under canine search specialist direction, a turn on an elevated plank is performed by canine
		2.3	Agility course is negotiated by canine and canine search specialist in a controlled, safe and appropriate manner
3	**Maintain direction and control**	**3.1**	Canine is directed by canine search specialist to required elevation, direction commands are given to canine and elevation is jumped on by canine
		3.2	Elevation is sustained by canine for a minimum of five seconds until directed by canine search specialist
		3.3	Direction and control course is negotiated by canine and canine search specialist within required timeframe
		3.4	Ability to control work at a distance by canine is demonstrated by canine search specialist
4	**Develop canine to indicate live human scent**	**4.1**	Location of and commitment to live human scent is demonstrated by canine and is interpreted and acted on by canine specialist
		4.2	Alert exercise is undertaken by canine and canine search specialist within required timeframe with location of live human scent being correctly indicated by canine with a bark alert
5	**Manage canine in a search to locate victims**	**5.1**	Interviews and site assessment is conducted to establish an appropriate search strategy
		5.2	Canine is deployed off lead and appropriate actions, indications and characteristics are used by canine and

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canine search specialist to ensure search area is covered within required timeframe

5.3 Control of canine is maintained by canine search specialist at all times and assistance to canine is provided, as required

5.4 Adjustments are made to search strategy by canine search specialist, as required, in accordance with changes in information, environmental conditions, search progress and current rescue work being undertaken

5.5 Location of live human scent is indicated by canine with a bark alert during search of a collapse site

5.6 Canine actions, indications and characteristics are interpreted correctly to identify the presence of live human scent by canine specialist

5.7 Appropriate care, safety and welfare procedures for canine and canine search specialist are followed, in accordance with organisational policies and procedures and relevant legislation

5.8 Post search examination of canine is conducted, in accordance with 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 PUASAR020A Develop a canine search team for USAR incidents.

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Assessment Requirements for PUASAR020 Develop a canine search team for USAR incidents

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

- adjusting handling and search strategies in response to changing environments
- applying canine and Urban Search and Rescue (USAR) industry guidelines, standards and procedures
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting canine at search sites
- caring for canine
- collecting, analysing and organising information to develop an effective search strategy
- completing site assessments
- conducting a search of a nominated search area
- constructing and completing direction and control course training
- controlling a canine, off lead, including in public locations
- demonstrating appropriate commands when handling a canine
- demonstrating canine agility including completing recall, emergency stops and moving in different directions
- developing canine to indicate live human scent
- following organisational policies and procedures
- handling a canine to maintain control and prevent accidents or injury to canine search specialist and/or others including members of the public
- implementing USAR canine search methods and techniques
- interpreting actions and indications given by a canine
- maintaining direction and control of canine including with distractions
- maintaining physical fitness of canine
- managing canine in a search to locate victims
- managing timeframes and priorities in response to changing search environments
- undertaking post search examination of canine
- working search canines in a controlled and safe manner

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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

- alert behaviours of canines and their causes such as a bark
- canine capabilities within Urban Search and Rescue (USAR) operations including canine behaviour, physiology, psychology, olfactory system and care
- canine welfare legislation
- factors that can determine appropriate search strategies
- hazard identification and risk analysis
- industry guidelines or standards on USAR canine search methods and techniques
- organisational documentation, policies and procedures
- principles of canine training including control, association, repetition, commands, rewards, correction, positive motivational methodologies, obedience and agility
- safe working systems to reduce canine related incidents
- scent theory and its application to the USAR environment
- site assessment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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 including
    - canines training to work in a USAR environment
- applicable documentation including organisational procedures, industry standards, guidelines, equipment specifications, regulations, codes of practice and operations manuals.

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PUASAR021 Search as part of a canine search team at USAR incidents

Modification History

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

Application

Canine search teams must be capable of working together in disaster search operations to locate victims. A canine must be capable of searching independently and efficiently, as directed by the canine search specialist.

The types of incidents that may require an Urban Search and Rescue (USAR) canine search team, working as a member of a USAR task force, includes earthquakes, terrorist incidents, aircraft crashes, disasters or major structural collapses. The unit is applicable to canine search specialists intending to work with task forces actively involved in USAR incidents and disaster operations.

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

Pre-requisite Unit

PUASAR020 Develop a canine search team for USAR incidents

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Prepare for search	**1.1**	Interviews and site assessment are conducted to establish an appropriate search strategy
	1.2	Risks contained in the search area are identified and assessed and appropriate safety procedures are implemented
	1.3	Adjustments are made, where appropriate, to search strategy, in accordance with any changes in information, environmental conditions, search progress and current rescue work being undertaken
2 Handle and control canine	**2.1**	Work is undertaken with canine in a safe and appropriate manner
	2.2	Control of canine is maintained, at all times
	2.3	Canine search specialist encourages willingness to work independently in the canine, which is demonstrated by the canine, whilst maintaining control
	2.4	Canine search specialist maintains control whilst, commands are responded to by the canine, in the presence of distractions
	2.5	Assistance is provided by canine search specialist to canine throughout the search, where appropriate
3 Conduct search	**3.1**	Canine search specialist deploys canine off lead and confirms appropriate actions and indications by canine to ensure search area is covered
	3.2	Canine search specialist interprets canine demonstration of location is acted upon
	3.3	Actions and indications of canine to correctly identify the presence of live human scent are correctly interpreted by canine search specialist
	3.4	Search area is covered by canine search specialist and canine within required timeframe
4 Provide search debriefing	**4.1**	Relevant information is recorded accurately, in accordance with organisational procedures and legislative requirements
	4.2	Sketch of search area showing alert locations is provided to relevant personnel on completion of search

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	4.3	Recommendations are provided to relevant personnel on completion of search
5 Maintain canine welfare and safety	**5.1**	Appropriate care, safety and welfare procedures for canine and canine search specialist are followed, in accordance with organisational policies and procedures and legislative requirements
	5.2	Basic care of canine is implemented and completed, in accordance with 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 PUASAR021A Search as part of a canine search team at USAR incidents.

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

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Assessment Requirements for PUASAR021 Search as part of a canine search team at USAR incidents

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

- adjusting handling and search strategies in response to changing environments
- applying emergency first aid techniques for canines
- applying industry guidelines
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting canines at search sites
- caring for canines
- collecting, analysing and organising information to develop an effective search strategy
- completing site assessments
- conducting a search
- controlling a canine off lead including in public locations
- demonstrating appropriate commands when handling a canine
- following organisational policies and procedures
- handling a canine to maintain control and prevent accidents or injury to canine search specialist and/or others including members of the public
- handling and controlling canine including with distractions
- implementing Urban Search and Rescue (USAR) canine search methods and techniques
- indicating location of live human scent with a bark alert
- interpreting the actions and indications given by a canine
- maintaining canine welfare and safety
- maintaining physical fitness of canine
- making recommendations
- making sound decisions in rapidly changing and often high-risk environments
- managing timeframes and priorities
- preparing for a search
- providing search debriefings
- reporting to relevant personnel
- sketching search site
- undertaking interview questions to ascertain search environment and conditions

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- working search canines in a controlled and safe manner
- working with other canine search teams

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

- alert behaviours of canines and their causes such as a bark alert
- biological and infectious hazards and safe management, particularly involving human remains
- canine capabilities within Urban Search and Rescue (USAR) operations including canine behaviour, physiology, psychology and olfactory system
- canine care including canine welfare legislation
- disaster victim identification principles and phases of operation
- factors that can determine appropriate search strategies
- hazard identification and risk analysis
- industry guidelines on USAR canine search methods and techniques
- International Search and Rescue Advisory Group (INSARAG) structural and victim marking systems
- interviewing techniques
- organisational documentation, policies and procedures
- principles of canine training including control, association, repetition, commands, rewards, correction, positive motivational methodologies, obedience and agility
- report and information requirements
- safe working systems to reduce canine related incidents
- scent theory and its application to the USAR environment
- site assessments
- site sketching techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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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.

Competency must be demonstrated by accompanying a canine on the rubble pile only when a find is indicated or when directed by the assessor and by conducting four searches within a twenty-four (24) hour period; two searches must be conducted consecutively.

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 used in industry including
  - canines training to work in a USAR environment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUASAR022 Participate in a rescue operation

Modification History

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

Application

Typically, personnel performing these roles have completed induction or recruitment training and are commencing work as a member of an operational team. They will work under supervision in a team but may be responsible for completing singular tasks relating to a rescue.

It is applicable to personnel from the emergency services, volunteer organisations and/or associated industries.

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.

HLTAID003 Provide first aid

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare and respond to rescue	**1.1** Rescue operation and task information is received through a briefing, in accordance with organisational procedures
	1.2 Rescue equipment is identified and selected based on incident information, as directed by the supervisor
	1.3 Personal protective clothing and equipment is selected based on the nature of the rescue operation
	1.4 Any further details on the nature of the rescue are received en route and acted on, in accordance with organisational procedures
	1.5 Anticipated hazards and associated risks are discussed with rescue team members while on approach to rescue operation
2 Contribute to a risk assessment at the scene	**2.1** Rescue scene assessment is conducted, and hazards and risks identified at the scene are reported to the supervisor
	2.2 Communication with other team members is maintained using appropriate methods, techniques and terminology
	2.3 Hazards and environmental conditions are minimised and/or controlled using risk mitigation processes, as directed
	2.4 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and security procedures are followed, in accordance with organisational policies and relevant legislation
	2.5 Need for additional personnel and/or specialist equipment is reported to the supervisor
	2.6 Casualties at scene are identified, reported to supervisor and action is taken, as directed
3 Perform rescue	**3.1** Access to incident and/or casualties is gained using techniques and equipment, in accordance with organisational procedures
	3.2 Rescue procedures are conducted, in accordance with organisational procedures and supervisor's instructions
	3.3 Casualties are prepared for removal and extricated

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		safely using appropriate equipment, rescue techniques and procedures, whilst under the direction of appropriately trained personnel
	3.4	Incident scene is constantly monitored for hazards to prevent injury to self and/or others and reports are provided to the supervisor, as required
	3.5	Hygiene precautions are implemented, in accordance with organisational requirements
4 Conclude rescue operations	**4.1**	Appropriate actions are taken to preserve the incident scene, in accordance with organisational procedures
	4.2	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
	4.3	Hygiene precautions are implemented, in accordance with organisational procedures
	4.4	Decontamination procedures are followed, in accordance with organisational procedures
	4.5	Operational debriefing is participated in, in accordance organisational procedures
	4.6	Operational documentation including post incident reports is completed, in accordance with 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.

rescue operation must include at least one or more of the following	• confined spaces rescue • flood rescue • industrial rescue • road crash rescue • search and rescue

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rescue equipment must include at least one or more of the following	• swift water rescue
	• trench rescue
	• vertical rescue
	• fire extinguishers
	• glass management kit
	• hand tools
	• ladders
	• lighting equipment
	• powered tools (battery, electric and fuel) such as
	  • air bags
	  • chain saws
	  • cutting tools
	  • drills
	  • excavating tools
	  • hydraulic tools
	  • pneumatic equipment
	  • winches
	• rescue vehicles
	• ropes
	• stretchers
	• tarpaulins

Unit Mapping Information

This unit replaces and is equivalent to PUASAR022A Participate in a rescue operation.

Links

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Assessment Requirements for PUASAR022 Participate in a rescue operation

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, performance criteria and range of conditions on at least one occasion and includes

- applying safe work practices in rescue operations
- applying Work, Health and Safety (WHS)/Organisational Health and Safety (OHS) requirements
- completing organisational documentation which can include incident reports, notebooks and logbooks
- concluding rescue operations
- contributing to a risk assessment at the scene
- following organisational policies and procedures
- identifying and monitoring hazards
- identifying, recording, preparing and extricating causalities
- identifying, selecting and using rescue equipment
- implementing hygiene precautions
- implementing risk mitigation processes
- implementing security procedures
- participating in and contributing to briefings and debriefings
- performing rescues
- preparing and responding to rescue
- preserving evidence at scene
- recognising types of hazards including situational and environmental hazards including adverse weather, insufficient light, difficult terrain, heights and still and moving bodies of water, damaged utilities and infrastructure including electricity, gas, water, rubble and debris, hazardous materials and atmospheres and mobile hazards including traffic and wild and domestic animals
- removing, cleaning and maintaining equipment
- reporting injuries and accidents to relevant personnel
- responding and reacting to instructions in a safe, correct and timely manner
- selecting and wearing personal protective clothing and equipment
- undertaking rescue scene assessment and monitoring
- using communication methods, techniques and terminology

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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

- capabilities and limitations of rescue equipment
- casualty handling techniques
- communication methods and techniques including signals and signs
- hygiene precautions including avoiding contact with body fluids, washing hands and wearing protective clothing
- manual handling techniques
- organisational documentation which may include incident report, notebook and logbook
- organisational policies and procedures
- personal protective clothing and equipment
- personnel roles and responsibilities including other trained personnel that may support a rescue operation
- procedures for reporting injuries and accidents
- processes and procedures for briefings and debriefings
- ropes and knots
- trained personnel
- types of environmental hazards
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation and safe work practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

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 used in industry

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- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUASAR023 Participate in a first response urban search and rescue Category 1

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 applies to the role of a USAR Category 1 first responder and involves the skills and knowledge required to provide safe and effective rescue support at a first response Urban Search and Rescue (USAR) incident.

Participating in an urban search and rescue involves assisting with the rescue and removal of surface casualties (lightly trapped) and/or deceased victims, applying basic search techniques and following safe work practices related to Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.

It also includes the application of specialist equipment and techniques used at USAR incidents and the ability to work as a team member. A person performing this role will operate, under direct supervision, as a member of a USAR first responder rescue team.

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

Pre-requisite Unit

HLTAID003 Provide first aid

Competency Field

Search and Rescue

Unit Sector

USAR

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for structural collapse rescue	**1.1** Operation and task information is obtained, and clarification is sought at briefing
	1.2 Based on incident information received rescue resources are identified, selected and checked to ensure they are ready for use
	1.3 Personal protective clothing and equipment is selected based on the nature of the structural collapse operation
	1.4 Systematic approach to identifying potential hazards and associated risks is discussed with team members en route and on approach to the incident
2 Participate in assessing structural collapse rescue	**2.1** Worksite scene reconnaissance and size up is conducted and the results are reported to supervisor and other rescue team members
	2.2 Dynamic risk assessment is undertaken, in accordance with organisational procedures, to identify, analyse, record, treat and monitor situational and environmental hazards
	2.3 Building use, type of occupancy and time of day are assessed for the potential presence of trapped persons and hazards
	2.4 Building construction methods and collapse patterns are assessed for the presence of survivable voids
	2.5 Need for additional personnel and/or specialist equipment is reported to supervisor
	2.6 Communication with primary response team members is maintained using approved communication systems, methods, techniques, terminology and warning system
	2.7 Liaison with other response organisations or agencies in proximity is maintained
	2.8 Marking systems and exclusion zones are implemented, in accordance with organisational procedures
3 Determine location and condition of surface casualties	**3.1** Intelligence on location of surface casualties within a collapsed structure is collected, analysed and reported, in accordance with organisational policies and procedures

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	3.2	Surface search techniques are implemented to identify and locate casualties, in accordance with organisational procedures and safe work practices
	3.3	Condition of surface or lightly trapped casualties and nature of entrapment is ascertained, where possible
4 Gain access to surface casualties	**4.1**	Rescue techniques and equipment are employed to stabilise and make incident site safe
	4.2	Located and rescued casualties are packaged, in accordance with organisational procedures and in consultation with medical personnel in attendance
5 Remove casualties	**5.1**	Rescue techniques and resources are used to remove surface or partially trapped casualties, in accordance with organisational procedures
	5.2	Evidence of casualty identity is collected and processed, in accordance with organisational procedures
	5.3	Actions are taken to preserve the incident scene, where possible, for evidentiary purposes
6 Conclude structural collapse rescue operations	**6.1**	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
	6.2	Signs and symptoms of operational stress in self and others are reported to relevant personnel
	6.3	Operational debrief is attended and documentation is completed, in accordance with organisational procedures
	6.4	Hygiene precautions are implemented, in accordance with 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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

casualties must include at least one of the following	• partially and/or lightly trapped casualties able to be rescued using available rescue equipment • surface and subsurface casualties trapped and not able to be rescued using available rescue equipment • surface casualties not trapped within the structure

Unit Mapping Information

This unit replaces and is equivalent to PUASAR023A Participate in an urban search and rescue Category 1.

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

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Assessment Requirements for PUASAR023 Participate in a first response urban search and rescue Category 1

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including safe work practices when working with a USAR rescue team
- communicating with rescue team and stakeholders
- completing organisational documentation
- concluding structural collapse rescue operations
- conducting dynamic risk assessments
- determining location and condition of surface casualties
- gaining access to surface casualties with no further injury to persons or damage to property including handling casualties safely
- identifying signs of structural collapse including those associated with secondary collapse
- implementing hygiene precautions
- implementing surface search procedures and clearance of casualties using a systematic approach
- maintaining situational awareness and being alert to and treating environmental and situational hazards
- operating structural rescue equipment safely including stretchers
- participating in assessing structural collapse rescue through reconnaissance
- participating in briefings and debriefings
- preparing for structural collapse rescue, including collecting task information and rescue resources
- preserving the incident scene including disturbing scene only to gain access or make scene safe, taking notes and reporting to supervisor of observations made and preserving the integrity of evidence
- recovering, cleaning and servicing of rescue equipment
- removing casualties
- responding and reacting to instructions in a safe and timely manner
- traversing unstable environments
- using approved marking systems
- utilising equipment and techniques to treat and stabilise trapped casualties

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- wearing personal protective clothing and equipment
- working as part of a team within responsible organisation's command and control structure

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

- briefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- dangers associated with damaged structures, collapse patterns and presence of survivable voids
- establishment of exclusion zones
- hygiene precautions
- industry standards including internationally accepted warning systems
- likelihood of casualties in relation to time of incident, building use and type of occupancy
- methods to preserve the incident scene including disturbing only to gain access or make scene safe, note taking and reporting to supervisor of observations made and preserving the integrity of evidence
- organisational policies and procedures including
  - command and control structure
  - documentation including exposure records
  - equipment security and maintenance
  - hazardous materials procedures
  - injuries and accident reporting procedures
  - legislation, industry standards and codes of practice
  - primary survey procedures
  - roles, responsibilities and capabilities of first response USAR team
  - safe work practices
  - scene assessment for an urban search and rescue
  - search and rescue procedures including calling and listening
  - stretcher handling procedures
- personal protective clothing and equipment
- preservation of scenes
- principles of structural collapse rescue
- purpose of briefs and debriefs
- signs and symptoms of physical and emotional stress
- situational and environmental hazards and dynamic risk assessment
- situational hazards including adverse weather conditions, below debris hazards, biological hazards, hazardous materials, overhead hazards, structural instability, surface hazards and utilities
- structural collapse equipment typically used in the rescue of surface casualties including

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capabilities and limitations of rescue equipment
- structural collapse marking system and sectors and boundaries
- task information requirements
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in organisationally 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 including
  - equipment, personnel and facilities etc. appropriate to an USAR incident
  - USAR incident or simulation of a USAR incident
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUASAR024 Undertake road crash rescue

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 involved the skills and knowledge required to gain access to and extricate casualties from vehicles that have crashed on the road, such as cars, motorcycles, buses, vans, tracks and semi-trailers, whilst minimising the potential for further injury and preserving the integrity of evidence.

The unit is applicable to members of rescue teams and requires responders to access casualties using a range of techniques, and to operate specialist equipment to undertake the rescue.

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

Pre-requisite Unit

HLTAID003 Provide first aid

PUASAR022 Participate in a rescue operation

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and respond to road crash rescue	**1.1** Operation and task information is obtained through a briefing, in accordance with organisational procedures
	1.2 Road rescue equipment is checked, serviced and made

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		operationally ready for use
	1.3	Rescue equipment is selected based on incident information
	1.4	Personal protective clothing and equipment is selected relevant to the nature of the rescue operation
	1.5	Any further details on the nature of the rescue are received en route, in accordance with organisational procedures
	1.6	Anticipated hazards and associated risks are discussed with rescue team members while on route, in accordance with organisational procedures
2 Establish and maintain rescue scene safety	**2.1**	Road crash scene is assessed, hazards and risks are identified and appropriate control measures and ongoing monitoring processes are put in place
	2.2	Scene management procedures are followed, in accordance with organisational procedures and legal requirements
	2.3	Safe working area is established and monitored to prevent injury to self and/or others
	2.4	Vehicles are stabilised to prevent movement during access and removal of casualties, in accordance with organisational procedures
3 Manage casualties	**3.1**	Hygiene precautions are maintained, in accordance with organisational procedures
	3.2	Casualties are assessed and stabilised to minimise further injury or discomfort during rescue operations
	3.3	Nature of injuries or entrapment is ascertained to develop an extrication plan, in accordance with organisational procedures
	3.4	Support is provided to medical personnel assisting with the treatment of casualties, as required
4 Remove casualties from vehicle	**4.1**	Access plans are determined in consultation with team leader and medical personnel
	4.2	Safety procedures are implemented to protect casualties from further injury or discomfort during access and removal from vehicle

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	4.3	Access path is provided for removal of casualties using appropriate rescue techniques and equipment
	4.4	Casualties are removed from vehicle using appropriate rescue removal techniques and equipment
5 Conclude road crash rescue operations	**5.1**	Appropriate actions are taken to preserve the incident scene, in accordance with organisational procedures
	5.2	Equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' guidelines
	5.3	Decontamination procedures are followed, in accordance with organisational procedures
	5.4	Hygiene precautions are implemented, in accordance with organisational procedures
	5.5	Operational debriefing is participated in and documentation is completed, in accordance with organisational procedures
	5.6	Operational documentation including post incident report is completed, in accordance with 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 PUASAR024A Undertake road crash rescue.

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Assessment Requirements for PUASAR024 Undertake road crash rescue

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

- applying hygiene precautions
- applying rescue scene management procedures and safe work practices
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- checking, servicing and cleaning recovered equipment
- communicating and operating in a multi-agency environment
- completing decontamination procedures
- completing operational documentation including exposure records, incident field notes, incident reports, post operational reports using organisational reporting system
- concluding road crash rescue operations
- confirming operation and task information including environmental and other hazards, location, other agencies or organisations responding and type and number of casualties and vehicles
- contributing to debriefings
- developing and implementing extrication and access plans
- establishing and maintaining rescue scene safety
- following organisational policies and procedures
- following rescue scene management procedures
- identifying hazards, assessing risks and implementing control measures
- implementing emergency care practices
- implementing safety procedures to protect casualties
- managing casualties
- obtaining operation and task information
- preparing and responding to road crash rescues
- preserving crash scene evidence and incident scene
- removing casualty from vehicle using rescue removal techniques
- selecting and wearing personal protective clothing and equipment including rescue equipment
- stabilising vehicles to prevent movement during the assessment and removal of casualties

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- supporting medical personnel
- undertaking initial and ongoing scene assessments
- using appropriate rescue technique and rescue equipment safely in a range of situations
- using road crash rescue techniques
- working in teams

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

- appropriate rescue techniques
- casualty access and extrication methods and techniques
- dangers associated with vehicle safety devices
- emergency care procedures including controlled and immediate releases and protecting casualties using alternative entries
- establishment and maintenance of safe working areas and minimisation of hazards
- extrication plans including alternate entries and controlled and immediate releases
- field notes, incident reports and logbook requirements
- hazards
- hygiene precautions
- infection control and hygiene procedures
- legal requirements related to road crash rescue responders
- manufacturers' guidelines
- operation and task information including environmental and other hazards, location, other agencies or organisations responding and type and number of casualties and/or vehicles
- operational readiness
- organisational documentation, policies and procedures
- powered tools including lifting, cutting and pneumatic equipment and hydraulic tools
- preserving evidence at the scene including disturbing only to gain access or make scene safe, preserving incident scene until investigation activities are completed and preserving integrity of evidence
- procedures for returning equipment to operational readiness
- processes and procedures for briefings and debriefings
- rescue equipment characteristics and limitations
- rescue equipment including cutting equipment, fire protection equipment, glass management kit, hand tools, hydraulic tools, lifting equipment and pneumatic equipment
- rescue removal techniques including extrication devices, spinal immobilisation device and spine board (backboard)
- rescue scene management procedures including access and egress, cordoning and screening scene, electrical systems, glass management, isolating vehicle, managing bystanders and media, positioning response vehicles, preserving evidence, removing hazards, searching for missing occupants, staging areas, traffic control and traffic plans
- road crash and rescues procedures relevant to a range of vehicles including door removal,

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folding down sill and foot well or front seat
- roles and responsibilities of rescue personnel and other participating agencies or organisations
- ropes and ladders
- safe working capacity of rescue equipment
- safety procedures to protect casualties including padding of sharp hazards (hard and soft protection), personal protective clothing and equipment for casualty including helmets, glasses, dust mask and ear protection and shielding from debris, glass and tools
- stabilisation of vehicle including chaining, chocking, jacking, propping, ratchet straps, roping, tensioning and use of webbing
- stabilising equipment and winches
- types of collisions including crushed vehicle, head on, jack knife, load management, multiple vehicle accidents, off set (quarter oblique), rear impact, side impact (T-bone), vehicle rollover and vehicle under ride or over ride
- types of hazards including adverse weather and environmental conditions, after dark operations, biohazards, composite materials including carbon fibre and fibre glass, difficult terrain, electricity, gas, hazardous materials, other road users, supplementary restraint systems, including airbags, traffic and bystanders, vehicle fuel, propulsion systems and glazing, wild or domestic animals, water and sewerage utilities and occupational stress
- types of vehicle including buses, cars, farm vehicles, motorcycles, semi-trailers and trucks
- use of personal protective clothing and equipment
- vehicle construction and dangers in cutting vehicle parts and panels
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, rescue tools, communication equipment and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment

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specifications, regulations, codes of practice and operation manuals.

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PUASAR025 Undertake confined space rescue

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 undertake rescues in confined spaces as a member of a single organisation or team involving multiple organisations.

A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space. A confined space means an enclosed or partially enclosed space that

- is not designed or intended primarily to be occupied by a person, and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space, and
- is or is likely to be a risk to health and safety from
  - an atmosphere that does not have a safe oxygen level, or
  - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
  - harmful concentrations of any airborne contaminants, or engulfment.

The unit is applicable to a range of confined space rescue situations undertaken by personnel from the emergency services, volunteer organisations and/or organisations where confined space work is performed. Permits may be required to perform work in a confined space in various jurisdictions.

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.

PUAFIR306 Identify, detect and monitor hazardous materials at an incident

PUASAR022 Participate in a rescue operation

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Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for confined space rescue operation	**1.1** Appropriate rescue equipment is identified and selected based on incident information, as directed by the supervisor
	1.2 Operation and task information is obtained through a briefing, in accordance with organisational procedures
	1.3 Personal protective clothing and equipment is selected relevant to the nature of the confined space rescue operation
	1.4 Any further details of the nature of the rescue received en route is assessed
	1.5 Anticipated hazards and associated risks are discussed with rescue team members while en route, in accordance with organisational procedures
2 Assess and manage confined space rescue	**2.1** Confined space is assessed, hazards and risks are identified and appropriate control measures and ongoing monitoring processes are put in place, in accordance with organisational procedures
	2.2 Physical features of confined space rescue scene are assessed before deploying rescue resources
	2.3 Confined space rescue is managed by controlling access and maintaining a safe operational environment, in accordance with organisational procedures
	2.4 Communication with other personnel on site is established and maintained throughout the rescue

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3	**Determine location and condition of casualties**	**3.1**	Assessment of confined space incident scene is undertaken to determine possible location of casualties
		3.2	Appropriate equipment is used to assist in the location of casualties
		3.3	Evidence of the location of casualties within confined space is collected and reported to appropriate personnel
		3.4	Condition of casualties and nature of entrapment is ascertained, as required
		3.5	Hygiene precautions are applied, in accordance with organisational procedures
4	**Gain entry to confined space**	**4.1**	Entry permit is located and relevant information is obtained, as required
		4.2	Entry procedures are implemented, in accordance with organisational requirements
		4.3	Atmosphere is monitored, in accordance with organisational procedures and industry standards
		4.4	Appropriate ventilation procedures are implemented, as required, in accordance with organisational procedures
		4.5	Appropriate respiratory protection equipment is used in hazardous atmospheres
		4.6	Confined space rescue techniques and equipment are employed to access casualties
		4.7	Located casualties are treated, in consultation with medical personnel and in accordance with organisational procedures
5	**Remove casualties**	**5.1**	Casualties are removed, in accordance with organisational procedures
		5.2	Appropriate actions are taken to preserve confined space incident scene
6	**Conclude rescue operations**	**6.1**	Appropriate actions are taken to preserve the incident scene, in accordance with organisational procedures
		6.2	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines

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6.3 Hygiene precautions are implemented, in accordance with organisational procedures

6.4 Decontamination procedures are followed, in accordance with organisational procedures

6.5 Operational debriefing is participated in, in accordance organisational procedures

6.6 Operational documentation including post incident report is completed, in accordance with 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 PUASAR025A Undertake confined space rescue.

Links

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Assessment Requirements for PUASAR025 Undertake confined space rescue

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

- applying hygiene precautions
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing and managing confined space rescue
- collecting evidence
- completing operational and organisational documentation
- concluding confined space rescue operations
- determining location and condition of casualties
- extricating casualties whilst minimising further injury to casualties, self and others
- following organisational policies and procedures
- gaining entry to confined space
- identifying situational and environmental hazards and applying risk mitigation and control procedures
- participating in and contributing to briefings and debriefings
- preserving incident scene and collecting evidence
- using personal protective clothing and equipment
- using rescue equipment

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

- characteristics and limitations of equipment
- confined space industry standards
- confined space rescue and other relevant personnel
- engulfment
- falls from heights or into depths
- field notes, logbooks, rope logs, exposure records and post incident report requirements
- heat exhaustion or hypothermia

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- hygiene precautions
- lock, tag out and isolation procedures
- movement of machinery either electrical or mechanical
- organisational documentation, policies and procedures including atmospheric monitoring, entry control, entry permits and equipment procedures
- personal protective clothing and equipment
- processes and procedures for briefings and debriefings
- scene preservation of evidence
- selection, use and maintenance of respiratory devices
- sewers and stormwater canals
- situational and environmental control measures
- situational or environmental hazards including engulfment, falls from heights or into depths; hazardous atmospheres including oxygen enrichment and/or deficiency; atmospheric contaminants such as hydrogen sulphide; methane and carbon dioxide; hazardous materials; heat exhaustion or hypothermia; moving machinery either electrical or mechanical; sewers and stormwater canals and stored energy
- types of rescue equipment including atmospheric monitoring equipment, communications, escape sets and harnesses, marking systems, life rescue lines, litters and stretchers, isolation equipment, ropes and tapes, self-contained breathing apparatus and airline, tripod and edge management, ventilation and purging equipment
- use of ropes and knots for accessing confined spaces
- ventilation procedures
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
  - in a confined space environment
- relevant and appropriate materials, rescue tools, rescue and communications equipment, and personal protective clothing and equipment currently used in industry

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- applicable documentation including organisational procedures, industry guidelines, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

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PUASAR026 Undertake industrial and domestic rescue

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 gain access to and extricate casualties from a range of industrial or domestic incidents whilst minimising the potential for further injury and preserving the integrity of evidence.

An industrial rescue involves the safe removal of persons who have had an accident in a workplace such as a factory, warehouse or building site. It involves disentanglement from machinery and extrication from heavy machinery; rescue of occupants trapped in elevators and escalators is included.

Domestic rescues involve the rescue of occupants trapped in household settings. This includes such things as children with fingers stuck in drain plug holes and persons who are physically incapable of removing themselves from their house due to ill health.

The unit requires a responder to access casualties using a range of techniques and to operate rescue equipment. It is applicable to members of a rescue team.

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

Pre-requisite Unit

Not applicable.

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for industrial/domestic rescue	**1.1** Operation and task information is received through a briefing, in accordance with organisational procedures
	1.2 Appropriate rescue resources are identified, selected, and checked to ensure they are ready for use
	1.3 Personal protective and clothing equipment is selected based on type of industrial or domestic rescue situation
	1.4 Systematic approach to identifying potential hazards and associated risks is undertaken en route and on approach to the incident
2 Establish and maintain rescue scene safety	**2.1** Communication and ongoing liaison with rescue team members is established and maintained throughout rescue incident
	2.2 Liaison with other personnel is established and maintained, in accordance with organisational procedures
	2.3 Rescue scene assessment is conducted, as required
	2.4 Hazards and environmental conditions are identified, monitored and controlled using risk mitigation processes
	2.5 Rescue team is positioned taking into account potential dangers, requirements for personnel and vehicles to access the incident scene and limitations of operating equipment
	2.6 Safe work area is established to protect casualties, emergency services personnel and members of the public
	2.7 Impact effects of rescue operation on occupancy areas and potential effects on casualties are assessed
	2.8 Techniques and equipment are employed to stabilise occupancy area surrounding rescue operation and to make incident site safe
	2.9 Rescue resources and equipment are accessed based on an assessment of the incident, in accordance with organisational procedures
3 Manage casualties	**3.1** Hygiene precautions are implemented, in accordance with organisational procedures

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	3.2	Techniques and equipment are used to gain access to casualties
	3.3	Primary survey of casualty is undertaken to determine type and severity of injury
	3.4	Injuries that may complicate removal of casualty from area are confirmed and appropriate action is taken
	3.5	In the event of multiple casualties a triage assessment is undertaken to determine priorities for medical treatment and extrication
	3.6	Need for additional personnel and/or specialist equipment is requested, as required
	3.7	Treatment of located casualty is undertaken in consolation with medical personnel and in accordance with organisational procedures
	3.8	Support is provided to medical personnel assisting with the treatment of casualties, as required
4 Conduct industrial/technical rescue operation	**4.1**	Features of the occupancy in rescue area, including materials and design elements, that may impact on the casualty extrication are taken into account when using rescue techniques and equipment
	4.2	Access and extrication plans are determined in consultation with team leader, medical staff and other technical specialists
	4.3	Access path is provided for the removal of casualty using appropriate rescue techniques and equipment
	4.4	Casualty is extricated using recognised rescue techniques and equipment
	4.5	Organisational procedures are implemented to protect casualty from further injury or discomfort during access and extrication
5 Conclude rescue operations	**5.1**	Appropriate actions are taken to preserve the incident scene, in accordance with organisational procedures
	5.2	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines

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5.3 Hygiene precautions are implemented, in accordance with organisational procedures

5.4 Decontamination procedures are followed, in accordance with organisational procedures

5.5 Operational debriefing is participated in, in accordance organisational procedures

5.6 Operational documentation including post incident report is completed, in accordance with 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 PUASAR026A Undertake industrial and domestic rescue.

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

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Assessment Requirements for PUASAR026 Undertake industrial and domestic rescue

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

- accessing the scene including allowing clear access and egress for other responding vehicles and ambulances and establishing a clear area to manoeuvre personnel and stretchers
- applying a systematic approach to rescues and implementing safe work practices throughout the incident
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation
- assessing and monitoring impact effects on occupancy areas
- completing documentation including post incident exposure reports
- conducting a primary survey
- conducting and concluding industrial and/or domestic rescue operations
- developing access plans
- establishing and maintaining communication methods
- establishing and maintaining rescue scene safety
- establishing safe work areas
- extracting casualties safely whist minimising further injury or discomfort to casualty, self and others
- following organisational policies and procedures
- gaining access to casualties
- identifying, selecting and checking rescue resources
- implementing hygiene precautions
- maintaining situational awareness and being alert to environmental and situation hazards
- making decisions related to the rescue
- managing and removing casualties
- operating rescue equipment to gain access to casualties
- participating in briefings and contributing to debriefings
- performing triage assessments
- preparing for industrial and/or domestic rescues including collecting operational and task information and resources
- preserving scene evidence including defining and redefining scene boundary, preserving

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evidence and related legal requirements and securing the scene
- recovering, cleaning and servicing rescue equipment
- selecting and wearing personal protective clothing and equipment
- stabilising and treating casualties
- stabilising the occupancy area
- undertaking a systematic approach to identifying potential hazards and risks
- undertaking rescue scene assessments including collecting information about casualties and hazards, isolating and eliminating utilities and surveying the incident scene
- using communication equipment and techniques
- working as a member of a rescue team in a multi-organisational environment and within an organisation's incident management structure

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 includes knowledge of

- access to casualty including accessing elevator shafts, disassembly of machinery, managing moving machinery, managing utilities supplies and removing domestic plumbing
- access to the scene including allowing clear access and egress for other responding vehicles and ambulances and establishing a clear area to manoeuvre personnel and stretchers
- casualty care procedures including triage
- casualty extrication including potential impacts and effects and use of rescue spinal boards, stretchers and team stretcher handling
- characteristics and limitations of rescue equipment
- communication methods and techniques
- hazard treatments
- hygiene precautions
- impact effects on occupancy areas including isolation of essential services
- incident reports, field notes and logbook requirements
- limitation of rescue equipment including access to incident site and equipment capabilities and limitations
- manufacturers' equipment guidelines
- need for situational awareness
- operation and task information including availability of company personnel to provide technical advice, environmental and other hazards at the scene, other public safety organisations at the scene or en route, time of day and difficulty in accessing scene, type of machinery or household items involved and type of rescue and number of casualties
- organisational documentation, policies and procedures
- other relevant personnel and/or experts
- potential hazards and risks
- preserving evidence
- primary surveys
- processes and procedures for briefings and debriefings

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- recover, clean and service equipment including cleaning or disposal, contaminated clothing and equipment, equipment inspected for damage and serviceability and inventories checked
- removal of casualties including rescue and spine boards, stretchers, team stretcher and handling
- rescue personnel roles and responsibilities and role of participating organisations
- rescue resources including ancillary equipment such as stretchers, equipment and hand tools; hot cutting equipment; lifting and hauling equipment; lighting equipment; pneumatic, hydraulic and mechanical electrical tools; patient protection equipment; rescue units and sowed equipment and tools boxes
- rescue scene assessment including collecting information about casualties and hazards; isolating and eliminating utilities and surveying incident scene
- risk assessment processes including safe work practices
- situational and environmental hazards including adverse weather, biological hazards such as body fluids and tissue, convergence, difficult terrain, dusts, electrical and mechanical moving machinery, electricity, equipment power and drive systems, gas, hazardous materials and atmospheres, location, stability and movements of machinery, machinery fuel systems, mobile property, sharp and jagged objects, slippery surfaces, water and sewerage utilities
- systematic approach identifying potential hazards and risks
- treating hazards including eliminating the hazard; isolating the area and source; stabilising overhead hazards and using personal protective clothing and equipment
- types of domestic rescue procedures and techniques including children with fingers in drain plugs; removal of rings and persons who are physically incapable of removing themselves from their houses due to ill health
- types of industrial rescue procedures and techniques including agricultural machinery; disentanglement from machinery located in factories, warehouses and building sites; elevators and escalators; industrial and construction incidents; industrial machinery entrapments; occupants trapped in elevators and escalators and shut in shipping containers
- use of personal protective clothing and equipment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

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Competency must be demonstrated in simulations using a range of domestic appliances and industrial machinery.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, rescue tools, rescue equipment and personal protective clothing and equipment used in industry including
  - equipment, personnel and facilities appropriate to an industrial and/or domestic rescue incident training exercise
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR027 Undertake land search rescue

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 search for and locate lost persons and/or items as a member of a land search team.

The unit is applicable to individuals who are required to perform a land search as a member of a team, under the direction of a team leader, in a range of environments and conditions.

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.

PUAFIR210 Prevent injury

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare for land search**	**1.1**	Operation and task information is obtained and assessed and safety briefing is received
		1.2	Incident information is used to determine personal protective clothing and equipment needed for search operation, appropriate to search terrain
		1.3	Land search equipment is identified, checked and packed for use in the expected terrain and conditions
2	**Participate in search**	**2.1**	Specified team roles and functions for search operations are carried out and safety briefing is conducted and/or attended
		2.2	Search techniques are maintained, as specified by the search coordinator
		2.3	Search boundaries are marked, in accordance with organisational procedures and task requirements
		2.4	Observation skills are applied and any clues that locate persons or objects are reported immediately, in accordance with organisational procedures
		2.5	Communication is maintained within the team, in accordance with organisational procedures
		2.6	Personal capabilities and limitations are recognised and referred to the supervisor
3	**Maintain search safety**	**3.1**	Survival techniques are applied, as required
		3.2	Search safety procedures are implemented, in accordance with organisational procedures
		3.3	Lost searcher procedures are implemented, as required
4	**Preserve scene**	**4.1**	Supervisor is immediately advised of located persons or findings, in accordance with organisational procedures
		4.2	Initial preservation procedures are implemented to maintain the integrity of evidence
		4.3	Initial and/or ongoing scene preservation is conducted, in accordance with organisational procedures
5	**Complete stand down procedures**	**5.1**	Search equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' specifications

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5.2 Operational debriefing is participated in and documentation is completed, in accordance with organisational procedures

5.3 Symptoms of operational stress in self and others is recognised and reported to appropriate personnel

5.4 Decontamination procedures are followed, in accordance with 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 PUASAR027A Undertake land search rescue.

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

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Assessment Requirements for PUASAR027 Undertake land search rescue

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

- applying decontamination procedures
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- attending and receiving safety briefings
- communicating with others using appropriate methods and techniques
- completing organisational documentation including notes, photographs, sketches of findings and/or other information that may be required for coronial or legal proceedings
- completing stand down procedures
- complying with search orders and organisational requirements
- demonstrating situation awareness
- determining specified team roles based on the selected search pattern requirements
- following organisational policies and procedures
- identifying personal capabilities and/or limitations
- implementing lost searcher procedures
- implementing survival techniques and dealing appropriately with clues and location of objects and/or causalities
- maintaining search safety
- marking search boundaries whilst applying spacing and boundary marking procedures
- observing the safety of self and others during a search
- participating in and contributing to briefing and debriefing sessions
- participating in land search
- preserving scenes
- recognising and reporting signs of stress
- recognising search terrains
- selecting, checking, maintaining and cleaning equipment
- undertaking search operations in a variety of terrains and conditions including using day and night observation skills
- using land search rescue equipment
- wearing personal protective clothing and equipment

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- working in a team

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

- communication methods and techniques
- decontamination implementation procedures
- hazards and environmental threats
- incident information
- lost searcher procedures
- operation and task information including type of information to be collected and assessed
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- potential land search conditions and terrain
- procedures for briefings and debriefings
- procedures to locate person or object
- recall procedures including state and territory search management arrangements
- requirements to preserve a crime scene and evidence
- rescue equipment
- safety briefings
- search operations
- signs and symptoms of operational stress
- specified team roles based on selected search pattern including track line search, parallel line search and creeping line search, barrier search
- survival techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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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 used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR028 Undertake rescue from a partial structural collapse

Modification History

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

Application

It requires the responder to stabilise the structure and where casualties are present the responder is required to remove the casualties using a range of techniques relevant to the type of structure, type of collapse and nature of entrapment.

The unit is applicable to members of rescue teams particularly, responders working within the capability of a local response team. It cannot be used to certify competency for an Urban Search and Rescue (USAR) team member.

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

Pre-requisite Unit

PUASAR023 Participate in a first response urban search and rescue Category 1

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for structural collapse operation	**1.1** Operation and task information is received through a briefing, in accordance with organisational procedures

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	1.2	Rescue resources are identified and selected based on incident information received and are checked to ensure they are ready for use
	1.3	Personal protective clothing and equipment is selected based on the nature of the incident and rescue resources to be used
	1.4	Systematic approach to identifying potential hazards and associated risks is discussed with team members en route and on approach to the incident
2 Establish and maintain rescue scene safety	**2.1**	Rescue scene assessment is conducted, in accordance with organisational procedures
	2.2	Hazards and environmental conditions are identified, monitored and controlled using risk mitigation processes
	2.3	Scene is managed to control access and maintain a safe and effective operational environment
	2.4	Communication with other personnel on site is established and maintained, in accordance with organisational procedures
3 Determine location and condition of casualties	**3.1**	Evidence of the location of casualties within the collapsed structure is identified, analysed and reported, in accordance with organisational procedures
	3.2	Appropriate resources are used to extricate surface or lightly trapped casualties
	3.3	Condition of surface or lightly trapped casualties and nature of entrapment is ascertained, where possible
	3.4	Specialist resources are requested to assist with extricating casualties where entrapment exceeds that of surface or lightly trapped
	3.5	Search marking systems are utilised, as required
4 Stabilise and make safe incident scene	**4.1**	Exclusion zone is established to provide a safe working environment
	4.2	Stabilisation techniques are utilised to make the collapsed site safe
	4.3	Incident scene is constantly monitored for situational and environmental hazards and structural stability to

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		prevent injury to self or others
	4.4	Stabilisation that requires the use of specialist resources is requested, as required
5 Gain access to casualties	**5.1**	Techniques appropriate to the nature of the entrapment are utilised to access casualties
	5.2	Located casualties are treated in consultation with medical personnel, in accordance with organisational procedures
	5.3	Hygiene precautions are implemented, in accordance with organisational procedures
6 Remove casualties	**6.1**	Techniques and equipment are used to remove the casualty from within the structure
	6.2	Casualties are released, treated and stabilised, in accordance with organisational procedures
	6.3	Casualties are removed from scene, in accordance with organisational procedures
	6.4	Evidence of casualty's identity is collected and processed, in accordance with organisational procedures
	6.5	Appropriate actions are taken to preserve the incident scene, in accordance with organisational procedures
7 Conclude rescue operations	**7.1**	Appropriate actions are taken to preserve the incident, in accordance with organisational procedures
	7.2	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
	7.3	Hygiene precautions are implemented, in accordance with organisational procedures
	7.4	Decontamination procedures are followed, in accordance with organisational procedures
	7.5	Operational debriefing is participated in, in accordance organisational procedures
	7.6	Operational documentation including post incident report is completed, in accordance with organisational procedures

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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.

personal protective clothing and equipment must include	• boots • ear protection (plugs and muffs) • eye protection (goggles and glasses) • gloves • hand held lighting • helmet and light • knee and elbow protection • masks and respirators • protective clothing • safety harnesses • surgical gloves • wet weather gear • whistle

Unit Mapping Information

This unit replaces and is equivalent to PUASAR028A Undertake rescue from a partial structural collapse.

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

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Assessment Requirements for PUASAR028 Undertake rescue from a partial structural collapse

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

- applying hygiene precautions
- applying safe work practices
- communicating with team members and casualties
- competing victim marking
- completing post incident reports
- concluding rescue operations
- conducting a dynamic risk assessment
- conducting primary surface search and rescue involving audible and visible search, line and hail search and physical search
- determining location and condition of casualties
- establishing and maintaining exclusion zones
- establishing and maintaining rescue scene safety
- extricating a casualty whilst minimising further injury to casualty, self and others
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- gaining access to casualties
- identifying evidence of the location of casualties within the collapsed structure
- identifying, monitoring and controlling hazards and environmental conditions
- maintaining situational awareness
- managing the scene to control access including implementing structural collapse marking system and sectoring site of structural collapse and defining boundaries
- monitoring incident site
- operating rescue equipment
- participating and contributing to briefings and debriefings
- preparing for structural collapse operation
- preserving scene evidence
- recognising and discussing potential hazards and associated risks
- recovering, cleaning and maintaining equipment
- removing casualties

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- stabilising and making safe incident scene
- undertaking rescue scene assessment
- using debris removal and shoring techniques
- using hauling and lifting techniques
- using rescue equipment including cutting and breaking equipment, generators and lighting equipment, lifting and hauling equipment and powered equipment
- using rescue techniques including shoring and debris removal
- using ropes, anchors and rigging systems
- using systematic approach when undertaking rescue from a partial structural collapse
- wearing personal protective clothing and equipment
- working autonomously and/or as part of a team and within the responsible organisation or agency's command and control structure

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

- hazard identification and risk management
- medical considerations and patient packaging for partial structural collapse casualties
- nature of incident resulting in structural instability and partial collapse
- operational briefing and debriefing procedures
- organisational documentation, policies and procedures including maintaining post incident records
- organisational incident command and control systems
- participating in briefings and contributing to debriefings
- personal protective clothing and equipment
- personnel roles and responsibilities
- powered tools including cutting equipment, hydraulic tools, lifting equipment, pneumatic equipment, stabilising equipment, winches and ropes and ladders
- principles and practices of structural collapse operations
- rescue equipment capabilities and limitations
- rescue equipment including atmosphere monitoring equipment, buckets, chain saws, communications equipment, drills, electrical detectors, generators, hand tools, lifting and hauling equipment, lighting, medical equipment, ropes, shoring and building stabilisation and wheel barrows
- rescue equipment used to extricate casualty including fire protection equipment, glass management kit, hand tools and lighting equipment
- rescue scene assessment
- stabilisation techniques including controlling entry and entry points, cribbing, removing debris and using temporary and permanent shoring
- systematic approaches to rescues
- task information including environmental and other hazards, nature, cause and location of

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incident, occupancy, type and magnitude of incident, type and number of casualties, vehicles and type of structure
- treating hazards including eliminating hazard, isolating area or source, stabilising overhead hazards and using personal protective clothing and equipment
- types of evidence identifying casualties within a collapsed structure
- types of hazards including biological hazards including body fluids and tissue, untreated sewage, damaged utilities and infrastructure including electricity, gas, water, rubble and debris, hazardous materials and atmospheres, mobile hazards including traffic and wild or domestic animals and situational and environmental hazards including adverse weather, insufficient light, difficult terrain, heights and still and moving bodies of water
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations involving structural instability and rescue
- relevant and appropriate materials, rescue tools, rescue equipment and personal protective clothing and equipment used in industry including
  - equipment, personnel, faculties appropriate to a range of incidents
  - structural collapse rescue or simulation of a structural collapse incident
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR029 Undertake a complex transport rescue

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 involved the skills and knowledge required to gain access to and extricate casualties from complex transport, such as trains, trams, light aircraft, and self-propelled heavy plant, whilst minimising the potential for further injury and preserving the integrity of evidence.

The unit requires the responder to access casualties using a range of techniques and to operate specialist equipment. It is applicable to personnel working in a rescue team.

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

Pre-requisite Unit

HLTAID003 Provide first aid

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for complex transport rescue	**1.1** Operation and task information is obtained through a briefing, in accordance with organisational procedures
	1.2 Appropriate rescue equipment is identified and selected based on incident information received and is checked to

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		ensure that it is ready for use
	1.3	Personal protective clothing and equipment is selected based on type of transport and nature of collision
	1.4	Systematic approach to identifying potential hazards and associated risks is undertaken en route and on approach to rescue incident
2 Establish and maintain rescue scene safety	**2.1**	Rescue scene assessment is conducted, as required
	2.2	Communication and ongoing liaison with rescue team members is established and maintained throughout the rescue
	2.3	Liaison with other relevant personnel is established and maintained, in accordance with organisational procedures
	2.4	Hazards are identified, analysed, evaluated, treated marked and monitored, in accordance with organisational procedures
	2.5	Rescue team is positioned taking into account potential dangers, requirements for personnel and vehicles to access incident scene and limitations of operating equipment
	2.6	Safe work area is established to protect casualties, emergency services personnel and members of the public
	2.7	Impact effects on transport and potential effects on casualties are assessed
	2.8	Techniques and equipment are employed to stabilise transport and to make incident scene safe
	2.9	Rescue resources and equipment are accessed based on assessment of the incident, in accordance with organisational procedures
3 Manage casualties	**3.1**	Hygiene precautions are implemented, in accordance with organisational procedures
	3.2	Techniques and equipment are used to gain access to casualties
	3.3	Primary survey of casualty is undertaken to determine

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		type and severity of injury
	3.4	Injuries that may complicate removal of casualties from the area are confirmed and appropriate action is taken
	3.5	In the event of multiple casualties, a triage assessment is undertaken to determine priorities for medical treatment and extrication
	3.6	Need for additional personnel and/or specialist equipment is requested, as required
	3.7	Treatment of located casualties is undertaken, in accordance with organisational procedures and in consultation with medical personnel
	3.8	Support is provided to medical personnel assisting with the treatment of the casualties, as required
4 Extricate casualties	**4.1**	Transport design, materials and safety features that may impact on casualty extrication is considered when using rescue techniques and equipment
	4.2	Access and extrication plans are determined in consultation with team leader, medical staff and other technical specialists
	4.3	Casualties are extricated using recognised rescue techniques and equipment
5 Conclude rescue operations	**5.1**	Appropriate actions are taken to preserve the incident scene, in accordance with organisational procedures
	5.2	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
	5.3	Hygiene precautions are implemented, in accordance with organisational procedures
	5.4	Decontamination procedures are followed, in accordance with organisational procedures
	5.5	Operational debriefing is participated in, in accordance organisational procedures
	5.6	Operational documentation including post incident report is completed, in accordance with organisational procedures

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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 but is not equivalent to PUASAR029A Undertake a complex transport rescue.

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

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Assessment Requirements for PUASAR029 Undertake a complex transport rescue

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

- applying a systematic approach to a complex transport rescue and to implementing safe work practices throughout the incident
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation
- assessing impact effects
- completing documentation including completing post incident reports
- concluding complex transport rescue operations
- conducting rescue scene assessment including collecting information about casualties and hazards, isolating and eliminating utilities and surveying the incident scene
- developing access plans and accessing rescue scene including allowing clear access and egress for other responding vehicles and ambulances and establishing a clear area to manoeuvre personnel and stretchers
- establishing and maintaining communication methods
- establishing and maintaining complex transport rescue scene safety and safe work areas
- extricating a casualty safety whilst minimising further injury to casualty, self and others
- getting access to casualties
- implementing hygiene precautions
- maintaining situational awareness and being alert to environmental and situational hazards and appropriate risk mitigation
- making decisions related to the rescue
- managing casualties and performing triage assessments
- operating equipment to gain access to casualties
- participating in and contributing to briefings and debriefings
- preparing for complex transport rescues including collecting operational and task information and resources
- preserving incident scene including evidence
- recovering, cleaning and maintaining rescue equipment
- selecting rescue equipment including personal protective clothing and equipment
- stabilising and treating casualties
- stabilising transport

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- undertaking a primary survey of casualties and rescue scene assessment
- undertaking systematic approach to identifying potential hazards and associated risks
- using communication equipment and techniques
- working as a member of a rescue team in a multi-organisational environment and within organisational incident management structures

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

- processes and procedures for briefings and debriefings
- characteristics and limitations of rescue equipment
- communication equipment, techniques and methods
- complex transport design and safety features
- dynamic risk assessments
- equipment for removing casualties including rescue or spine board and stretchers appropriate for packaging in a range of situations
- hygiene precautions
- injury prevention and minimisation
- legislation, industry standards, codes of practice and regulations
- limitations of rescue equipment including accessing incident site and equipment capacities
- manual handling methods and techniques
- nature of transport including heavy plant including bulldozers, light aircraft and trains and trams
- organisation incident management system
- organisational documentation, policies and procedures
- other relevant personnel
- personal protective clothing and equipment
- potential hazards and associated risks including downed power lines near vehicle, downwind of contaminants, hazardous materials and locations where they collect, oncoming traffic and stability and position of transport involved
- preservation of incident scene including disturbing only to gain access or make scene safe, preservation of incident scenes until investigation activities are completed and preservation of integrity of evidence
- primary survey of causalities
- procedures for access to casualties in different types of complex transport incidents including doors, emergency exits, the front, roof and side and managing electrical supplies, glass and debris
- recognised techniques including casualty packaging and team stretcher handling
- recovering, cleaning and maintaining of equipment, including checking inventories, cleaning or disposing of contaminated clothing and equipment and inspecting equipment for damage and serviceability
- rescue equipment including cutting equipment, fire protection equipment, glass management

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kit, hand tools, hydraulic tools, lifting equipment and lighting equipment such as
  - powered tools including lifting equipment, cutting equipment, hydraulic tools, pneumatic equipment, ropes and ladders, stabilising equipment, stabilising equipment and winches
- safe work practices
- scene preservation of evidence
- situational, environmental and electrical hazards including biological hazards such as body fluids and tissue, climate, composite fibres, dangerous goods and hazardous substances, different types of surfaces, dust and wind, noise and vibration, overhead hazards such as falling debris and power lines, pressurised containers, pyrotechnic safety device, sharp and jagged objects, structural instability and water and/or foam run off and oil
- systematic approaches to rescues
- task information including environmental and other hazards at the scene, exact location of complex transport involved in incident, other public safety organisations at the scene or en route, time of day and difficulty accessing scene, types of complex transport involved and potential number of casualties and with direction
- transport design including
  - heavy reinforced compartment cell
  - light framed composite material
  - maintaining body rigidity
  - major components such as frame (chassis), body parts, doors, windows, glass, seats, trim, removable panels, additional fittings and equipment, steering columns and wheels
  - new safety systems
  - two-storey transport
- treatment of hazards including elimination of the hazard, isolating the area and source, stabilising overhead hazards and using personal protective clothing and equipment
- treating located casualties, including assisting medical personnel with patient triage, if required; first aid, primary and secondary survey and respiratory protection
- types of complex transport collisions including
  - heavy plant rollover or impact with stationary object
  - light aircraft on take-off and landing, mid-air collision (impact into rural and/or urban environment) or collision with structure
  - trains and trams including derailment, impact with another train, impact with electrical infrastructure and level crossing
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, rescue tools, rescue and communications equipment and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR030 Undertake trench rescue

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 undertake trench rescues as member of a single organisation or multi-disciplinary team. It includes a range of trench rescue situations.

The unit is applicable to personnel from the emergency services, volunteer organisations and/or organisations working in environments where the potential for trench collapse is prevalent.

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

Pre-requisite Unit

PUASAR022 Participate in a rescue operation

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for trench rescue operation	**1.1** Operation and task information is obtained through a briefing, in accordance with organisational procedures
	1.2 Shoring, propping up and excavating equipment is identified and prepared for use, in accordance with organisational procedures

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	1.3	Personal protective clothing and equipment and trench rescue equipment is selected, in accordance with organisational procedures
	1.4	Any further details on the nature of the rescue are received and analysed en route
	1.5	Potential hazards and associated risks are discussed with rescue team members while on route
2 Assess and manage trench rescue scene	**2.1**	Physical features of the trench rescue are assessed before deploying rescue resources and team members
	2.2	Hazards and environmental conditions are identified, monitored and controlled using risk mitigation processes
	2.3	Trench rescue scene is managed to control access and to maintain a safe operational environment
	2.4	Scene management procedures are followed, in accordance with organisational procedures
	2.5	Communication with other personnel on site is established and maintained throughout the rescue operation
3 Stabilise trench	**3.1**	Trench collapse pattern and signs of further collapse are identified
	3.2	Action to minimise further trench collapse is undertaken, in accordance with organisational procedures
4 Locate and enter collapsed trench	**4.1**	Assessment of incident scene is undertaken to determine possible location of casualties
	4.2	Appropriate resources are used to assist in location of casualties
	4.3	Condition of casualties and nature of entrapment is ascertained, where possible, in accordance with organisational procedures
	4.4	Appropriate excavation techniques are employed to gain access to casualties
	4.5	Located casualties are treated, in accordance with organisational procedures and in consultation with medical personnel

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	4.6	Hygiene precautions are followed, in accordance with organisational procedures
5 Remove casualties	**5.1**	Casualties are released, treated and stabilised, in accordance with organisational procedures
	5.2	Released casualties are removed from scene using recognised techniques
	5.3	Appropriate actions are taken to preserve the incident scene, in accordance with organisational procedures
6 Conclude rescue operations	**6.1**	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
	6.2	Hygiene precautions are implemented, in accordance with organisational procedures
	6.3	Decontamination procedures are followed, in accordance with organisational procedures
	6.4	Operational debriefing is participated in, in accordance organisational procedures
	6.5	Operational documentation including post incident report is completed, in accordance with 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 PUASAR030A Undertake trench rescue.

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Links

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Assessment Requirements for PUASAR030 Undertake trench rescue

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

- applying excavation techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including identifying, controlling and treating situational and environmental hazards
- assessing and managing a trench rescue scene
- communicating with personnel and casualties
- completing organisational documentation
- concluding rescue operations
- constructing and installing shoring, shielding and edge management systems
- extricating casualties' safely whilst minimising further injury to casualty, self and others
- following organisational policies and procedures
- identifying and operating trench rescue equipment including lifting systems, lowering and hauling systems and ventilation equipment
- implementing hygiene precautions
- locating and entering a collapsed trench
- participating in and contributing to briefings and debriefings
- preparing for a trench rescue operation including collecting operational and task information and rescue resources
- preserving scene evidence
- recognising further signs of trench collapse
- recovering, cleaning and maintaining rescue equipment
- removing casualties using approved techniques
- stabilising the trench
- undertaking and monitoring rescue scene management
- undertaking temporary and permanent shoring
- using personal protective clothing and equipment

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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

- casualty location and removal techniques including edge management, shielding and excavating and temporary and permanent shorting
- characteristics and limitations of trench rescue equipment
- communication methods and techniques
- environmental and situational hazards including exposure to toxic, biological or other substance, falls from heights or into depths, further trench collapse, hazardous atmospheres, heat exhaustion or hypothermia, moving machinery either electrical or mechanical, tides, vibrations from external sources, water and weather
- excavation, shoring, shielding and edge management techniques
- field notes, incident reports, notebook and logbook requirements
- hygiene precautions
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- preservation of scene evidence
- processes and procedures for briefings and debriefings
- recognised removal techniques including edge management, shielding and excavating, shoring and temporary and permanent shoring
- rescue scene management processes including establishing and monitoring safety zones, establishing barriers and perimeter access controls, liaising with medical services, managing bystanders and preserving evidence
- soil stability
- trench collapse system
- trench definition as specified in state or territory legislation, or regulations
- trench rescue equipment and excavation techniques
- trench rescue equipment including atmospheric monitoring, edge management systems, equipment, excavating equipment, hand tools, ladders, pumps, ropes, shielding, shoring and ventilation equipment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation and safe work practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated

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workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, rescue 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 operations 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

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PUASAR031 Undertake an urban search and rescue Category 2 rescue technician

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 provide safe and effective rescues at an Urban Search and Rescue (USAR) incident as a Category 2 technician who is a member of a USAR team.

USAR is a specialised technical rescue capability for the location and rescue of trapped people following a structural collapse. The types of incidents that may require the skills and knowledge of a USAR Category 2 technician include earthquakes, terrorist and transport accidents, crashes, disasters and/or major structural collapses.

The unit is applicable to locating and removing trapped and injured casualties or deceased victims from partially or totally collapsed structures or environments and providing emergency medical care, as required.

It also includes using USAR specialist equipment and techniques and the ability to work as a team member. The authorisation to perform this role is subject to organisational policies and procedures. A person performing this role will typically operate under supervision as a member of a USAR team.

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

Pre-requisite Unit

PUASAR023 Participate in an urban search and rescue Category 1

Competency Field

Search and Rescue

Unit Sector

USAR

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and plan to respond to USAR incidents	**1.1** Personal documentation and kit is prepared appropriate to the nature of the incident and length of deployment
	1.2 Pre-deployment briefing detailing mission information is received and clarified
	1.3 Based on incident information received appropriate rescue resources are identified, selected and checked to ensure they are ready for use
	1.4 Personal protective clothing and equipment is selected based on the nature of the incident and rescue resources to be used
2 Mobilise as part of a task force	**2.1** Adequate communication is maintained with team members
	2.2 Personal conduct is maintained, in accordance with applicable situation, cultural sensitivities and organisational requirements
	2.3 Systematic approach to identifying potential hazards and associated risks is discussed with team members en route to the incident
	2.4 Personal hygiene and safety is maintained, in accordance with organisational procedures
3 Assess and work within USAR incidents	**3.1** Reconnaissance of area of operation is undertaken with other team members
	3.2 Incident briefing detailing operational and task information is received and communicated with team members
	3.3 Area of operations is managed to control access and maintain a safe and effective operational environment, in accordance with organisational procedures
	3.4 Initial rescue operations are undertaken with other team members

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	3.5	Establishment of a base of operations is undertaken with other team members, in accordance with organisational procedures
	3.6	Communication is established and maintained with other organisations/agencies on scene
	3.7	Appropriate marking systems are used
	3.8	Personal wellbeing and fatigue management strategies are implemented
	3.9	Allocated rescue, logistics and communications tasks are undertaken, as directed
4 Determine location and condition of casualties	**4.1**	Search techniques and equipment are used to locate trapped casualties under the surface, in voids and spaces and from heights
	4.2	Nature of casualty entrapment is ascertained, where possible
5 Gain access to casualties	**5.1**	Exclusion zone is established, in accordance with organisational procedures to provide a safe working environment
	5.2	Stabilisation techniques are utilised to make collapsed structure and/or site safe
	5.3	Rescue techniques appropriate to the nature of entrapment is used to access casualties
	5.4	Located casualties are treated in consultation with medical personnel, in accordance with organisational procedures
	5.5	Incident scene is constantly monitored for situational and environmental hazards and structural stability to prevent injury to self or others
6 Remove casualties	**6.1**	Casualties are safely prioritised, packaged and handled from surface and sub-surface voids and spaces using recognised techniques and equipment to minimise further injury to casualty, self and others
	6.2	Evidence of casualty identity is collected and processed, in accordance with jurisdictional disaster victim identification procedures

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	6.3	Appropriate actions are taken to preserve site, where possible, for evidentiary purposes
7 Demobilise as part of a USAR team	**7.1**	Equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' guidelines
	7.2	Demobilisation of base of operations is undertaken with other team members, in accordance with organisational requirements
	7.3	Operational readiness is maintained to support redeployment of USAR team and individual members, if required
	7.4	Signs and symptoms of fatigue and operational stress in self and others is reported to relevant personnel
	7.5	Operational debriefing is attended and contributed to, in accordance with organisational requirements
	7.6	Hygiene precautions are implemented in accordance with organisational procedures
	7.7	Exposure reports are completed, in accordance with 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 PUASAR031A Undertake an urban search and rescue Category 2.

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Links

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Assessment Requirements for PUASAR031 Undertake an urban search and rescue Category 2 rescue technician

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

- accessing and utilising rescue resources
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including secondary structure collapse monitoring procedures and safe work practices in a range of environments
- assessing and working within USAR incidents including reconnaissance
- completing allocated rescue, logistics and communications tasks
- completing organisational documentation including exposure records
- cutting concrete, reinforcing bar, structural steel, timber and a range of non-structural components and contents
- demobilising as part of a USAR team
- determining location and condition of casualties
- gaining access to casualties
- implementing hygiene precautions
- implementing stabilisation techniques
- maintaining situational awareness and being alert to environmental and situational hazards including assessing and evaluating potential risks and hazards, monitoring and using acquired information of collapse patterns in structures and putting strategies in place prior to hazards becoming a threat to the team
- managing and controlling access at a scene including tag in and tag out procedures
- managing USAR scene
- mobilising and participating in the establishment of a remote base of operations
- mobilising as part of a USAR team
- operating equipment techniques including
    - air bags and other lifting equipment
    - concrete cutting, coring, breaching and lifting equipment
    - generators and lighting equipment
    - heavy duty cutting, breaking and lifting equipment
    - jacks and props
    - manual handling equipment

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    - ropes, anchors and rigging systems
    - structural collapse rescue equipment
    - visual and audible locating devices
- participating in rescue scene reconnaissance activities
- preparing and planning to respond to USAR incidents including collecting task information and rescue resources
- preserving evidence at incident scene
- prioritising, packaging and handling patients in surface/confined space environments
- recognising and reporting on signs and symptoms of fatigue and stress
- recovering, cleaning and maintaining of rescue equipment including
    - checking inventories
    - cleaning or disposing of contaminated clothing and equipment
    - conducting a general clean-up of the rescue work area
    - inspecting equipment for damage and serviceability
- rescue scene reconnaissance
- removing casualties whilst minimising further injury to self or others using recognised techniques and equipment for removing casualties including
    - creation of exit route for technicians and packaged casualty
    - mechanical advantage hauling and lowering systems
    - stretcher packaging as appropriate including
        - rescue and spine board
        - stretchers appropriate for packaging in a range of situations
        - team stretcher handling
- taking part in briefings and debriefings
- treating located casualties must include packaging and removal of casualties for handover to local authority
- undertaking a primary survey using methodical processes to identify immediate life-threatening injuries and conditions that require intervention
- using a range of
    - breaching, coring and cutting equipment
    - equipment and techniques to locate and stabilise trapped casualties
    - search techniques and equipment to locate trapped casualties
    - shoring and cribbing techniques including constructing and safety assembling a range of shoring and cribbing sets needed to allow teams to safety move in and around a collapsed or practically collapsed structure and/or zone
    - techniques appropriate to nature of entrapment
- utilising appropriate marking systems
- wearing personal protective clothing and equipment
- working with tunnelling techniques safely
- working in a team within an organisational command and control structure

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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

- base of operations
- casualty search techniques and strategies
- communication methods and techniques including face to face, marking systems, radio communications and whistle or horn warning signals
- construction and utilisation of a vertical raising and lowering system
- cutting concrete, reinforcing bar, structural steel, timber, non-structural components and contents
- disaster victim identification procedures
- equipment and expertise to support lifting loads utilising heavy equipment
- equipment capabilities and limitations
- extrication techniques appropriate to nature of entrapment including
  - HAZMAT (hazardous materials) detection and reporting
  - individually or as part of a team demonstrate breaking and breaching including
    - concrete coring
    - dirty and clean breaches
    - penetrating below to a void space, laterally to a void space and overhead to a void space
  - individually or as part of a team demonstrate shoring - stabilising and supporting structural components with the use of
    - cribbing and wedges
    - horizontal shores
    - split sole shore
    - T-shore, sloped floor shore, laced post shore, and vertical or dead shore
    - window and door shores
- first aid including primary surveys
- hazards including adverse weather conditions, below debris hazards, biological hazards, different levels of elevation, hazardous materials, overhead hazards, structural instability and surface hazards
- heavy lifting techniques including manual handling
- industry standards, guidelines and methodology for marking systems
- lift equipment to move loads
- manage scenes to control access
- medical considerations and casualty packaging
- movement and lifting of concrete slabs
- operational briefing and debriefing processes including tasking information
- organisational documentation including exposure reports
- organisational incident command and control system
- organisational policies and procedures including relevant legislation and personnel roles and

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responsibilities
- personal documentation and kit
- personal protective clothing and equipment
- potential hazards
- preserving evidence at a scene
- principles of dynamic risk assessments
- principles of structural collapse operations
- range of environments
- relationship of USAR team with other rescue response and emergency management organisations or agencies
- rescue resources
- search techniques and equipment to locate trapped casualties including primary surface search and rescue and technical search equipment
- signs and symptoms of fatigue and stress
- situational and cultural sensitivity requirements when working with trapped persons
- sources of information
- stabilisation techniques appropriate to a range of environments
- structural collapse patterns and monitoring techniques
- tasking information
- treatment of located casualties
- types of personnel including local emergency management personnel
- voids and spaces
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risks associated with working in voids and spaces

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed where

- designated role as an active team member are performed within a team structure and given scenarios
- mobilisation and remote living procedures of a USAR team are rehearsed

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- rescue techniques are applied throughout, at a minimum, a 36 hour continuous exercise which incorporates a minimum of three shift changes

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 including
  - equipment, personnel and facilities appropriate to a USAR incident
  - simulation of a USAR incident in a multi-organisational/agency response environment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASAR032 Undertake vertical rescue

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 undertake vertical rescues in a range of emergency situations in natural and manmade environments. It includes a range of vertical rescue situations, preparing and responding to rescue situations, assessing rescue scenes, establishing vertical rescue systems and performing in and terminating rescues.

The unit is applicable to personnel from the emergency services, volunteer organisations and associated industries.

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

Pre-requisite Unit

PUASAR022 Participate in a rescue operation

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare and respond to vertical rescue	**1.1** Operation and task information is received through a briefing, in accordance with organisational procedures
	1.2 Vertical rescue equipment is selected based on incident information and is checked to ensure it is ready for use

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	1.3	Personal protective clothing and equipment for vertical rescue is selected
2 Assess scene	**2.1**	Scene reconnaissance is conducted, and results are reported to relevant personnel
	2.2	Location and condition of casualties is determined
	2.3	Vertical rescue scene management procedures are followed, in accordance with organisational procedures
	2.4	Physical and environmental features of scene are assessed before deploying rescue resources
	2.5	Risk assessment is conducted, in accordance with organisational procedures
	2.6	Access is controlled, and a safe and effective operational environment is maintained
	2.7	Communication with other personnel on site is established and maintained including team and safety briefings relevant to tasks
3 Establish vertical rescue system	**3.1**	Vertical rescue system is conducted as appropriate to incident
	3.2	Vertical rescue system and anchors are established, checked and monitored
	3.3	Equipment is prepared, and appropriate techniques are used, in accordance with organisational procedures
4 Perform vertical rescue	**4.1**	Hygiene precautions are maintained, in accordance with organisational procedures
	4.2	Access is gained to casualties or trapped persons using vertical rescue techniques and equipment, in accordance with organisational procedures
	4.3	Casualties or trapped persons are secured and prepared for removal in consultation with medical personnel
	4.4	Casualties are removed using vertical rescue techniques and equipment whilst preventing further injury
	4.5	Appropriate actions are taken to preserve incident scene, in accordance with organisational procedures

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5	**Terminate vertical rescue operations**	**5.1** Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
		5.2 Hygiene precautions are implemented, in accordance with organisational procedures
		5.3 Decontamination procedures are followed, in accordance with organisational procedures
		5.4 Operational debriefing is participated in, in accordance organisational procedure
		5.5 Operational documentation including post incident report is completed, in accordance with 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 PUASAR032A Undertake vertical rescue.

Links

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Assessment Requirements for PUASAR032 Undertake vertical rescue

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

- applying hygiene precautions
- applying organisational policies and procedures including following scene management procedures, implementing decontamination procedures and scene preservation and management procedures
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including safe work practices
- assessing a scene
- assessing, treating and packaging casualties
- checking and maintaining vertical rescue equipment
- communicating with team members and casualties
- completing organisational documentation
- concluding vertical rescue operations
- conducting risk assessment
- determining and establishing a vertical rescue system appropriate to the type of incident including selecting and using vertical rescue techniques and equipment
- establishing safe systems to gain access to and recover casualties
- extricating casualties safely and minimising further injury or discomfort to self and others
- managing edge protection and equipment
- participating in and contributing to briefings and debriefings
- performing vertical rescues and securing and removing casualties
- preparing and responding to vertical rescue situations
- securing and removing causalities
- undertaking scene assessment and reporting on this
- using industrial fall arrest systems and devices
- using personal protective clothing and rescue equipment
- using stretchers in raising and lowering operations
- working in a team

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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

- casualty assessment and packaging
- conditions determining vertical rescue techniques including type of vertical rescue incident and organisational procedures
- field notes, logbook and post incident reporting requirements
- hygiene precautions
- industrial fall arrest systems and devices including harnesses, stretchers and packaging
- operational briefing processes and procedures including collecting information on operation, location, information about access and egress routes and team roles such as team leader, safety officer, technicians and command, control and coordination arrangements
- organisational documentation, policies and procedures
- physical and environmental features including weather and environmental conditions; plant machinery; utilities and services; structural elements; hazardous atmospheres; exposed, unprotected and sharp edges; natural, manmade and physical environmental features
- preservation of incident scene must include disturbing only to gain access or make scene safe and not disturbing fatality scenes until police investigation activities are completed
- principles of suspension trauma
- procedures for operating vertical rescue equipment
- processes and procedures for debriefings
- rescue scene assessment
- rescue scene management procedures including establishing and monitoring safety zones, establishing barriers and perimeter access controls, liaising with media and managing bystanders
- safety factors including safe working loads and breaking strains of vertical rescue equipment
- sources of information including personnel on scene and the public
- vertical rescue and safety systems including anchors, ascending and descending devices, edge management devices, edge protection, karabiners, lighting, pulleys, rescue ropes and tapes to industry standards
- vertical rescue equipment characteristics and limitations
- voice, whistle and other communication systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation and safe work practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in organisationally approved simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, rescue tools, rescue and communications equipment and personal protective clothing and equipment currently used in industry including
  - an appropriate venue for vertical rescue activities
  - vertical rescue equipment and personnel for team based activities
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASES001 Assess trees at emergency incidents

Modification History

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency describes the skills and knowledge required to undertake the assessment of trees at emergency incidents. It includes trees that are no longer standing and are on the ground, are partially fallen or are lying against a structure. The unit applies to trees that have been impacted by an emergency incident which present an unacceptable risk to residents, emergency personnel, utilities, the environment and/or structures.

Tree removal can be undertaken using chainsaws and/or hand tools during emergency incidents. In removing trees, it is essential that safe systems of work to eliminate or minimise risk are implemented. Tree felling licensing and/or certification requirements may apply in some jurisdictions.

The unit is applicable to emergency services personnel who are required to assess trees for removal or stabilisation, under the direction of a crew leader, during an emergency incident. It includes preparing for a tree assessment, undertaking an initial scene assessment, conducting a tree assessment and recording and reporting on tree assessments.

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

Pre-requisite Unit

Not applicable.

Competency Field

SES

Unit Sector

SES

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for tree assessment	**1.1** Select and wear personal protective clothing and equipment, in accordance with organisational procedures, to undertake assessment of trees at the emergency incident
	1.2 Identify and comply with organisational procedures for assessing trees, including safety requirements and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) obligations
	1.3 Establish and maintain communication with crew members whilst assessing trees using approved methods and tools, including hand signals
2 Undertake initial scene assessment	**2.1** Review environmental conditions, including storm and fire, at emergency incident
	2.2 Conduct an initial assessment of emergency incident scene
	2.3 Identify and communicate environmental and other hazards, in accordance with organisational procedures
	2.4 Assess each scene condition likely to affect safety, including the stability of each tree
	2.5 Identify entry and exit routes, in accordance with organisational procedures
	2.6 Complete organisational procedures and/or documentation for tree assessments
3 Conduct tree assessments	**3.1** Visually assess trees, estimate mass and identify defects
	3.2 Identify effect of gravity on compression, tension and torsion forces that occur in various parts of the trees
	3.3 Identify the major load bearing branches of the trees and potential pivot points
	3.4 Determine and review other factors that may affect removal of trees at emergency incident
4 Record and report on tree assessments	**4.1** Finalise and record tree assessments, in accordance with organisational procedures
	4.2 Report tree assessments to approved personnel, in accordance with organisational procedures

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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 is a new unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUASES001 Assess trees at emergency incidents

Modification History

Release 1.0 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 of the requirements of the elements and performance criteria and must include one practical exercise involving the assessment of trees at an emergency incident in an operational context

- complying with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) obligations
- conducting visual assessments of trees to identify structural defects and stresses
- determining and reviewing other factors that may affect the removal of trees
- establishing and maintaining communication with crew members and others using approved methods and tools including hand signals
- estimating tree mass
- following organisational policies and procedures including safety requirements for tree operations
- identifying and communicating environmental and other hazards to crew members
- identifying compression, tension and torsion forces in trees
- recognising and reviewing environmental conditions including storm and/or fire conditions that impact trees
- recording and reporting tree assessments
- undertaking scene safety assessments including identifying entry and escape routes
- wearing personal protective clothing and equipment.

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 includes knowledge of

- communication methods and/or tools including hand signals
- effects of gravity on compression, tension and torsion forces and the likely outcomes when these forces are released from a tree
- emergency evacuation methods and procedures
- how to conduct tree assessments
- how to estimate tree mass
- organisational policies and procedures relevant to assessing trees at emergency incidents

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- safety requirements at emergency incidents including entry and escape routes
- storm and fire conditions and how they impact trees
- types and correct fit of personal protective clothing and equipment
- types of environmental and other hazards at emergency incidents associated with assessing trees
- types of factors and other variables that may impact trees during an emergency incident
- where compression, tension and torsion forces may exist in a tree
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) obligations.

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 must occur in workplace situations or in simulated training situations that reflect workplace conditions.

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.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, equipment and tools used in industry including personal protective clothing and equipment
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUASES002 Develop work plan for tree stabilisation and removal

Modification History

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency describes the skills and knowledge required to develop a work plan for the safe removal and/or stabilisation of trees when they have been impacted by an emergency incident. It includes trees that are no longer standing and are on the ground, are partially fallen or are lying against a structure.

Trees damaged in emergency incidents, such as storms or fires, may require stabilisation and or removal to ensure the safety of emergency services personnel and volunteers. Consideration of forces that may be trapped within a tree when using chainsaws and/or hand tools is essential. Tree felling licensing and/or certification requirements may apply in some jurisdictions.

The unit is applicable to emergency services personnel and volunteers who are required, under the direction of a crew leader, to apply tree stabilisation techniques or to cut up and remove trees that are no longer standing upright. It includes formulating a work plan and ensuring that appropriate equipment is available to complete required work tasks.

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

Pre-requisite Unit

PUSES001 Assess trees at emergency incidents

Competency Field

SES

Unit Sector

SES

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Formulate work plan for tree stabilisation and removal	**1.1**	Determine work plan for the stabilisation and removal of trees using chain saws and/or hand tools including the review of identified compression, tension and torsion forces
	1.2	Identify tree hazards and establish risk control measures, in accordance with organisational procedures
	1.3	Identify entry and exit routes to the emergency incident using a dynamic risk assessment
	1.4	Determine personal capability to meet work plan tasks
	1.5	Create work zones appropriate to work plan tasks
	1.6	Collect and record work plan documentation, in accordance with organisational procedures and jurisdictional obligations
	1.7	Identify bystanders who must be removed or excluded from work zones, in accordance with work plan requirements
2 Ensure equipment is available	**2.1**	Establish appropriate personal protective clothing and equipment requirements for work plan tasks
	2.2	Identify Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) procedures including for refuelling equipment, changing batteries and sharpening tools
	2.3	Verify that additional equipment to stabilise and/or remove trees is available, if required
	2.4	Check equipment readiness to ensure it is appropriate to work plan tasks, in accordance with organisational procedures
3 Communicate workplan	**3.1**	Provide briefing to crew members on work plan including management of debris, dumpsites, safety protocols, work zones and communication methods
	3.2	Document work plan, in accordance with organisational procedures and jurisdictional obligations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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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 is a new unit.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUASES002 Develop work plan for tree stabilisation and removal

Modification History

Release 1.0 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 of the requirements of the elements and performance criteria and must include one practical exercise involving the development of a work plan for tree stabilisation and removal in an operational context

- communicating work plan to crew members including safety protocols, dumpsites, work zones and management of debris
- complying with industry standards, legislative requirements and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) obligations
- determining additional equipment requirements
- determining entry and escape routes
- developing work plan for tree stabilisation and/or removal
- ensuring appropriate personal protective clothing and equipment is available
- ensuring removal or exclusion of bystanders from work zones
- following organisational policies and procedures including completing all required documentation
- identifying compression, tension and torsion forces and whether chain saw and/or hand tools are required
- identifying personal capabilities
- recognising tree safety hazards and determining risk control measures
- undertaking dynamic risk assessments
- verifying equipment readiness.

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 includes knowledge of

- communication methods and tools including hand signals
- dynamic risk assessments
- effects of gravity on compression, tension and torsion forces and likely outcomes when these forces are released from a tree
- entry and escape routes at emergency incidents

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- environmental conditions including storm and fire and how they impact trees
- industry standards, legislative requirements and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) obligations
- organisational policies and procedures including equipment maintenance and development of work plans
- safety requirements for tree stabilisation and/or removal
- tree defects including identification of dangerous trees
- tree safety hazards and risk control measures
- types and correct fit of personal protective clothing and equipment
- types of work plans for tree stabilisation and/or removal including safety protocols, dumpsites, work zones and management of debris
- use of equipment to stabilise and support trees during an operation.

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 must occur in workplace situations or in simulated training situations that reflect workplace conditions.

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.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, equipment and tools used in industry including personal protective clothing and equipment
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUASES003 Stabilise and remove trees during emergency incidents

Modification History

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency describes the skills and knowledge required to safely remove or stabilise trees when they have been affected by an emergency incident. It applies to trees that have been impacted by an emergency incident which present an unacceptable risk to residents, emergency personnel, utilities, the environment and/or structures.

Tree removal can be undertaken using chainsaws and/or hand tools during emergency incidents. In removing trees, it is essential that safe systems of work to eliminate or minimise risk are implemented. Tree felling licensing and/or certification requirements may apply in some jurisdictions.

The unit is applicable to emergency services personnel and volunteers who are required, under the direction of a crew leader, to remove trees that are no longer safe. It includes establishing operational management of work zones, determining the order of tree removal, removing trees and concluding tree removal operations.

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

Pre-requisite Unit

PUASES002 Develop work plan for tree stabilisation and removal

Competency Field

SES

Unit Sector

SES

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Establish operational management of work zone	**1.1** Confirm adherence to work zones identified in work plan
	1.2 Verify entry and exit routes for work zone where tree removal operations will take place
	1.3 Brief crew members on plan of attack for chain saw and/or hand tool operations
	1.4 Review communication methods and tools including hand signals to be used in the work zone
	1.5 Ensure safety and evacuation plan for injured personnel is established
	1.6 Ensure personal protective clothing and equipment is used, in accordance with organisational procedures
	1.7 Crew members are asked to confirm their capability for tree removal tasks
	1.8 Check and maintain equipment, including chainsaw, in accordance with manufacturer's recommendations
2 Prepare to commence cutting plan	**2.1** Assess requirements for additional equipment and tools
	2.2 Assess each tree to determine the order for stabilisation and/or removal work
	2.3 Stabilise trees, as required
	2.4 Develop plan for a sequence of cuts for tree removal
	2.5 Review compression forces at the location of the proposed cuts
	2.6 Determine effects and consequences of proposed cuts
	2.7 Make adjustments to the cutting plan, as required
3 Remove trees	**3.1** Implement cutting plan, in accordance with organisational procedures
	3.2 Undertake dynamic and ongoing risk assessment, in accordance with organisational procedures, throughout cutting activities

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	3.3	Communicate changes to cutting activities to crew members within the work zone
	3.4	Make adjustments to the cutting and safety plan, as required
	3.5	Monitor hydration and fatigue level, in accordance with organisational procedures
	3.6	Monitor tree operations equipment and personal safety, in accordance with organisational procedures
	3.7	Clear working area for tree removal operations of debris, in accordance with organisational procedures
	3.8	Review environmental hazards and risk control measures, as required
4 Conclude tree removal operations	**4.1**	Conclude tree removal operations and recover equipment, in accordance with organisational procedures
	4.2	Complete and submit organisational documentation to conclude tree removal operations
	4.3	Provide a final report to the crew leader, in accordance with 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 is a new unit.

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Links

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Assessment Requirements for PUASES003 Stabilise and remove trees during emergency incidents

Modification History

Release 1.0 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 of the requirements of the elements and performance criteria and must include one practical exercise involving the stabilisation and removal of a tree in an operational context

- actioning work plan for tree stabilisation and removal including establishing the order of tree stabilisation and removal work and adherence to work zones
- assessing additional equipment requirements
- briefing crew members on plan of attack
- checking and maintaining equipment to manufacturers' recommendations and organisational policies and procedures
- clearing debris
- communicating with personnel using approved methods and tools including hand signals
- completing near miss incident and final reporting requirements
- complying with industry standards, legislative requirements and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) obligations
- conducting assessments of trees including identifying structural defects and stresses
- determining personal capabilities of crew members
- determining the consequences of proposed cuts and reviewing compression forces
- following organisational policies and procedures including safety requirements
- implementing and adjusting cutting plan including reviewing tree cutting sequence
- monitoring hydration, fatigue, equipment and personal safety
- recognising tree safety hazards and implementing risk control measures
- reporting to crew leader
- reviewing environmental conditions
- using approved equipment to stabilise and remove trees
- using dynamic risk assessments
- verifying entry and escape routes
- wearing personal protective clothing and equipment
- working with approved equipment including chainsaws and/or hand tools to stabilise and remove trees.

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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 includes knowledge of

- communication methods and tools including hand signals
- dynamic risk assessments
- effects and consequences of proposed cuts on compression forces in trees
- effects of gravity on compression, tension and torsion forces and likely outcomes when these forces are released from a tree
- environmental conditions and how they impact trees
- environmental hazards relevant to tree removal
- hydration, fatigue, equipment and personal safety requirements
- identification of tree defects
- incident and final report requirements including near miss reporting
- industry standards, legislative requirements and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) obligations
- maintenance of equipment to manufacturers' recommendations
- order of tree stabilisation and removal work at an emergency incident
- organisational policies and procedures
- personal protective clothing and equipment
- procedures for clearing debris
- requirements for briefings
- safety and evacuation plans
- safety requirements for tree stabilisation and removal at emergency incidents
- sequence for stabilising and removing a tree safely including steps in planning for the management of compression forces
- tree hazards and risk control measures
- types of equipment that stabilise and/or support trees
- types of work zones.

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 must occur in workplace situations or in simulated training situations that reflect workplace conditions.

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.

Resources for assessment must include access to a range of

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- exercises, case studies or other simulations
- materials, equipment and tools used in industry including personal protective clothing and equipment
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUASES008 Undertake storm and water damage operations

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 undertake storm and water damage operations as a member of a response team.

Flooding whether caused by slow river rise, storm water, storm surge or flash flooding, has a similar impact in terms of water damage. Techniques for minimising the effects of water entry into properties are common to storm, flood and other water damage events.

The unit applies to personnel responding as a member of a team to storm and/or water damage operations in rural and urban environments which can range in intensity and impact from localised thunderstorm or windstorm events to tropical cyclones. Evacuation and rescue by boat are not considered in this unit.

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

Pre-requisite Unit

Not applicable

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for storm and water operations	**1.1** Operation and task information is obtained through situational awareness and command structure at an

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		incident site
	1.2	Hazard identification, risk assessment and control measures are undertaken, in accordance with organisational policies and procedures
	1.3	Equipment is selected based on incident information and is checked to ensure it is ready for operational use
	1.4	Personal protective clothing and equipment is selected and appropriately worn
	1.5	Work area isolation methods are applied to ensure safety, in accordance with organisational policies and procedures
	1.6	Support for safe and timely evacuation is provided
2 Provide information which assists with operations	**2.1**	Liaison with stakeholders is undertaken to provide information which increases awareness of incident situation, safety and to facilitate operational requirements
	2.2	Information is provided to crew/team leader
3 Undertake storm and water operations	**3.1**	Safety is ensured when undertaking and completing operational tasks, by working safely in conjunction with other team members
	3.2	Debris is removed, cleared and/or controlled to minimise risk of injury and any further damage to structure and to ensure safe access to and from incident site
	3.3	Techniques for temporary repairs and/or improvised support are applied, in accordance with organisational procedures
	3.4	Sandbagging techniques are used to minimise further damage
	3.5	Water diversions are created to mitigate the effects of damage
	3.6	Support is provided to personnel undertaking roof repairs and/or working at height through the setup, placement and access to appropriate tools and equipment
	3.7	Trees causing a hazard to life or property are secured,

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		removed and/or reported, in accordance with organisational policies and procedures
4 Complete operations	**4.1**	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
	4.2	Equipment failure and/or deficiency is reported, in accordance with organisational procedures
	4.3	Signs and symptoms of operational stress in self and others are recognised and reported to relevant personnel
	4.4	Information for operational documentation and equipment logs is contributed to
	4.5	Debriefing is participated in, as required, in accordance with organisational policies and 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 PUASES008A Undertake storm and water damage operations.

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

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Assessment Requirements for PUASES008 Undertake storm and water damage operations

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying work area isolation techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with stakeholders about situational awareness, safety and operational requirements
- completing operations including participating in operational debriefs
- completing organisational documentation
- constructing sandbag barriers and temporary repairs
- identifying and using equipment and tools
- identifying hazards and implementing risk assessment and control measures
- meeting reporting requirements
- preparing for storm and water operations including using task information
- providing information which assists with operations
- recognising and reporting operational stress
- removing debris safely
- returning equipment to operational readiness after use
- supporting roof and height crews to complete operations
- taking precautions against electrical hazards
- undertaking situational awareness
- undertaking storm and water operations
- undertaking water diversions
- using initiative to operate effectively under direction
- using mitigation techniques to minimise and/or restrict water damage
- utilising temporary structural weather proofing techniques to minimise further damage and to make safe
- wearing appropriate personal protective clothing and equipment working safely

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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

- anchors either constructed or improvised characteristics and limitations of equipment and tools
- emergency public information and warning techniques
- equipment and tools including types of pumps and power tools suitable for use
- hazard identification and risk control techniques
- height operations
- legislation related to storm and water operations including entry into property and/or workplaces
- operational and task information requirements
- organisational documentation, policies and procedures
- organisational policies and procedures including performance standards, personnel roles and responsibilities and Work, Health and Safety (WHS)/Occupational Health and Safety requirements, practices and guidelines
- potential stakeholders
- processes and procedures for debriefings
- resources and techniques for communicating with the community
- safety principles and practices
- set up, placement and access to tools and equipment including using safe access techniques
- signs and symptoms of operational stress
- situational awareness processes
- storm and water damage mitigation techniques
- structural integrity
- support organisations and agencies
- water diversions techniques including earth walls, fabricated barriers, work area isolation, temporary repairs and sandbagging
- working at height systems

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that

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reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations including
  - storm damage and flood mitigation operations and/or scenarios as a member of a team acting under direction and supervision
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - access to a response team
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASES009 Undertake inland floodboat operations

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 act as a member of a crew of a floodboat on inland waterways in low risk water environments, including in times of flood. Floodboat operations may be conducted in urban or rural environments but does not include offshore operations.

Floodboat operators are expected to act as either the operator of the boat or as a member of the crew. A minimum of two operators is required on a floodboat, one person will be in charge of the floodboat.

Requirements for the operation of the floodboat and crew tasks will be determined by the nature of the incident and/or operation, legislative requirements, emergency management plans, organisational policies and procedures and incident context. Typical operations may include evacuations, transport, searches, rescues and resupply operations.

The unit applies to emergency services personnel, marine operators and waterways management organisations, and marine rescue organisations.

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

Pre-requisite Unit

Not applicable

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Prepare for floodboat operation	**1.1** Operational and task information is obtained
	1.2 Operational and task information is used to determine response and equipment requirements
	1.3 Equipment is checked for serviceability and is stowed for road transportation to prevent loss or damage
	1.4 Pre-launch checks are conducted, in accordance with organisational policies and procedures
	1.5 Personal protective clothing and equipment is selected and worn, as appropriate
2 Operate floodboat	**2.1** Hazard identification, risk assessment and control measures are undertaken, in accordance with organisational policies and procedures
	2.2 Vessel is launched safely, in accordance with organisational procedures
	2.3 Pre-start checks are conducted, in accordance with organisational policies and procedures
	2.4 Start up procedures are followed, in accordance with organisational policies, procedures and manufacturers' guidelines
	2.5 Vessel is correctly boarded, loaded and trimmed for safety
	2.6 Vessel is operated applying appropriate techniques
	2.7 Emergency drills are conducted, as required
	2.8 Lookout procedures are conducted, in accordance with organisational policies and procedures
3 Undertake floodboat tasks	**3.1** Floodboat search procedures are conducted, in accordance with organisational procedures and standards
	3.2 Cargo is transported safely and efficiently
	3.3 People or objects in the water are recovered safely and efficiently

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	3.4	Bodies are recovered using appropriate equipment and tools, in accordance with organisational procedures, to meet coronial requirements
4 Recover and restore floodboat	**4.1**	Vessel is recovered
	4.2	Vessel and associated equipment are stored, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines
	4.3	Signs and symptoms of operational stress in self and others is recognised and reported to relevant personnel
	4.4	Debriefing requirements are contributed to, in accordance with organisational policies and procedures
	4.5	Operational documentation is completed, in accordance with organisational policies and 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.

emergency drills must include	• abandon ship • break down • capsize • distress • emergency stop • fire • manoeuvring without motor • person overboard • towing

Unit Mapping Information

This unit replaces and is equivalent to PUASES009A Undertake inland floodboat operations.

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Links

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Assessment Requirements for PUASES009 Undertake inland floodboat operations

Modification History

Release 1. This is the first release of this unit of competency in the 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- collecting and using operational and/or task information
- communicating with people recovered from water and crew members particularly in relation to situational awareness, safety and operational requirements
- completing organisational documentation
- contributing to debriefing sessions
- determining techniques for conducting waterway searches
- handling injured casualties with care whilst recovering to floodboat
- identifying hazards and implementing risk assessments and control measures
- implementing floodboat handling techniques in a variety of conditions
- implementing organisational policies and procedures
- implementing techniques for securing vessel
- operating a floodboat
- participating in emergency drills
- preparing for floodboat operations
- recovering and restoring floodboat
- rescuing people and recovering objects from water
- returning equipment to organisational readiness after use including conducting wash downs and motor flushes
- selecting and using equipment and tools appropriately
- undertaking floodboat tasks
- using personal protective clothing and equipment

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

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knowledge of

- boat handling under adverse conditions including fast flowing currents and operating in and around buildings, structures, fences and power lines
- characteristics and limitations of floodboats and equipment
- effects of water moving over objects and obstacles
- emergency drills
- interorganisational service arrangements including roles and responsibilities of other emergency services and relationships with
- nature of flood water hazards including environmental threats
- organisational documentation, policies and procedures including operational doctrine; personnel roles and responsibilities; risk mitigation; personal hygiene; reconnaissance processes and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements, practices and guidelines
- personal protective clothing and equipment
- processes and procedures for debriefings
- signs and symptoms of stress

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, simulations and/or scenarios for floodboats
- relevant and appropriate materials, tools and personal protective clothing and equipment currently used in industry including
  - equipment used in floodboat operations and a floodboat crew
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASES010 Plan, activate and maintain a communications network

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 plan, activate and maintain a communications network in routine and operational situations. It informs the roles and responsibilities of individuals who plan, activate and maintain a communications network.

The unit is applicable to emergency services personnel, conservation and land management agencies, tourism operators, search and rescue operators, local government agencies, contractors and volunteer organisations.

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

Pre-requisite Unit

PUAOPE013 Operate communications systems and equipment

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify operational communication needs	**1.1** Operational communications considerations and requirements are identified, based on operational needs
	1.2 Operational and task information is used to determine

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		communication network and equipment requirements
	1.3	Agencies, organisations and individuals involved in the operation are identified
	1.4	Established arrangements and equipment for communication are identified
	1.5	Hazards and environmental conditions likely to impact on communication are identified, assessed and controlled
2 Establish communications plan	**2.1**	Communications plan is prepared based on identified operational communication needs
	2.2	Appropriate communication strategies and equipment are included in the communications plan and network
	2.3	Personnel are briefed on communications plan details
	2.4	Communications plan is implemented, monitored and modified to meet changes in operational situation
3 Activate and maintain communication network	**3.1**	Prior to activation of the communications plan the communication network is set up and tested, with faults identified and addressed
	3.2	Communication network is activated
	3.3	Communication network performance is monitored, analysed and adjusted to ensure effective and efficient communications
	3.4	Communication network is modified to meet changes in operational situation and network capacity
4 Terminate communication network	**4.1**	Communication network is closed, in accordance with organisational policies, procedures and operational requirements
	4.2	Communication network is dismantled and refurbished, in accordance with organisational procedures and manufacturers' guidelines
	4.3	Maintenance requirements are recognised, recorded and reported, in accordance with organisational procedures
	4.4	Operational documentation is completed, in accordance with organisational policies and procedures

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4.5 Efficiency of the communications plan and network is reviewed

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 PUASES010A Plan, activate and maintain a communications network.

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

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Assessment Requirements for PUASES010 Plan, activate and maintain a communications network

Modification History

Release 1. This is the first release of this unit of competency in the 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

- activating and maintaining communication network using appropriate strategies
- analysing communication network performance
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating technical information clearly and concisely
- establishing communications plan
- identifying operational communication needs
- interpreting topographic, meteorological and geophysical data and its impact on communication
- planning, solving problems and make decisions about communication network implementation
- preparing, implementing and monitoring communications plan
- terminating communication network
- using communications equipment

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

- communication resources and capabilities
- communication strategies
- factors that influence communication network performance
- features of different communication equipment and networks
- installation and performance of communication equipment internet and mobile communication technologies and systems
- operational context and considerations for communication pre-plans organisational documentation
- organisational policies and procedures including legislation related to the Federal Radio Communications Act; operational, corporate and strategic plans; communication policies and

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personnel roles and responsibilities
- requirements for communication networks
- roles, resources and capabilities of other communication providers
- security issues for operational communication networks
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated responsibilities, practices and guidelines 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency must demonstrate skills and knowledge of operational communication considerations including access to

- adverse radio or telecommunications conditions
- an established operations centre or operations in a field situation
- determinations of scope, size and nature of response
- limited resources
- pre-planned communication networks
- single or multi-agency or organisational response

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations relevant and appropriate materials, tools and personal protective clothing and equipment currently used in industry including
  - organisational communications equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations 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

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PUASES011 Manage emergency operations

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 manage emergency operations, usually within a single agency command context.

Emergency operations are usually the result of an event such as a flood, storm or bushfire that generates a significant response requirement over a large area for protracted periods of time. Operations such as this differ from incidents where relatively small responses are required in tightly defined areas for relatively short periods of time such as a road accident.

The unit is applicable to personnel who act as operational managers during emergency operations.

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

Pre-requisite Unit

Not applicable.

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations	**1.1** Operational information is obtained, and hazards are identified to permit accurate risk assessment of the problem

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	1.2	Operational plans are activated, in accordance with emergency management practices and procedures
	1.3	Operations centre is activated and confirmed as ready for use
	1.4	Operations centre staff recall system is activated
2 Manage an operations centre	**2.1**	Operations centre tasks are allocated, staff rosters are confirmed, and briefings are conducted, in accordance with organisational procedures and operational plans
	2.2	Internal and external liaison networks are activated and maintained to ensure ongoing communication
	2.3	Operations centre staff are supervised to ensure they meet Work, Health and Safety (WHS)/ Occupational Health and Safety (OHS) guidelines and other regulatory requirements
	2.4	Physical and financial resources are managed, in accordance with organisational policies and procedures
	2.5	Operations centre staff are tasked to collect and collate operational information, in accordance with organisational procedures
3 Manage operational information	**3.1**	Information flow is managed, in accordance with organisational procedures
	3.2	Operational information is analysed to modify and update plans and prioritise tasks, in accordance with organisational policies, procedures and operational plans
	3.3	Regular and timely situation reports are raised and distributed, in accordance with organisational procedures and standards
	3.4	Media liaison is managed, in accordance with organisational procedures and operational objectives
	3.5	Communication and information systems are implemented and monitored to ensure operational objectives are met
4 Make operational decisions	**4.1**	Extent of operational area and objectives are identified and promptly detailed
	4.2	Operational strategies are identified, assessed and implemented, in accordance with organisational

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		procedures and emergency management arrangements
	4.3	Hazards are identified and prioritised, risks assessed to ensure control measure response is appropriate to the type and scale of event
	4.4	Response teams are rostered, in accordance with organisational procedures
	4.5	Termination of operation is accomplished, in accordance with organisational procedures and operational standards
5 Provide leadership	**5.1**	Briefings are conducted with operational team members
	5.2	Operational objectives are identified and communicated to all team members and staff
	5.3	Team cohesion is developed and maintained
	5.4	Conflict is dealt with promptly and appropriately
	5.5	Leadership is displayed through management, guidance, supervision of the performance of staff in emergency operations situations
	5.6	Concise, clear delegation and accountability processes are implemented
	5.7	Relevant legislation is implemented and complied with
	5.8	Signs and symptoms of operational stress in self and others is recognised and action is initiated
6 Manage post operation activities	**6.1**	Debriefing is conducted with operational team members and staff
	6.2	Operational reports are prepared, in accordance with organisational procedures and standards

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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUASES011A Manage emergency operations.

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

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Assessment Requirements for PUASES011 Manage emergency operations

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing local community demographic factors such as age and language
- communicating clearly with colleagues and stakeholders
- conducting clear, structured briefings and debriefings with lesson learned reports distributed and acted on
- creating an operational plan and adapting it as circumstances change
- delegating tasks and roles appropriately
- establishing an improvised operations centre
- forecasting resource requirements
- identifying operational areas of concern and subdividing as needed
- leading operations centre staff and team leaders
- making decisions using problem solving techniques
- making operational decisions
- managing an operations centre
- managing communications within and between teams and organisations
- managing operations centre staffing including rostering, allocation of tasks, shift handovers, rest and break periods, conflict resolution, managing information and recognising stress in self
- managing post operation activities
- participating in planning for an emergency response including setting up appropriate control, command and coordination structures
- preparing for operations
- providing leadership whilst working in a team
- providing regular and timely situation reports
- recognising need for and taking personal rest periods
- supervising operational information

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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

- alerts and warning systems
- communication equipment
- emergency management arrangements including activation of operations centres
- hazards
- impact of emergencies on the community and environment
- information management and communication systems
- level and complexity of activities of operations centres including criteria for allocating tasks, assessments of tasks, resources available and response team competency and authority to act
- operational information requirements
- operational plans and reports
- organisational documentation
- organisational policies and procedures including legislation, operational, corporate and strategic plans, personnel roles and responsibilities and media liaison
- principles and practices of conflict resolution, operational and response management, risk management and leadership management processes and procedures for briefings and debriefings
- resource capabilities and access to them
- roster requirements, rest periods and processes for shift handovers
- signs and symptoms of operational stress
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including incidents, scenarios and tasks

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- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - established operations centre or resources to construct an improvised operations centre
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUASES012 Work as a team member in an emergency operations centre

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 support an emergency operation as a member of a team by providing information collection, collation, dissemination and presentation in an emergency operations centre. It informs the roles and responsibilities of individuals who act as a member of a team within an emergency operation centre at the commencement, during and completion of an incident operational period.

The unit is applicable to members of emergency services organisations, police officers, ambulance and paramedic services, fire service personnel and volunteers.

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

Pre-requisite Unit

Not applicable

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Activate an operations centre and initiating systems	**1.1** Initial task information is obtained on likely nature of incident response

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	1.2	Operations centre is opened, in accordance with organisational procedures
	1.3	Communications and information management computerised systems are activated or established, in accordance with organisational procedures
	1.4	Appropriate plans and directories are accessed, in accordance with organisational decisions on the nature of response
	1.5	Operations centre staff are activated, in accordance with organisational procedures
	1.6	Other organisations/agencies are informed that the operations centre has been activated, in accordance with organisational procedures
2 Collect, maintain and display information	**2.1**	Operational information is actively sought
	2.2	Operational information is recorded legibly and/or electronically, in accordance with organisational procedures
	2.3	Operational priorities are applied, in accordance with organisational procedures
	2.4	Information is evaluated for currency and correctness and advice is provided to appropriate personnel
	2.5	Incident files are maintained, in accordance with organisational policies and procedures
	2.6	Information displays are plotted and/or updated, as required, in accordance with organisational procedures
3 Disseminate information	**3.1**	Briefing areas are prepared, in accordance with organisational procedures
	3.2	Information for situational reports, operational orders and media releases is assembled for appropriate personnel
	3.3	Relevant information is disseminated under direction of appropriate personnel, in accordance with organisational policies and procedures
	3.4	Information is distributed within the operations centre, in accordance with organisational policies and

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		procedures
	3.5	Relevant information is included in incoming shift hand over details
4 Close an operations centre	**4.1**	Records and information are filed, in accordance with organisational procedures
	4.2	Communication systems are reset to standby modes, in accordance with organisational policies and procedures
	4.3	Operations centre is returned to operational readiness to allow for rapid reactivation, as required
	4.4	Information is provided to appropriate personnel to assist with post operational reports, in accordance with organisational procedures
	4.5	Signs and symptoms of operational stress in self and others is recognised and promptly reported to appropriate personnel
	4.6	Debriefing requirements are met, in accordance with organisational procedures
	4.7	Other organisations/agencies are informed that the operations centre has been closed, in accordance with organisational policies and 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 PUASES012A Work as a team member in an emergency operations centre.

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Links

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Assessment Requirements for PUASES012 Work as a team member in an emergency operations centre

Modification History

Release 1. This is the first release of this unit of competency in the 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

- activating an operations centre and initiating systems
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- closing an operations centre
- collecting, maintaining and displaying operational information
- completing organisational documentation using approved recording processes
- disseminating information
- participating in debriefings plotting operational information
- presenting information for and to decision makers
- reading and interpreting information including maps
- recognising and reporting stress
- recording and prioritising requests for assistance
- undertaking electronic communications clearly and concisely
- undertaking work in an emergency operations centre in a variety of roles
- using communications systems, equipment and computerised information storage and/or retrieval systems

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

- dissemination of information
- emergency operations
- emergency operations centre activation and deactivation procedures
- information and communication technology systems used in emergency operation centres
- information collecting
- local, state, territory and federal emergency management organisations operational information plotting
- organisational and operational documentation

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- organisational policies and procedures including operational, corporate and strategic plans; personnel roles and responsibilities and legislative obligations
- other organisations, agencies and/or stakeholders
- plans and directories
- processes and procedures for debriefings
- processes and procedures for requests for assistance online or electronically
- signs and symptoms of operational stress
- types of operational information
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements, practices and guidelines including hazard and risk control methods

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - participation in at least two activities and/or exercises in a variety of roles which reflect operational contexts
- relevant and appropriate materials, equipment, tools and personal protective clothing equipment used in industry including
  - operations centre team and an appropriately equipped operations centre
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUASES013 Undertake storm and water damage operations performed at heights

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 undertake storm and water damage operations performed at height as a member of a response team. It informs the roles and responsibilities for those undertaking tasks performed at heights to mitigate damage caused by storm.

Height is defined by organisational policy and legislation that deals specifically with working at height.

The unit is applicable to members of emergency services organisations, roof repair services, emergency operators in the mining industry and rural and metropolitan firefighters.

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

Pre-requisite Unit

PUASES008 Undertake storm and water damage operations

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess situation	**1.1** Operation and task information is obtained through the

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		command structure at the incident site
	1.2	Scene reconnaissance is promptly conducted at height and the results are reported
	1.3	Hazards and environmental conditions are identified, risks are assessed, and control measures are implemented
2 Mitigate the effects of storm damage	**2.1**	Safety systems for working at heights are identified, established and are used, in accordance with organisational procedures
	2.2	Equipment is selected based on incident information and is checked, in accordance with organisational procedures, to ensure it is ready for operational use
	2.3	Personal protective clothing and equipment is prepared and worn, as required
	2.4	Techniques are used to minimise further damage from water entry and to provide for safe access to and from buildings or structures, wherever possible
	2.5	Buildings or structures are temporarily repaired to make them safe, to minimise further damage and to provide for safe access to and from the property, as required
3 Complete operations	**3.1**	Equipment is recovered, cleaned and serviced, in accordance with organisational procedures and manufacturers' guidelines, prior to standing down from the operation
	3.2	Signs and symptoms of operational stress in self and others is recognised and reported to relevant personnel
	3.3	Operational documentation is completed, in accordance with organisational procedures and standards

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

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUASES013A Undertake storm and water damage operations performed at heights.

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

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Assessment Requirements for PUASES013 Undertake storm and water damage operations performed at heights

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- collecting and reporting operational and task information including access and egress routes, command, control and coordination arrangements, extent and nature of damage, location, magnitude and type of event, identified and potential hazards and weather forecasts
- communicating with personnel in relation to situational awareness, safety and operational requirements
- completing documentation
- conducting and completing at height storm and water damage operations
- conducting scene reconnaissance including gathering systematic operational and task information on route to and after arrival at scene
- eliminating and controlling hazards
- identifying hazards and defining risk
- implementing safety precautions for working at heights systems
- implementing techniques to make structures and roofing safe
- mitigating effects of storm damage
- providing temporary roof waterproofing repairs
- using equipment including hand and/or power tools, ladders, ropes, anchors and safe work at heights system
- using temporary roof coverings
- wearing personal protective clothing and equipment
- working in a team

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

- characteristics and limitations of equipment
- communication methods and techniques

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- general building construction techniques
- hazard minimisation and risk control techniques
- legislation surrounding entry into residences and/or workplaces
- nature of potential hazards including hazardous materials and electricity
- organisational documentation and policies and procedures including legislation, operational plans and personnel roles and responsibilities
- processes and procedures for briefings and debriefings
- roof materials and repair methods
- scene reconnaissance
- signs and symptoms of operational stress
- storm and water damage operational and task information requirements
- storm damage mitigation concepts
- techniques for temporary repair of damaged buildings and structures
- types of buildings
- types of environmental conditions
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements, practices and guidelines including personal protective clothing and equipment and safe work systems for working at heights

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - working as a member of a team under supervision though some skills may be demonstrated individually
  - working at height in an emergency environment
- relevant and appropriate materials, tools and personal protective clothing and equipment currently used in industry including
  - equipment used in storm and water damage at height operations
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

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Links

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PUASES014 Apply flood and fast moving water safety techniques

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 operate safely and perform self-rescues in and around water. It is applicable to personnel who will be performing activities and tasks in or around water that is in flood or is fast moving but is not specifically rapids, swift water and/or white water.

Roles to which this unit may apply include emergency services personnel and marine operators.

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

Pre-requisite Unit

HLTAID003 Provide first aid

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operations in or around flood and fast moving water	**1.1** Appropriate personal protective clothing and equipment is selected and used
	1.2 Safe and efficient operational activities are ensured by working and communicating with others through team

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		work
	1.3	Hazards associated with operations are identified and risk assessment is undertaken
2 Contribute to safe rescue operations in and around flood and fast moving water	**2.1**	Safe and stable platforms are identified and used to commence rescue activities, in accordance with organisational procedures
	2.2	Appropriate techniques for safe operations from land, vessel and/or water are used, in accordance with organisational procedures
	2.3	Safety of self and others when undertaking rescue operations is monitored
	2.4	Communication with others is undertaken to assist with rescue operations
3 Apply self-rescue	**3.1**	Potential hazards when operating in moving water are identified and control measures are implemented
	3.2	Correct body position and techniques to survive and to minimise injury are adopted
	3.3	Opportunities and activities where others may be trying to assist with self-rescue are identified
	3.4	Communication is undertaken with others on the bank edge or vessel to assist with self-rescue
4 Perform safe self-landing techniques	**4.1**	Appropriate landing techniques to safely exit water are applied
	4.2	After consideration of physical ability, type of craft and situational variances, method of landing is selected
	4.3	Safety of others when landing and/or re-entry to a vessel is ensured

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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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 PUASES014A Apply flood and fast moving water safety techniques.

Links

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Assessment Requirements for PUASES014 Apply flood and fast moving water safety techniques

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation, hazard identification and risk control measures
- communicating with personnel and/or persons involved particularly in relation to situational awareness, safety and operational requirements
- contributing to safe rescue operations in and around flood and fast moving water
- determining and performing safe self-landing techniques
- manoeuvring in flood and/or fast moving water whilst using personal protective clothing and equipment
- performing self-rescue techniques to ensure own safety
- preparing for operations in or around flood and fast moving water
- surviving in or around inland moving water using body position techniques
- using platforms for rescues
- utilising appropriate self-rescue techniques working safely around water

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

- basic hydrology
- body position techniques including defensive and/or aggressive swimming
- communication techniques
- hazard identification and risk control measures
- organisational documentation, policies and procedures
- personal protective clothing and equipment possible responses by personnel involved in flood and fast moving water safety and how to react to these responses
- safe operational and rescue techniques
- situational variances
- techniques for landing
- techniques for safe operations

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- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - at least two possible hazards applicable to flood and/or fast moving waters
  - scenarios are to be completed either individually or as a member of a team due to unpredictability of flood and/or fast moving water events
- relevant and appropriate materials, tools and personal protective clothing and equipment currently used in industry including
  - equipment used in flood and/or fast moving water operations
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUASES015 Operate over-snow vehicle

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 operate an over-snow vehicle safely including the systematic, safe and efficient control of all vehicle functions and the effective management of hazardous conditions.

The unit is applicable for the safe operation of an over-snow vehicles for transportation of personnel, resources and stores in snow covered environments and terrains. A current, valid driver's license is required to undertake this unit of competency.

Roles to which this unit may apply could include emergency services personnel, wildlife and park rangers, tourism operators and facility emergency response operators.

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

Pre-requisite Unit

Not applicable

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Undertake personal safety preparation	**1.1** Personal protective clothing and equipment is selected and checked, in accordance with organisational procedures, to ensure it is operational prior to departure

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	1.2	Personal protective clothing and equipment appropriate to dealing with the hazard is selected, worn and/or fitted and used, in accordance with organisational policies and procedures and manufacturers' guidelines
	1.3	Water and food requirements are identified and stowed on the vehicle
	1.4	En route rest and shelter areas are identified
	1.5	Survival techniques and/or strategies are implemented, in accordance with organisational policies and guidelines
2 Prepare over-snow vehicle for operation	**2.1**	Start up checks are completed, in accordance with organisational procedures
	2.2	Engine is started, in accordance with manufacturers' specifications
	2.3	Instruments and gauges are checked to ensure all are operational
	2.4	Pre-use checks of over-snow trailer are completed, in accordance with organisational policies and procedures and manufacturers' specifications
3 Operate over-snow vehicle	**3.1**	Over-snow vehicle is prepared for and safely operated in terrain suitable to the vehicle
	3.2	Passengers are briefed on safety and objectives of the trip
	3.3	Vehicle movement is controlled in response to external conditions to ensure personal safety
	3.4	Vehicle is operated, in accordance with organisational policies, procedures and regulations
	3.5	Low risk manoeuvring techniques are used to minimise the likelihood of injury and damage to equipment or property, in accordance with organisational policies and procedures
	3.6	Recovery of vehicle techniques are used to minimise the likelihood of injury to personnel and equipment, in accordance with organisational policies and procedures
4 Navigate to destination	**4.1**	Most efficient route for travel is taken by monitoring

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	and monitor terrain		factors likely to cause delays or route deviations
		4.2	Potential access restrictions which may limit thoroughfare are identified and arrangements are made to gain access, in accordance with organisational policies, procedures and regulatory requirements
		4.3	Environmental conditions are consistently monitored and acted upon to enable safe operation and to ensure no injury to personnel or damage to property or equipment
5	**Clean, maintain and stow vehicle**	**5.1**	Vehicle and equipment are cleaned, maintained, assembled and stowed, in accordance with organisational procedures and manufacturers' guidelines
		5.2	Vehicle and equipment records are updated, in accordance with organisational procedures
		5.3	Faulty equipment is identified, recorded and reported for repair, in accordance with organisational policies and 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 PUASES015A Operate over-snow vehicle.

Links

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Assessment Requirements for PUASES015 Operate over-snow vehicle

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- cleaning, maintaining and stowing vehicle
- communicating with passengers particularly in relation to situational awareness, safety and operational requirements
- completing recording and reporting procedures
- driving and riding an over-snow vehicle
- identifying rest and shelter areas
- implementing low risk over-snow vehicle manoeuvring techniques
- implementing survival techniques
- maintaining personal safety
- monitoring and anticipating environmental conditions and terrain hazards
- navigating to destination and monitoring terrain
- performing start up checks
- preparing over-snow vehicle for operation
- recognising movements that must be controlled
- undertaking personal safety preparations including using personal protective clothing and equipment and appropriate clothing

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

- automotive systems
- controlled movements in over-snow vehicles
- environmental conditions including weather
- equipment and accessories including manufacturers' specifications
- industry and operational standards
- organisational documentation, policies and procedures including legislation and personnel

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roles and responsibilities
- over-snow vehicle movement impacts
- over-snow vehicle operating and inspection procedures including instruments, gauges and trailers
- over-snow vehicle requirements and regulations
- personal protective clothing and equipment requirements
- potential access restrictions
- recovery of over-snow vehicle techniques
- requirements for recording and reporting
- start up checks
- survival techniques and strategies including rest and shelter areas
- types of operating terrains
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - simulated operational situations under varying conditions
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an appropriate environment for use of over-snow vehicle
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUASES016 Apply snowcraft skills when performing search operations

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 operate safely, perform search operations and apply survival techniques for self and others in an alpine environment. It is applicable to personnel who will be performing operational search activities and/or tasks in an alpine environment and in all weather conditions.

Roles to which this unit may apply include emergency services personnel and other agencies and/or organisations involved in searches operations.

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

Pre-requisite Unit

Not applicable

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for operation in alpine environments	**1.1** Operational and task information is obtained from search coordinator or delegated personnel
	1.2 Specific hazards and equipment requirements for

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		environmental and operational requirements are identified
	1.3	Personal protective clothing and equipment is selected and used
	1.4	Food and water requirements for the operation, environment and physical activity are identified and selected, in accordance with organisational procedures
	1.5	Environment and/or weather conditions for anticipated period of operational response are determined
	1.6	Own ability to meet anticipated physical and psychological requirements of operation is evaluated and any issues anticipated are reported to the team leader
2 Undertake operations in an alpine environment	**2.1**	Deployment to operational response area using transportation is undertaken in a safe and timely manner
	2.2	Specified team roles and functions are carried out safely, as directed by the team leader
	2.3	Search safety is maintained, in accordance with organisational procedures
	2.4	Search formation and spacing are undertaken and maintained as outlined by the team leader, in accordance with organisational procedures
	2.5	Search boundaries are marked, in accordance with task requirements, under the direction of the team leader
	2.6	Observation skills are applied, and any clues or objects located are immediately reported, in accordance with organisational procedures
	2.7	Communication within the team is maintained
	2.8	Safety and wellbeing of self and others is monitored, and any concerns are reported to the team leader
	2.9	Hazards are continually monitored, risks assessed, and any concerns identified are reported, in accordance with organisational procedures
3 Perform survival techniques	**3.1**	Emergency shelter is constructed appropriately for current and anticipated conditions

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	3.2	Weather conditions and other information is interpreted, and actions are taken to minimise effects of weather on self and others
	3.3	First aid is applied to self and others, as required
	3.4	Lost searcher drills are conducted, as required, in accordance with organisational procedures
	3.5	Welfare of self and others is sustained
	3.6	Situational awareness is maintained and changing environment and weather conditions are responded to in a timely manner
4 Complete recall and stand down procedures	**4.1**	Search equipment is recovered, cleaned and maintained, in accordance with organisational procedures and manufacturers' guidelines
	4.2	Operational debriefing is participated in and documentation is completed, in accordance with organisational procedures and standards
	4.3	Symptoms of operational stress in self and others is recognised and reported to relevant personnel

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 PUASES016A Apply snowcraft skills when performing search operations.

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Assessment Requirements for PUASES016 Apply snowcraft skills when performing search operations

Modification History

Release 1. This is the first release of this unit of competency in the 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

- anticipating current and future conditions and other factors
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including hazard identification, risk management and working safely
- communicating with team members
- completing recall and stand down procedures including debriefings
- constructing temporary emergency snow shelters
- identifying food and water requirements
- implementing organisational policies and procedures
- interpreting weather conditions and/or information
- meeting physical and psychological requirements
- performing and applying survival techniques in an alpine environment including conducting lost searcher drills and applying first aid
- preparing for operation in an alpine environment
- recognising and reporting stress
- sustaining welfare of self and others
- travelling in an alpine environment over snow
- undertaking search operations in an alpine environment including using observation skills and marking boundaries
- using snow equipment including personal protective clothing and equipment

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

- communication techniques
- factors and conditions that may impact search operations
- factors that impact avalanches including terrain
- first aid inclusive of the signs, symptoms and treatment of hypothermia
- memorandums of understanding, agreements and codes of practice

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- minimisation of environmental impact
- organisational documentation, policies and procedures including the procedures for cleaning and discarding equipment
- physical and psychological requirements
- signs and symptoms of stress
- snow equipment including personal protective clothing and equipment
- snow shelter construction techniques
- sources of information on weather and snow conditions
- survival techniques including food, water and shelter
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements including hazard identification, risk mitigation and safe working practices

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - at least two hazards which are applicable to taking part in activities in an alpine environment in variable weather and conditions
- relevant and appropriate materials, tools and personal protective clothing and equipment currently used in industry including
  - equipment used in alpine operations
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

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PUATEA001 Work in a team

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 with others whilst making a positive contribution to the effectiveness and efficiency of a team in a work environment, when under direct supervision. Limited responsibility towards others is required.

The unit applies to personnel working in public safety and is particularly pertinent to new staff in assisting with integration into the team culture of the organisation.

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

Pre-requisite Unit

Not applicable

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Contribute to team activities	**1.1** Roles and responsibilities of team members are recognised
	1.2 Contribution is made to identifying team goals and objectives

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	1.3	Work activities are completed to required standards and within stated timeframes, in accordance with organisational policies and procedures
	1.4	Assistance in the completion of tasks is requested from other team members
	1.5	Team members are assisted to ensure efficient and safe completion of tasks, in accordance with organisational policies and procedures
	1.6	Participation by team members is encouraged and acknowledged
	1.7	Changes in allocated roles and responsibilities are implemented, in accordance with organisational procedures
	1.8	Team meetings are attended regularly, punctually and are contributed to, in accordance with organisational procedures
2 Share knowledge and information	**2.1**	Information related to work is communicated with team members to enable efficient completion of tasks, in accordance with the organisational policies and procedures
	2.2	Knowledge and skills are shared between team members
3 Give and receive support to or from team members	**3.1**	Feedback or assistance is given to other team members in an appropriate and timely manner
	3.2	Team members are supported in achieving organisational goals
	3.3	Feedback from other team members is acted upon, in accordance with 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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUATEA001B Work in a team.

Links

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Assessment Requirements for PUATEA001 Work in a team

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- attending and working in a variety of team situations
- completing organisational documentation
- contributing to organisational goals and team activities, team meetings and the achievement of tasks consistent with goals
- displaying interpersonal skills and encouraging team members
- following instructions
- following organisational policies and procedures
- giving and receiving support to and from team members
- identifying work conditions and types of activities to be undertaken
- listening and using a variety of communication skills
- providing appropriate suggestions, feedback and information to team members
- reporting information
- requesting assistance from appropriate personnel
- sharing knowledge and information

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

- composition of teams including roles and responsibilities of members
- nonoperational and operational communication processes
- organisational documentation, policies and procedures
- organisational goals and activities
- potential work task conditions
- techniques for assisting and supporting others
- techniques for giving and receiving feedback in a constructive manner
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

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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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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

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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

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

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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

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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

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Assessment Requirements for PUATEA002 Work autonomously

Modification History

Release 1. This is the first release of this unit of competency in the 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

- accepting work task or activity responsibilities
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing the impact of legal requirements on activities
- carrying out team leader responsibilities including coaching and mentoring team members
- communicating performance expectations including providing feedback
- completing a range of organisational documentation
- conducting debriefings
- conveying work activity or task instructions and directions
- encouraging and monitoring team members' performance
- following organisational policies and procedures
- identifying and undertaking work activities
- identifying conditions and working area impacts
- implementing team building activities
- maintaining team performance
- offering informal performance counselling
- performing operational and nonoperational activities
- representing and reporting issues to management
- scoping of allocated tasks
- setting goals, identifying tasks, allocating duties, rosters and responsibilities
- setting performance requirements

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

- impact of performance issues
- legal requirements and ramifications of team activities
- methods of setting performance expectations and monitoring performance
- organisational documentation, policies and procedures

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- possible work areas and conditions
- requirements for documenting team performance and work activities or tasks
- scope of operational and nonoperational activities
- team dynamics
- team members' duties and responsibilities including team leader responsibilities
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including personal safety, safety of others, duty of care responsibilities and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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, 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

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PUATEA003 Lead, manage and develop teams

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 achieve organisational objectives and working relationships through leading, managing and developing individuals and teams.

The unit applies to public safety personnel who have a management and/or leadership role that includes basic human resource functions and responsibilities for the ongoing development of a team.

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.

PUATEA002 Work autonomously

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

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outcomes.		demonstrate achievement of the element.
1	**Develop and maintain a team**	
	1.1	Work contributions or suggestions from team members are continually sought and encouraged
	1.2	Contributions to team operations are acknowledged and suggestions are dealt with constructively
	1.3	Team members' skills are used and developed according to organisational work requirements
	1.4	Team members are consulted about implementing new organisational work practices
2	**Communicate objectives and required standards**	
	2.1	Team members are provided with up to date information about work task objectives and standards required by the organisation
	2.2	Team members' understanding and application of work task objectives and organisational standards are monitored
	2.3	Organisational standards and values relating to equal employment opportunity, antidiscrimination and workplace harassment are modelled and promoted to team members
3	**Manage and improve performance of teams and individuals**	
	3.1	Team development plans are based on identified strengths and weaknesses of team members
	3.2	Regular and constructive feedback on all aspects of work performance is provided to individuals and the team
	3.3	Performance is assessed and addressed, in accordance with organisational policies and procedures
4	**Support and participate in development activities**	
	4.1	Training needs of individuals and the team are identified and assessed, in accordance with organisational policies and procedures
	4.2	Action plans to meet individual and team training and development needs are created, agreed with relevant personnel and are implemented
	4.3	Training is provided to individuals and teams, in accordance with organisational requirements and standards to meet identified needs

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	4.4	Team members are encouraged and supported to attend training and to undertake other development opportunities
	4.5	Coaching and mentoring are utilised to address identified needs as team and individual development tools
5 Provide leadership to individuals and teams	**5.1**	Team function and the goals of the organisation are communicated to the team
	5.2	Participative decision making is used to develop, implement and review the work of the team and to allocate responsibilities
	5.3	Opportunities are given to individuals and teams to develop new and innovative work practices and strategies
	5.4	Delegation of tasks and activities to individuals and team members is undertaken, in accordance with organisational policies and procedures
	5.5	Allocated tasks are within the competence of team members and are supported with appropriate authority, autonomy and training
6 Manage difficulties to achieve positive outcomes	**6.1**	Potential or actual conflict between team members or between self and other individuals is recognised and addressed, in accordance with organisational procedures
	6.2	Difficulties in achieving organisational outcomes are identified, analysed and solutions are developed and communicated to appropriate personnel
	6.3	Individuals experiencing difficulties which cannot be addressed within the team are referred to appropriate personnel, in accordance with organisational policies and procedures
7 Create and maintain conditions for productive work	**7.1**	Work environment is monitored to ensure it is maintained, in accordance with organisational standards
	7.2	Improvements to the working environment are recommended and implemented, where possible
	7.3	Workplace hazards are identified and managed to maintain safe working conditions

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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 PUATEA003B Lead, manage and develop teams.

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

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Assessment Requirements for PUATEA003 Lead, manage and develop teams

Modification History

Release 1. This is the first release of this unit of competency in the 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

- allocating tasks and activities
- applying conflict resolution and negotiation techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including recognising and managing hazards
- assessing team and individual training needs
- communicating organisational objectives and standards
- completing organisational documentation
- consulting team members developing and maintaining a team including creating productive work conditions
- displaying and using interpersonal skills including coaching and mentoring
- following organisational policies and procedures
- identifying and meeting organisational objectives and performance requirements
- leading and supervising individuals and teams including managing and improving the performance of teams and individuals
- managing team and individual difficulties to achieve positive outcomes
- providing constructive feedback and leadership to individuals and teams
- supporting and participating in development activities

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

- courses and opportunities for training and development
- industrial awards and agreements
- organisational documentation, policies and procedures
- organisational human resource and personnel practices and guidelines
- organisational training standards
- principles related to team operations, leadership and human resource management
- protocols and organisational standards, including legislative, related to work group activities

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- roles and responsibilities of organisational personnel
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including hazard identification and 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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

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PUATEA004 Work effectively in a public safety organisation

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 manage own work and work with other personnel in public safety organisations.

The unit applies to personnel who work in public safety organisations and who are responsible for managing their own work priorities and who also work with others.

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

Pre-requisite Unit

Not applicable

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage own work	**1.1** Instructions are identified, acknowledged and implemented, in accordance with organisational procedures
	1.2 Factors affecting work requirements are identified, their impact is assessed and action is taken to ensure work requirements are met

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	1.3	Work load is assessed and priorities are set within allocated timeframes
	1.4	Own work is monitored to ensure compliance with organisational procedures and requirements
	1.5	Need for additional support is communicated clearly to appropriate personnel, in accordance with organisational procedures
	1.6	Tasks are completed and results are achieved with minimum supervision
	1.7	Workplace conduct is in accordance with organisational policies, procedures and standards
2 Develop and maintain own expertise	**2.1**	Workplace information is accessed and clarification is sought, as required
	2.2	Currency of required licences and certificates for work is maintained
	2.3	Training and development needs relevant to area of work are identified in conjunction with the supervisor and is followed up with relevant personnel
	2.4	Training and development programs are participated in to ensure level of expertise meets organisational requirements
3 Maintain work effectiveness	**3.1**	Organisational policies and procedures relating to work performance are applied and issues with own wellbeing or performance are discussed with supervisor or relevant personnel
	3.2	Signs of personal stress are recognised and appropriately managed and action is taken to ensure continued effectiveness
	3.3	Peer support is sought in maintaining work requirements
4 Promote cooperation	**4.1**	Responsibilities and duties are performed in a positive manner to promote cooperation and good working relationships
	4.2	Communication with others is conducted in a courteous manner appropriate to the purpose, situation and relationship with the receiver

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	4.3	Problems and conflicts are recognised and resolved through agreed and accepted organisational processes and procedures
	4.4	Contributions of individuals of different age, gender, social and cultural backgrounds are recognised and utilised
5 Contribute to improving workplace and quality of outcomes	**5.1**	Workplace issues are raised with appropriate personnel and contributions are made to resolving issues, in accordance with organisational procedures
	5.2	Work related meetings and committees are attended or contributed to in line with level of responsibility
	5.3	Suggestions for improvements in work practices and procedures are made to the supervisor or relevant personnel
	5.4	Agreed changes to improve work outcomes are implemented, in accordance with 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 PUATEA004D Work effectively in a public safety organisation.

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

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Assessment Requirements for PUATEA004 Work effectively in a public safety organisation

Modification History

Release 1. This is the first release of this unit of competency in the 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

- accessing and interpreting organisational or workplace information and instructions
- communicating with persons of different ages, cultures, genders, and language backgrounds including speaking to groups
- completing documentation
- contributing to improving organisational or workplace quality of outcomes
- developing and maintaining own expertise whilst maintaining effectiveness
- identifying and communicating concerns about own fitness and/or stress
- identifying training and development opportunities
- implementing organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- managing and monitoring own work whilst applying organisational standards to performance
- participating in meetings and committees including promoting cooperation and using conflict and negotiation resolution processes

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

- appropriate training and development programmes
- communication methods and strategies
- conflict resolution and negotiation strategies
- factors that impact work conditions
- factors which can affect performance including
  - contingencies
  - impact of emergencies or incidents
  - personnel available to assist
  - timeframes
  - work demands

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- implications of change in the organisation or workplace on own job including
  - new or amended legislation
  - new organisational restructures
  - new personnel
  - new technology including new communication systems implementation of new work practices and services
- implications of external change on the organisation including
  - changes from international, national or state and territory level
  - changes to legislation
  - changes to organisational policies and procedures
  - community expectations
  - political changes
- organisational documentation, policies and procedures including
  - environmental management and sustainability
  - legislation relevant to organisation and the operation or incident response
  - operational, corporate and strategic plans
  - performance standards
  - quality standards
  - roles and responsibilities
  - Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- potential effects of not meeting work activity or task commitments
- principles of participating and managing meetings
- signs and symptoms of stress
- structure and function of organisational or workplace committees

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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

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equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

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PUATEA005 Manage own professional performance

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 manage own professional performance and to perform ethically and with the integrity required to ensure the public's confidence.

The unit applies to personnel working within a public safety environment where the principles of own professional management apply. It includes modelling high standards of personal performance, ethics and integrity, reviewing and monitoring own performance, developing and maintaining ongoing personal competence, managing personal work priorities, assisting and supporting other personnel and maintaining physical and emotional health.

Individuals must operate within the law through complying with organisational policies and procedures. However, work in dangerous and fluid environments requires that they act independently and manage their own performance.

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

Pre-requisite Unit

Not applicable

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Model high standards of personal performance, ethics and integrity**	**1.1**	Own performance standards are consistently demonstrated to serve as a role model for others
		1.2	Personal and professional integrity is maintained to engender confidence and respect from others
		1.3	Commitment to laws and organisational policies, procedures and objectives is constantly demonstrated
		1.4	Breaches of organisational codes of ethics or practices are recognised and reported, in accordance with organisational procedures
2	**Review and monitor own performance**	**2.1**	Required personal and professional performance standards are identified and acknowledged
		2.2	Self-assessment and reflection is regularly used to monitor performance against established standards and to accurately identify personal strengths and weaknesses
		2.3	Formal and informal performance feedback is regularly sought and acted upon, in accordance with organisational procedures
		2.4	Tasks are carried out to achieve outcomes in a manner that minimises resource usage
3	**Develop and maintain ongoing personal competence**	**3.1**	Currency of professional operational competencies is maintained
		3.2	Personal development strategies are identified, planned and implemented and results are evaluated, in accordance with organisational procedures
		3.3	New organisational developments are identified and required competencies are acquired and applied
4	**Manage personal work priorities**	**4.1**	Jobs or tasks are prioritised and undertaken, in accordance with team goals
		4.2	Competing demands are assessed and organised within time constraints to achieve individual, team and organisational priorities
		4.3	Operational and self-development needs are balanced within the work environment

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5	**Assist and support other personnel**	**5.1**	Informative and constructive feedback is provided to other personnel in a positive manner
		5.2	Productive and harmonious work environment is promoted through interaction with others
		5.3	Encouragement, support and advice is provided to personnel, in accordance with organisational protocols
6	**Maintain physical and emotional health**	**6.1**	Levels of personal, physical and emotional health are routinely monitored and appropriately managed
		6.2	Support is sought to enable identification and implementation of positive alternatives to personal problems

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 PUATEA005A Manage own professional performance.

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

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Assessment Requirements for PUATEA005 Manage own professional performance

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting and supporting other personnel to meet organisational procedures
- communicating with others
- developing and maintaining ongoing personal competence
- following organisational policies and procedures
- maintaining high levels of personal presentation including dress code, manners and respect
- maintaining high levels of professional ethics and integrity in work practices including dealing with and responding to issues or events that challenge professional ethics
- maintaining personal health and stress that enables optimum operational performance
- maintaining professional performance standards consistently
- managing personal and work priorities
- planning and implementing personal improvement plans
- recognising, accurately assessing and acknowledging personal strengths and weaknesses
- reporting breaches of integrity and behaviour to appropriate personnel
- reviewing and monitoring own performance
- seeking out and responding to feedback related to personal performance
- working in a team environment including within time constraints to achieve individual, team and organisational priorities

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 include knowledge of

- acceptable and non-acceptable behaviour and practices
- breaches of professional ethics and procedures for dealing with
- communication techniques
- factors pertaining to role that impacts on personal health and stress
- internal and external professional support and development mechanisms

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- methods for assessing and reviewing personal performance and for planning and implementing personal improvement strategies
- organisational documentation, policies and procedures including codes of practice and ethics
- professional integrity and organisational behaviour standards
- team dynamics and its impacts on personal work performance
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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

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PUATEA006 Lead a functional unit at an incident

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 a functional unit in a supporting function within an Incident Management Team.

A function is a defined grouping of related tasks and activities addressing core responsibilities of the Incident Controller. The work of a function is performed under the direction of a Functional Officer who reports to the Incident Controller. Functions are further divided into defined units (a functional unit) under the leadership of a unit leader reporting to a functional officer.

The unit of competency addresses the leadership, management and communication skills required to lead a functional unit in an operational environment. It includes establishing a functional unit, leading and managing a functional unit, communicating effectively within an incident environment and monitoring and reviewing a functional unit.

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

Pre-requisite Unit

Not applicable

Competency Field

Teamwork

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish functional unit	**1.1** Initial briefing, including information needed to lead the functional unit, is obtained from the Functional Officer

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			and the Incident Controller's intent is confirmed
		1.2	Functional unit objectives and tasks are identified
		1.3	Functional unit structure is developed, and resources required to perform activities are determined and sought
		1.4	Safe work practices and health and welfare arrangements for work area are established and monitored
2	**Lead and manage functional unit**	**2.1**	Functional unit tasks are delegated based on an understanding of personnel and their capability, meetings are held, and briefings are given
		2.2	Additional information, equipment and resources are obtained, as required
		2.3	Performance of unit personnel is monitored, and support provided, as required
		2.4	Progress towards completion of tasks and achievement of objectives is monitored and work is adjusted and reallocated, as required
		2.5	Reports are provided through the chain of command
		2.6	Document and record management systems are established and maintained in accordance with organisational procedures
		2.7	Log of activities and decisions is maintained, in accordance with organisational procedures
		2.8	Injuries, accidents or near misses involving unit personnel are reported and critical incident support services for the unit are requested, in accordance with organisational procedures
3	**Communicate effectively within incident environment**	**3.1**	Information sources and users required to perform, and support unit activities are
		3.2	Communication is undertaken with information sources and users
		3.3	Information received is recorded, clarified, confirmed, interpreted and accurately communicated and/or reported

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		3.4	Procedures are implemented and followed when using communications systems during incident
		3.5	Information flows between own unit and other units and functions is established and maintained to support shared situational awareness
4	**Monitor and review functional unit**	**4.1**	Functional unit activities are monitored and reviewed to determine the ongoing need for retaining the unit in support of the incident management team
		4.2	Unit objectives and task requirements are monitored and reviewed to ensure ongoing relevance and timeliness as incident situation changes
		4.3	Functional unit is demobilised, in accordance with incident demobilisation plan
		4.4	Briefings and debriefings are conducted, as required
		4.5	Performance of functional unit is reviewed, and a report is provided, in accordance with organisational requirements

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

New unit, there is no equivalent unit.

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

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Assessment Requirements for PUATEA006 Lead a functional unit at an incident

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

- applying Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing reports
- conducting briefings and debriefings
- conducting meetings and preparing agendas
- delegating tasks to individuals within the unit
- demobilising functional unit
- identifying equipment and resources required by the unit
- implementing organisational policies and procedures
- maintaining a log of activities and decisions
- managing and leading a team including delegating responsibilities and tasks, monitoring performance, providing feedback and acting to ensure completion of functional unit requirements
- reporting injuries, accidents and near misses
- seeking, processing and communicating information using and maintaining a records management system
- working and liaising with the incident management team and external stakeholders

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

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- communication methods
- communication requirements for stakeholders
- demobilisation of functional unit
- equipment and resources for a functional unit
- incident documentation, record management systems and the management of information organisational documentation, policies and procedures including welfare arrangements

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- procedures for meetings including agendas
- processes for conducting briefings and debriefings
- processes for monitoring functional unit progress
- report requirements and obligations
- team leadership and management including awareness of how personnel may react in incident response situations, basic principles of unit and team coordination, leadership practices, factors affecting decision making, maintenance of personal and shared situational awareness within the team and techniques for listening and questioning
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 activities, exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, 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

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PUAVEH001 Drive vehicles under operational conditions

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 drive vehicles safely, including the systematic and safe control of all vehicles' functions and the management of hazardous situations under operational conditions.

The unit is applicable to public safety personnel who are required to operate vehicles both on and off road during public safety operations.

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

Pre-requisite Unit

Not applicable

Competency Field

Vehicles

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare vehicle for operational response	**1.1** Vehicle is selected to meet operational requirements and is suitable for use in operational terrain
	1.2 Preliminary check of the vehicle is completed to ensure it is operational

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	1.3	Equipment and accessories are checked to ensure they are available and are operational
	1.4	Cabin drill and start up checks are completed, in accordance with organisational procedures and operational standards
	1.5	Engine is started, in accordance with manufacturers' specifications
	1.6	Audible and visual warning systems are checked to ensure that they are all operational
2 Drive the vehicle	**2.1**	Vehicle is prepared for and is safely operated in terrain suitable to the vehicle
	2.2	Vehicles and/or trailers are operated and positioned, in accordance with organisational policies and procedures to ensure safe operation and traffic regulations
	2.3	Low risk driving techniques are used, in accordance with organisational policies and procedures, to minimise the likelihood of injury to persons or damage to equipment or property
3 Monitor traffic, road and terrain under operational conditions	**3.1**	Vehicle movement is controlled in response to external conditions to ensure safety of persons
	3.2	Most efficient route for travel is taken including monitoring factors likely to cause delays or deviations
	3.3	Traffic and surface conditions are consistently monitored and acted upon to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and/or facilities

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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

cabin drill must include	• adjustment of seats • all crew seated and/or restrained • dash layout • gauges • mirrors and steering • radio on • seatbelts • warning lights

Unit Mapping Information

This unit replaces and is equivalent to PUAVEH001B Drive vehicles under operational conditions.

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

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Assessment Requirements for PUAVEH001 Drive vehicles under operational conditions

Modification History

Release 1. This is the first release of this unit of competency in the 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- checking and anticipating traffic hazards and taking appropriate action
- communicating with others
- conducting pre-operational checks including inspecting and preparing vehicle for operational response
- maintaining personal safety and awareness of traffic conditions and other road users
- modifying activities depending on differing operational contingencies, risk situations and environments
- monitoring performance of vehicle and taking appropriate actions, as required
- performing low risk driving techniques
- performing start ups and cabin drills

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

- ancillary equipment and accessories
- automotive systems
- cabin drills and start up checks
- causes and effect of fatigue on drivers including on road techniques
- emergency vehicle operating procedures
- environmental requirements for vehicles
- fatigue management techniques
- hazards and related low risk driving techniques
- local area knowledge
- manufacturers' specifications

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- operational conditions
- organisational documentation, policies and procedures
- other considerations including weather and adverse surfaces
- potential traffic conditions
- pre-operational checks carried out on vehicle and related actions including fuel, coolant, oil, pump, water, equipment and locker security, visual inspection of vehicle, operation of emergency warning devices such as lights and sirens, crew communication system and physical check or scan of gauges
- traffic legislation, rules and regulations including accident protocols and procedures and appropriate licences
- vehicle controls, indicators, instruments and gauges including tachometer, temperature, electrical charging, systems indicators including high beam turn signals and parking brakes, speedometer, oil pressure, brake warning lights, audible warning devices and water tank level indicator, where applicable
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 including
  - access to emergency vehicles
- 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 operations 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

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PUAWHS001 Follow defined work, health and safety policies and procedures

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 applying general work, health and safety requirements when in a workplace environment, excluding emergency incidents.

The unit is applicable to personnel within the public safety sector however, it is particularly relevant to new personnel who need to apply Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements in a public safety context.

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

Pre-requisite Unit

Not applicable

Competency Field

Work, Health and Safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Follow procedures for hazard identification and risk control	**1.1** Hazards in the work area are identified, controlled and reported on to designated personnel, in accordance with organisational procedures

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	1.2	Organisational procedures and work instructions for controlling risks are followed
	1.3	Organisational procedures for dealing with workplace emergencies are followed within duty of care responsibilities and competencies
2 Contribute to participative arrangements for WHS/OHS	**2.1**	WHS/OHS issues are raised with designated personnel, in accordance with organisational procedures and legislative requirements
	2.2	Contributions to participative arrangements in the workplace are made, in accordance with organisational procedures and duty of care responsibilities and competencies

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 PUAOHS001C Follow defined occupational health and safety policies and procedures.

Links

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Assessment Requirements for PUAWHS001 Follow defined work, health and safety policies and procedures

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating with others
- contributing to WHS/OHS participative arrangements including group meetings
- following organisational procedures for hazard identification, risk control and mitigation
- using communication technology to workplace requirements

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

- legislation and regulations
- organisational documentation
- organisational policies and procedures including hazard reporting, risk control and mitigation
- participative arrangements for Work Health and Safety (WHS)/Occupational Health and Safety (OHS)
- Safety Data Sheet (SDS) requirements
- types of hazards
- WHS/OHS organisational requirements
- WHS/OHS signs and symbols relevant to area of work
- workplace/area emergencies

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of

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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, 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, equipment specifications, 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

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PUAWHS002 Maintain safety at an incident scene

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 recognise potential health and safety risks and to then act to eliminate or control those risks at incident scenes and to prevent injury to self, other personnel or members of the public.

The unit is applicable to public safety personnel attending an incident scene and links to the individual's duty of care responsibility to maintain personal safety and to be aware of how actions affect the safety of others including team members, other agency/organisational personnel and the public.

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.

PUAFIR210 Prevent injury

Competency Field

Work, Health and Safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Determine hazards at incident site	**1.1** Site hazards affecting the safety of self or other personnel are identified, risks are assessed and are communicated with others at the scene
	1.2 Operational safety procedures are implemented, in accordance with organisational policies and procedures
	1.3 Duties are undertaken, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
2 Implement hazard controls at incident scene	**2.1** Hazards are identified, and mitigation procedures are selected, in accordance with organisational procedures
	2.2 Control measures are applied, reported and recorded, in accordance with organisational policies and procedures
	2.3 Changes in incident situation or conditions are reported immediately to designated personnel
	2.4 Hazard controls are monitored and communicated to relevant personnel to ensure continuing effectiveness
	2.5 Hazard control and risk mitigation measures are implemented with minimum damage to the environment, whilst maintaining safety of self and others
	2.6 Incident and/or accident scene is secured to preserve the scene and maintain public safety, in accordance with organisational policies and procedures
3 Maintain personal safety	**3.1** Personal protective clothing and equipment is selected and checked, in accordance with organisational procedures, to ensure it is operational prior to entry into incident situation
	3.2 Personal protective clothing and equipment appropriate to dealing with the hazard is worn and used, in accordance with organisational procedures and manufacturers' guidelines
	3.3 Water and food intake, rest breaks and shelter requirements are maintained
	3.4 Survival techniques and/or strategies are implemented, in accordance with organisational policies, procedures

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		and guidelines
4 Contribute to maintaining safety of other group members	**4.1**	Impact of own or others' actions on safety is considered and modified, as required
	4.2	Contact is maintained with group members, in accordance with organisational procedures
	4.3	Signals are correctly used, interpreted, confirmed and acted upon

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 PUAOHS002B Maintain safety at an incident scene.

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

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Assessment Requirements for PUAWHS002 Maintain safety at an incident scene

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating using non-verbal and verbal techniques
- determining hazards and assessing risks at incident site
- following organisational policies and procedures
- implementing hazard controls at incident scene
- maintaining safety at an incident scene including personal safety and contributing to the safety of other group members
- recording information, updating records and completing documentation
- using communication equipment
- using personal protective clothing and equipment
- working with others in a team

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

- awareness of incident hazards and hazard control equipment
- commonly encountered hazards and safety precautions to prevent injury
- concept of risk
- duty of care responsibilities and obligations
- factors that may affect safety at an incident which must require monitoring
- legislation and regulations
- means of relaying warnings to other personnel
- methods of hazard control
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- requirements for reporting
- roles and responsibilities at an incident scene

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- safety procedures and hazard equipment to prevent injury
- survival techniques and strategies at an incident
- work environments including incidents and response situations
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements 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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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
  - that demonstrate competency in maintaining personal safety and the safety of others
- 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 operation manuals.

Links

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PUAWHS003 Implement and monitor organisational work, health and safety policies, procedures and programs

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 implementing and monitoring Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) policies, procedures and safety awareness programs in the work place.

The unit is applicable to personnel who perform legislated or delegated roles within a public safety organisation and who are required to ensure WHS/OHS policy and procedures are implemented in specific teams and/or work groups.

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

Pre-requisite Unit

Not applicable

Competency Field

Work, Health and Safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Provide WHS/OHS information to work	**1.1** Relevant provisions of Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislation and codes of practice are accurately and clearly explained to team and/or work group

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		1.2	Information on organisational WHS/OHS policies, procedures and safety awareness programs are provided and are clearly explained to the team and/or work group
		1.3	Existing hazard information, risk assessment and control procedures are provided and is clearly explained to the team and/or work group
2	**Implement and monitor participative arrangements for management of WHS/OHS**	**2.1**	WHS/OHS procedures for team and/or work group consultation are implemented and monitored to ensure all members have an opportunity to contribute
		2.2	Issues raised through consultation resolved promptly or are referred to appropriate personnel for resolution, in accordance with organisational procedures
		2.3	Outcomes of consultations are communicated to the team and/or work group promptly
3	**Implement and monitor organisational procedures for controlling risks**	**3.1**	Existing and potential hazards in the workplace or area are identified and reported, in accordance with organisational procedures
		3.2	Organisational procedures to control risks are implemented and monitored by team and/or work group
		3.3	Existing risk control measures are monitored, and results are reported, in accordance with organisational procedures
		3.4	Existing risk control measures are reviewed, in accordance with the hierarchy of risk control and any variations are reported to designated personnel
		3.5	Inadequate resource allocation for implementation of risk control measures are identified and reported to designated personnel
4	**Implement organisational procedures for dealing with hazardous events**	**4.1**	Organisational procedures for dealing with hazardous events are implemented, as required, to ensure prompt control action is undertaken
		4.2	Hazardous events are investigated to identify cause of the event, in accordance with organisational procedures
		4.3	Control measures to prevent recurrence and minimise risk of hazardous events are implemented based on the

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		hierarchy of risk control or are referred to designated personnel for implementation
5 Implement and monitor organisational procedure for providing safety awareness training	**5.1**	Safety awareness training needs are identified from specified WHS/OHS competencies currently held by team and/or work group members
	5.2	WHS/OHS training needs are identified, and training arrangements are implemented, in consultation with relevant personnel
6 Implement and monitor organisational procedures for maintaining WHS/OHS records	**6.1**	WHS/OHS records for work place or area are accurately completed, in accordance with organisational requirements
	6.2	Information from WHS/OHS records is used to identify hazards and monitor risk control procedures within work place or area, in accordance with organisational procedures and duty of care responsibilities

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 PUAOHS003B Implement and monitor the organisation's occupational health and safety policies, procedures and programs.

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

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Assessment Requirements for PUAWHS003 Implement and monitor organisational work, health and safety policies, procedures and programs

Modification History

Release 1. This is the first release of this unit of competency in the 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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating information orally and in writing
- completing organisational documentation
- implementing and monitoring participative arrangements for the management of WHS/OHS organisational requirements
- implementing safety awareness programs
- providing WHS/OHS information and organisational policies, procedures and safety awareness programs to team and/or work group
- working with organisational policies and implementing and monitoring organisational procedures for identifying hazards and assessing risks, controlling hazards and risks, dealing with hazardous events, providing safety awareness training and maintaining WHS/OHS records

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

- duty of care obligations and responsibilities
- emergency services including contact details and availability
- hazardous events
- hierarchy of risk control including elimination of hazards, substitute hazard with something safer, isolate hazard from people, reduction of risk through engineering controls, reduction of exposure to hazard using administrative actions and use of personal protection clothing and equipment
- organisational documentation, policies and procedures including implementing accident investigations, completing accident reporting and dealing with hazardous event procedures
- principles and procedures relating to organisational Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) policies and procedures

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- provisions of WHS/OHS legislated requirements
- root cause analysis requirements
- safety awareness programs
- work place or area layout

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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, 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 policies and procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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PUAWHS004 Establish and maintain the work, health and safety system

Modification History

Release 2.0 This is the first release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit involves the skills and knowledge required to establish, maintain and evaluate a work, health and safety system in the work environment. This may require significant role or delegated authority to allow for implementation and review. It does not cover the broader implementation of an organisational wide Work, Health and Safety (WHS) /Occupational Health and Safety (OHS) policy.

The unit is applicable to personnel who have either a legislated or delegated responsibility to implement systems to meet organisational WHS/OHS policy requirements. While designed for public safety personnel this unit may be applied in a range of industries.

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

Pre-requisite Unit

Not applicable

Competency Field

Public safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Organise consultation process	**1.1** Personnel are identified and invited into the development and maintenance process
	1.2 Issues raised through consultation are handled, in accordance with organisational procedures
	1.3 Results from the consultation process are verified and made available to relevant personnel
	1.4 Consultative processes are flexible and consistent with representatives' requirements
2 Design WHS/OHS framework	**2.1** Hazards and risks are identified and confirmed, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislation and codes of practice
	2.2 Procedures for ongoing identification of hazards and risks are developed and integrated within the organisational WHS/OHS framework
	2.3 WHS/OHS policies are developed, in accordance with legislative requirements
	2.4 WHS/OHS responsibilities and duties are defined and incorporated into job/role descriptions and/or statements
	2.5 Resources are sourced and provided in a timely and consistent manner
	2.6 Measures to control risks are developed and implemented, in accordance with the hierarchy of risk control, WHS/OHS safety legislation and code of practice
	2.7 Interim solutions are implemented until a permanent control measure is developed
	2.8 Details of interim solutions are clearly recorded, in accordance with organisational policies and procedures and WHS/OHS legislation
3 Design and implement a WHS/OHS awareness training program	**3.1** Educational information about the WHS/OHS system is made available to all personnel
	3.2 Appropriate training is provided to all personnel to enable the implementation of safety procedures

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4 Establish, monitor and maintain WHS/OHS	**4.1**	A system for keeping WHS/OHS records is established, in accordance with legislative requirements
	4.2	Work activities are monitored to ensure that hazard identification, risk assessment and risk control procedures are adopted
	4.3	Hazard identification, risk assessment and risk control measures are reviewed, in accordance with the hierarchy of risk control and are reported to designated personnel
	4.4	Amendments to organisational procedures are undertaken through appropriate consultation
5 Establish and maintain a system for accident investigation	**5.1**	A safety management system is developed and implemented for reporting and investigating accidents and/or incidents, in accordance with organisational policies and procedures
	5.2	Training is provided to personnel responsible for accident investigation
	5.3	Organisational policies and procedures for reporting and investigating accidents and/or incidents are reviewed and updated, as required
6 Evaluate organisational WHS/OHS system and related policies, procedures and programs	**6.1**	Effectiveness of the WHS/OHS system and related policies, procedures and programs are assessed, in accordance with organisational safety policy
	6.2	Improvements to the WHS/OHS system are developed and implemented
	6.3	Compliance with WHS/OHS legislation and codes of practice is assessed to ensure legal requirements and organisational standards are maintained

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.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOHS004B Establish and maintain the occupational health and safety system.

Links

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Assessment Requirements for PUAWHS004 Establish and maintain the work, health and safety system

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating information designing a WHS/OHS framework
- developing and implementing WHS/OHS awareness training programs
- establishing, monitoring and maintaining WHS/OHS systems including accident investigation
- evaluating organisational WHS/OHS systems and related policies, procedures and programs
- organising consultation processes
- using management systems.

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

- communication methods and techniques
- consultative processes
- details of Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislation and codes of practice and their relevance to organisational operations
- hierarchy of control
- interim solutions
- management of system
- organisational documentation, policies and procedures
- relevant personnel
- resources

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- types of WHS/OHS training programs
- WHS/OHS organisational framework and policies
- WHS/OHS organisational requirements including risk mitigation and hazard identification
- WHS/OHS trends.

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 must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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 operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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AHCBER301 Work effectively in an emergency disease or plant pest response

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency covers the skills and knowledge required to work effectively within own area of responsibility while responding to an emergency disease or plant pest incursion.

The unit applies to personnel who have been appointed or engaged to undertake a role within an emergency disease or plant pest incursion response.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify information required	1.1 Access information about emergency disease or plant pest and appropriate response to apply during an emergency response 1.2 Use information to address specific work needs and identify further information requirements 1.3 Identify and access information and resources required from stakeholders
2. Carry out work	2.1 Communicate with stakeholders according to organisational procedures 2.2 Carry out work activities to conform to relevant legislation, regulations, procedures and codes of practice appropriate to work area and level of responsibility 2.3 Identify hazards and risks relevant to specific work being undertaken and respond as required
3. Manage own work	3.1 Interpret work instructions and seek clarification if inconsistencies are noted 3.2 Assess workload and prioritise competing demands to achieve personal, team and organisational goals and objectives 3.3 Communicate the need for physical and human resources clearly to appropriate person 3.4 Perform own role, responsibilities and duties in a positive manner to promote cooperation within the workplace 3.5 Respect the importance of own and others' roles in achieving organisational goals 3.6 Recognise personal symptoms of stress and its potential to impact on performance and take action to minimise negative effects 3.7 Report undue personal stress to appropriate person
4. Comply with biosecurity requirements	4.1 Identify biosecurity procedures relevant to own work area 4.2 Maintain personal protective equipment and fomites according to biosecurity procedures 4.3 Report biosecurity breaches immediately to appropriate person 4.4 Complete biosecurity records according to work area requirements
5 Adapt to change as required	5.1 Identify and asses any need for change in own work practices to reflect critical emergency issues or emerging trends 5.2 Discuss and seek agreement with senior staff if changes are required 5.3 Change own work practices where required and according to agreed arrangements 5.4 Apply a flexible approach that takes account of changing priorities and circumstances when implementing instructions for

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Element	Performance criteria
	changes to work practices 5.5 Monitor change to determine the effectiveness of revised work practices and advise senior staff members of findings

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO301A Work effectively in an emergency disease or plant pest response.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER301 Work effectively in an emergency disease or plant pest response

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- access and use information to determine appropriate response, work needs, and information and resources to be accessed from stakeholders
- carry out work activities to conform with national plan
- communicate with stakeholders
- identify hazards ad risks
- manage own work load and priorities
- interpret work instructions and seek clarification as needed
- recognise and respond to personal stress
- promote cooperation and respect within work team
- communicate the need for physical and human resources
- comply with biosecurity requirements for personal protective equipment and fomites, reporting biosecurity breaches and completing records
- adapt to and monitor change
- complete biosecurity records.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- AUSVETPLAN or PLANTPLAN, relevant standards, guidelines and protocols, and Nationally Agreed Standard Operating Procedures (NASOP) relating to an emergency disease or plant pest incursion response
- organisational procedures for communication in an emergency response
- common physical and human resources needed in an emergency response
- common work health and safety, and biosecurity hazards in an emergency response

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- personal protective equipment, and fomites relevant to emergency response
- signs of personal stress and potential impact on response
- techniques for prioritising work activities and time management
- techniques for managing own responses to change, and to personal stress
- communication principles for working effectively in teams, and reporting information
- records required to be kept during an emergency response.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER303 Carry out emergency disease or plant pest control procedures at infected premises

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out emergency disease or plant pest control activities at a site affected by an emergency disease outbreak or plant pest incursion.

The unit applies to personnel who undertake a role within an emergency disease or plant pest incursion response.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Prepare for emergency disease or plant pest control activities	1.1 Clarify work instructions received from infected premises (IP) site supervisor in preparation for carrying out control procedures 1.2 Select and prepare appropriate equipment and materials to undertake control activities in line with IP site supervisor's work instructions and associated safety requirements 1.3 Select and prepare personal protective equipment (PPE) 1.4 Identify animal welfare considerations if dealing with an emergency disease
2. Carry out emergency disease or plant pest control activities	2.1 Implement control activities in line with work instructions, work health and safety requirements and standards and protocols 2.2 Maintain a log of activities carried out on the IP in accordance with instructions from IP site supervisor 2.3 Use PPE as instructed by IP site supervisor 2.4 Give and receive work instructions within own area of responsibility
3. Check and adjust emergency disease or plant pest control activities	3.1 Check control activities within own area of responsibility regularly to ensure compliance with work instructions, work health and safety requirements and standards and protocols 3.2 Provide reports to IP site supervisor as required 3.3 Report any variations from work instructions and standards and protocols, or failure to achieve objectives to IP site supervisor and undertake remedial action within own scope of authority 3.4 Communicate any recommendations for adjusting work instructions to IP site supervisor

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO303A Carry out emergency disease or plant pest control procedures at infected premises.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER303 Carry out emergency disease or plant pest control procedures at infected premises

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare for control activities
- follow infected premises (IP) site supervisor instructions
- identify animal welfare concerns
- select, prepare and use personal protective equipment (PPE)
- apply biosecurity principles and work health and safety practices in implementing, monitoring and reporting on variations to control activities
- implement control activities
- monitor, review and report on control activities within area of own responsibility, for compliance and effectiveness
- undertake remedial action within own scope of authority
- provide reports to IP site supervisor on variations to activities, failure to meet objectives and recommendations for adjustments to work instructions
- communicate effectively with IP site supervisor and when giving and receiving work instructions to others
- maintain log of activities as required.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- common control activities associated with emergency disease and plant pest control procedures at infected premises (IP)
- objectives and work instructions commonly associated with IP control responses
- own work role and responsibilities within an IP control response

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- animal welfare guidelines relevant to the species, disease and IP environment if animals are under control procedures
- PPE gear commonly used in IP control response
- biosecurity principles commonly associated with an IP control response
- safe work practices applicable to work role and responsibilities in an IP environment
- reporting templates and requirements for logging control activities
- communication principles used in giving, receiving and clarifying instructions, and reporting on control activities.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER304 Carry out movement and security procedures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to implement appropriate procedures to restrict the movement of vehicles, personnel, products, livestock and plant material in relation to managing an emergency disease or plant pest incursion.

The unit applies to personnel who have been appointed or engaged to undertake a role within an emergency disease of plant pest incursion response.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to carry out	1.1 Identify specific movement and security procedures to be carried

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Element	Performance criteria
movement and security procedures	out, including times and locations of operations from work instructions 1.2 Obtain personal protective equipment required for particular procedures to be carried out and check for serviceability and use 1.3 Obtain documentation required to carry out specific procedures 1.4 Obtain resources required to carry out specific procedures and check for serviceability and use
2. Carry out movement and security procedures	2.1 Establish a traffic check point according to work instructions 2.2 Monitor movement of vehicles, personnel, products, livestock or plant material through declared areas in line with requirements 2.3 Issue and check permits according to standards and protocols 2.4 Take action in accordance with standards and protocols where vehicles are determined to be carrying personnel, products, livestock or plant material without a valid permit 2.5 Maintain close liaison with external security providers as required 2.6 Use personal protective equipment where required 2.7 Decontaminate resources appropriately where required
3. Check and adjust movement and security procedures	3.1 Check application of movement and security procedures regularly within own area of responsibility to ensure consistency, currency and ongoing effectiveness 3.2 Report any variations in consistency, currency and ongoing effectiveness or failure to achieve objectives to appropriate authorities and undertake remedial action within own scope of authority 3.3 Communicate any recommendations for adjusting movement and security procedures to supervisor and appropriate authorities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO304A Carry out movement and security procedures.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER304 Carry out movement and security procedures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must undertake movement and security procedures including establishing a traffic check point and monitoring the movement of vehicles and issuing permits.

The candidate must demonstrate that they can:

- determine logistics and required documentation applicable to specific movement and security operations
- obtain and check any resources and personal protective equipment (PPE)
- establish and operate traffic checkpoint
- issue and check permits
- respond to vehicles without valid permit for load being transported as appropriate to standards and protocols
- liaise with external security providers
- use PPE and decontaminate resources as required
- monitor, review and report on application of movement and security procedures within area of own responsibility
- undertake remedial action within own scope of authority
- provide reports on variations to appropriate authorities in consistency, currency and ongoing effectiveness or failure to achieve objectives
- communicate recommendations on adjusting movement and security procedures to supervisor and appropriate authorities.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- movement and security procedures commonly associated with movement and security controls during a disease or plant pest incursion
- AUSVETPLAN or PLANTPLAN, and other relevant standards and protocols to determine:

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- permits and documentation associated with implementing movement and security procedures
- action required for any vehicle without a valid permit
- biosecurity principles associated with movement and security procedures, use of PPE gear, and need for decontamination
- safe work practices
- objectives and work instructions associated with movement and security procedures
- own work role, responsibilities and scope of authority in implementing movement and security procedures
- decontamination procedures for PPE and resources
- reporting templates
- communication principles used in operating a traffic control point, issuing permits and documentation, and reporting to supervisor and appropriate authorities.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER401 Plan and supervise control activities on infected premises

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to supervise others in the range of activities required on infected premises (IP).

The unit applies to personnel who have been appointed or engaged to undertake a role within an emergency disease or plant pest incursion response. Work is generally carried out under general instructions from the IP operations manager.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Plan emergency disease or plant pest control activities on an IP	1.1 Plan emergency disease or plant pest control activities under direction from IP operations manager and in consultation with property owner or manager and taking into consideration environmental values that need to be protected 1.2 Confirm all IP procedures with IP operations manager and communicate to property owner or manager 1.3 Develop a schedule for implementation of emergency disease or plant pest control activities and request resources required for planned activities 1.4 Establish reporting processes 1.5 Establish staff rosters to support activities in a cost-effective manner and with minimal stress on personnel
2. Supervise emergency disease or plant pest control activities	2.1 Assign personnel to team leader and worker positions required by IP operations functions to be performed and give directions for tasks to be performed 2.2 Conduct emergency disease or plant pest control activities with ongoing consultation with IP operations manager and property owner or manager 2.3 Supervise emergency disease or plant pest control activities to ensure that they are cost-effective, make effective use of resources and avoid unnecessary property damage and livestock or crop destruction 2.4 Monitor valuations of materials requiring destruction, use of plant, equipment and materials and all IP service provision to ensure they adhere to relevant standards, national plans, protocols and contract requirements 2.5 Monitor supplies of materials and resources to ensure that they are adequate to meet needs of control activities 2.6 Maintain an incident log that includes details of all activities undertaken as well as contractors' hours and performance 2.7 Supervise and motivate personnel to carry out specific emergency disease or plant pest control activities to the standard required
3. Check effectiveness of emergency disease or plant pest control activities	3.1 Monitor effectiveness and progress of control activities and compare with planned objectives 3.2 Carry out inspections of teams on site with sufficient regularity to ensure that standards are applied in line with required standards and protocols 3.3 Provide progress reports to IP operations manager according to agreed reporting schedule and format 3.4 Keep records as required by standards and protocols
4.1 Revise site-specific emergency disease or	4.1 Revise control activities as required to address relevant protocols, maintain cost-effectiveness including appropriate resource

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Element	Performance criteria
plant pest control activities	allocation and to contain wider impacts 4.2 Communicate revisions to activities promptly To Local Control Centre (LCC)

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO401A Supervise activities on infected premises.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER401 Plan and supervise control activities on infected premises

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- consult with infected premises (IP) manager and property owner or manager on planning and implementation matters
- plan control activities for emergency disease or plant pest control response:
- schedule implementation of control activities
- identify IP procedures required, and confirm with IP manager
- request resources required for planned activities
- establish reporting processes
- establish staff rosters
- communicate with property owner or manager on IP procedures
- supervise and motivate personnel to carry out control activities to standards and protocols required, and confirm with on-site inspections of teams
- monitor supplies of materials and resources and maintain to meet needs of control activities
- monitor all IP service provision for adherence to standards, protocols and contractual arrangements
- maintain incident log, and records of control activities
- monitor control activities for value for money, and minimal impact on property, effectiveness and progress against planned objectives
- report on progress of control activities against plan to IP operations manager
- revise control activities as required to address relevant protocols whist maintaining cost effectiveness and wider impacts
- communicate revisions to control activities to Local Control Centre (LCC).

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Knowledge Evidence

The candidate must demonstrate knowledge of:

- AUSVETPLAN or PLANTPLAN, relevant standards, guidelines and protocols, and Nationally Agreed Standard Operating Procedures (NASOP) that guide development and implementation of IP control plan, contractual arrangements and control procedures
- planning processes
- communication principles used for consultation, providing information, reporting, and in interacting with personnel
- supervisory and monitoring practices used with personnel
- techniques for motivating personnel
- contractual arrangements
- reporting requirements
- processes for planning, scheduling, monitoring progress and costs.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER402 Carry out field surveillance for a specific emergency disease or plant pest

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out field surveillance for a specific emergency disease or plant pest.

The unit applies to personnel who have been appointed or engaged as part of a field surveillance team to undertake a role within an emergency disease or plant pest incursion response. Field surveillance teams work under instructions from the control centre.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They use discretion and judgement in the selection, allocation and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Look for signs of a specific emergency disease or plant pest	1.1 Receive and confirm work instructions from surveillance coordinator or other appropriate authority 1.2 Identify signs of an emergency disease or plant pest, collect appropriate samples for testing, and gather evidence to support a diagnosis according to relevant standards and protocols 1.3 Access appropriate available expertise to assist in diagnosis 1.4 Collect, handle, package and dispatch diagnostic samples according to relevant standards and protocols
2. Respond to an emergency disease or plant pest	2.1 Alert surveillance coordinator when signs of an emergency disease or plant pest are found 2.2 Take appropriate measures to immediately contain emergency disease or plant pest according to instructions from control centre and relevant guidelines 2.3 Collect information relevant to management of emergency disease or plant pest outbreak and report to surveillance coordinator 2.4 Give directions and warnings to property owners or persons in charge about suspected emergency disease or plant pest 2.5 Conduct personal decontamination and, where appropriate, equipment and vehicle decontamination according to relevant standards and protocols for emergency disease or plant pest

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO402A Carry out field surveillance for a specific emergency disease or plant pest.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER402 Carry out field surveillance for a specific emergency disease or plant pest

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- undertake field surveillance for specific disease or plant pest as directed
- report findings of specific disease or plant pest along with samples and evidence to support find
- follow relevant standards and protocols to identify and report findings
- use appropriate available expertise to assist in identification and diagnosis
- follow relevant standards and protocols in collection, handling, packaging and despatch of samples
- contain emergency disease of plant pest as directed by control centre and relevant guidelines
- collect and report information relevant to management of outbreak to surveillance coordinator
- give directions and warnings to property owners or person in charge re the suspected presence of emergency disease or plant pest
- decontaminate self and where appropriate equipment and vehicles.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- standards, guidelines and protocols for the emergency disease or plant pest
- signs of specific disease or plant pest which is the subject to surveillance
- emergency disease or plant pest surveillance procedures for:
  - collecting and handling samples and supporting evidence of diagnosis
  - reporting findings and information that may help in control response
  - containment of outbreak

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  - personal and general decontamination
- process for locating expertise
- communication principles for providing direction and warnings to property owners and managers, liaising with disease or plant pest experts, and reporting to surveillance coordinator.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER501 Manage active operational emergency disease or plant pest sites

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage active operational emergency disease or plant pest sites.

The unit applies to personnel who have been appointed or engaged to undertake a role within an emergency disease or plant pest incursion response.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They analyse information and demonstrate deep knowledge in a specific technical area. They analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Plan control procedures across the declared area	1.1 Conduct planning and consultation with stakeholders and field personnel 1.2 Conduct planning in line with relevant standards, protocols and guidelines, and according to instructions from operations director 1.3 Identify, obtain, schedule, prioritise and deploy required resources 1.4 Identify work health and safety requirements and hazards associated with implementing control procedures and ensure appropriate action is taken to minimise risks to self and others 1.5 Identify criteria for implementing control procedures which satisfy relevant standards and protocols with minimal livestock or crop destruction and property damage 1.6 Prepare contingency plans for effective control of emergency disease or plant pest
2. Manage the implementation of control procedures	2.1 Coordinate control procedures to achieve effective emergency disease or plant pest control outcomes 2.2 Maintain ongoing consultation and communication links with all stakeholders, field staff, property owners or managers and others in control centre 2.3 Implement control procedures and services supplied under contract 2.4 Prepare and submit written and verbal reports as required
3. Monitor and review the effectiveness of control procedures	3.1 Monitor personnel to ensure that they are achieving specified objectives 3.2 Monitor supply of resources for appropriateness and availability 3.3 Monitor implementation of control procedures to ensure cost-effective compliance with relevant standards and protocols 3.4 Review priorities for emergency disease or plant pest control operations, and confirm or revise as appropriate
4 Implement review findings	4.1 Revise control activities as required 4.2 Advise relevant stakeholders and personnel of revisions to control activities promptly for implementation

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO501A Manage active operational emergency disease or plant pest sites.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER501 Manage active operational emergency disease or plant pest sites

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- apply standards, guidelines, protocols and legislation in:
  - planning control procedures
  - resourcing the control plan
  - addressing work health and safety requirements
  - determining criteria for implementing control procedures
  - contracting services
  - monitoring implementation of control procedures for cost effectiveness
  - monitoring, reviewing control operations and revising priorities as part of managing active emergency disease or plant pest sites
- plan and resource control procedures, and contingency plans
- engage with stakeholders and field personnel in planning process
- engage with stakeholders, field staff, property owners/managers and others in control centre throughout the control period
- manage and monitor implementation of control procedures
- monitor personnel against specified objectives
- monitor supply of resources
- review priorities and revise as appropriate after consultation
- review control activities as required and communicate to stakeholders and personnel.

Knowledge Evidence

The candidate must demonstrate knowledge of:

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- AUSVETPLAN or PLANTPLAN, and relevant standards, guidelines and protocols, and Nationally Agreed Standard Operating Procedures (NASOP)
- incident control management procedures
- the requirements of relevant commonwealth, state and territory legislation
- relevant public sector policies, practices and constraints in relation to emergency disease or plant pest management
- techniques for monitoring and reviewing control procedures, and resource expenditure
- advanced communication principles to consult and communicate with a range of stakeholders and the control centre
- project management principles.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER502 Manage the implementation of an emergency disease or plant pest control program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage and implement an emergency disease or plant pest control program.

The unit applies to personnel who have been appointed or engaged to undertake a role within an emergency disease or plant pest incursion response.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They analyse information and demonstrate deep knowledge in a specific technical area. They analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1 Initiate emergency disease or plant pest control program	1.1 Identify, source or develop control procedures needed to manage an infection or infestation according to standards, protocols and situational variables 1.2 Develop operational plans for own area of responsibility 1.3 Make contributions as required to other plans and strategies 1.4 Source resources required to control or eradicate emergency disease or plant pest
2. Direct implementation of emergency disease or plant pest control procedures	2.1 Manage implementation of emergency disease or plant pest control plan and procedures according to operational plan, other specified guidelines and situational variables 2.2 Disseminate reports on progress of emergency disease or plant pest control as required 2.3 Implement relevant management systems, and confirm as functioning and available as required
3. Monitor emergency disease or plant pest control procedures	3.1 Monitor emergency disease or plant pest status of properties in line with relevant guidelines and operational or control plan 3.2 Monitor appropriateness and effectiveness of emergency disease or plant pest control procedures 3.3 Monitor resource expenditure and availability to ensure adequacy for job 3.4 Monitor effectiveness of emergency disease or plant pest control information management system
4. Review emergency disease or plant pest control program	4.1 Review and revise emergency disease or plant pest control operational plans and procedures 4.2 Revise emergency disease or plant pest control information management procedures as appropriate to ensure a complete set of records 4.3 Reallocate or acquire resources where required

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO502A Manage the implementation of an emergency disease or plant pest control program.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER502 Manage the implementation of an emergency disease or plant pest control program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- apply standards, guidelines and protocols in:
  - setting up and implementing control procedures
  - monitoring the status of properties and effectiveness of operational or control plan as part of an emergency disease or plant pest control response
- contribute to other plans and strategies, and develop operational plan within own area of responsibility
- source resources for control program
- direct implementation of the control plan and procedures utilising reporting and information management system
- monitor appropriateness and effectiveness of emergency disease or plant pest control procedures and review against and relevant guidelines, and operational or control plan
- monitor effectiveness of emergency disease or plant pest and information management system and revise procedures as necessary to ensure completeness of records
- monitor resource expenditure and availability against requirements of the operational or control plan and reallocate resources as required.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- AUSVETPLAN or PLANTPLAN, and relevant standards, guidelines and protocols, and Nationally Agreed Standard Operating Procedures (NASOP)
- incident control management procedures
- the requirements of relevant commonwealth, state and territory legislation

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- relevant public sector policies, practices and constraints in relation to emergency disease or plant pest management
- information management systems and procedures for use and reporting
- techniques for monitoring and reviewing operational or control plans, and resource expenditure and allocation
- communication principles to liaise with other agencies, and direct implementation of the operation or control plan
- project management principles.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER601 Plan and oversee an emergency disease or plant pest control program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan and oversee an emergency disease or plant pest control program according to the relevant standards and protocols provided in a national response plan.

The unit applies to personnel who have been appointed or engaged to undertake a role within an emergency disease or plant pest incursion response.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They analyse, design and communicate solutions to a range of complex problems. They work in contexts that are subject to change and adapt a range of fundamental principles accordingly.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Plan emergency disease or plant pest control program	1.1 Identify effective strategies to support emergency disease or plant pest control 1.2 Ensure all components of emergency disease or plant pest control program comply with relevant standards and protocols, a jurisdiction's nationally approved response plan, relevant state, territory and commonwealth legislation and emergency management principles 1.3 Seek and use expert advice to identify the source of emergency disease or plant pest and gauge its likely spread 1.4 Identify declared areas of presence of emergency disease or plant pest in line with expert advice and available evidence 1.5 Develop plans to effectively and efficiently control emergency disease or plant pest 1.6 Submit plans to appropriate authorities for approval 1.7 Identify likely developments and consequences of emergency disease or plant pest outbreak and advise appropriate personnel according to established lines of command and control
2. Oversee emergency disease or plant pest control program	2.1 Implement and monitor emergency disease or plant pest control plans 2.2 Monitor the recording and dissemination of information to ensure compliance with standards and protocols 2.3 Send, receive and act on reports according to relevant standards and protocols 2.4 Brief relevant organisations, agencies and personnel in relation to management of emergency disease or plant pest
3. Monitor and review the emergency disease or plant pest control program	3.1 Monitor emergency disease or plant pest control strategies continually to ensure that they are achieving the intended outcomes 3.2 Amend emergency disease or plant pest control plans as appropriate in line with expert advice, standards and protocols 3.3 Monitor resource requirements continually to ensure strategies are achieved
4. Revise emergency disease or plant pest control program	4.1 Revise emergency disease or plant pest control strategies and plans as required 4.2 Communicate changes to emergency disease or plant pest control strategies to appropriate personnel

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO601A Plan and oversee an emergency disease or plant pest control program.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER601 Plan and oversee an emergency disease or plant pest control program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in an emergency disease or plant pest setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- apply standards, guidelines, protocols, and legislation in:
  - planning and amending a control program
  - recording information and disseminating
  - disseminating reports
  - identifying appropriate personnel along lines of communication as part of planning and overseeing an emergency disease or plant pest control program
- plan a control program around identified strategies with input of experts and submit to for approval
- identify declared areas that are within the jurisdiction of the control program
- brief appropriate personnel and organisations/agencies on developments and consequences of emergency disease or plant pest outbreak, and its ongoing management
- implement and monitor control plans utilising information management system and reporting as set out in standards and protocols
- monitor control strategies in use against the intended outcomes, and amend control plans as appropriate
- monitor resource requirements are sufficient to ensure strategies are achieved
- communicate revisions to control strategies and/or plans to appropriate personnel.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- AUSVETPLAN or PLANTPLAN, and other Nationally Agreed Standard Operating Procedures (NASOP), relevant standards, guidelines and protocols and associated manuals
- incident management functions

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- phases of a response
- the requirements of relevant commonwealth, state and territory legislation
- strategies for controlling emergency disease or plant pest situations
- support agencies and sources of expertise
- control procedures relevant to the emergency disease or plant pest situation
- project management principles
- consequences and impacts of the outbreak and management controls
- information management system
- processes for monitoring and reviewing control plans, and resource expenditure
- human and physical resources required to implement the control plan
- methods of communicating with stakeholders.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBIO202 Follow site quarantine procedures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to follow the organisation's procedures that reduce the likelihood of pathogenic organisms entering a quarantine site.

It applies to any personnel entering and leaving the quarantine area.

This unit applies to individuals who work under general supervision and exercise limited autonomy. They undertake defined activities and work in a structured context.

Licensing, legislative, regulatory or certification requirements may apply to this unit in some states and territories in relation to use of farm chemicals in quarantine situations, national vendor declarations, and movement of livestock and plant material. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Pre-requisite Unit

Nil.

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Prepare to work in quarantine site	1.1 Check with supervisor on quarantine procedures and biosecurity protocols relevant to the site 1.2 Check all vehicles are decontaminated before entering the quarantine site, and if required leaving the site 1.3 Report contact with potential contaminants either within the site, or externally 1.4 Shower and change into work clothes if required 1.5 Select and apply appropriate personal protective equipment including footwear before commencing work 1.6 Store street clothing securely away from livestock, feed or other products 1.7 Wash hands before and after livestock, feed, plant stock or other products are handled 1.8 Check disinfectant levels in footbaths and use rigorously before entering quarantine site and before exiting site 1.9 Follow site exit procedures for decontaminating self, work clothing and personal protective equipment
2. Work in quarantine site	2.1 Handle and store chemicals and medications in accordance with site procedures 2.2 Store different feed mixes, soils, growing media and other products separately and mark appropriately 2.3 Identify cases of disease or pest infestation and report to supervisor 2.4 Identify breaches of quarantine procedures and report to supervisor 2.5 Identify work health and safety hazards and report to supervisor 2.6 Dispose of all waste products appropriately 2.7 Dispose of all deceased livestock, unwanted biological material or damaged or infected plant stock as instructed by supervisor 2.8 Record information relating to work in quarantine site
3. Assist in maintaining site quarantine procedures	3.1 Inform all visitors of the quarantine procedures and provide them with appropriate clothing and footwear if required 3.2 Check that visitors are signed in, have stated their recent activities and exposures and have washed or showered if required 3.3 Check that visitors sign out and follow site exit procedures 3.4 Note and report any observed breaches of quarantine procedures by visitors to supervisor 3.5 Keep gates and doors locked where required 3.6 Maintain security fencing according to supervisor's instructions 3.7 Check deliveries to site to ensure that established procedures for

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Element	Performance criteria
	vehicle decontamination, unloading and receipt and holding or storage of stock and supplies are followed
4. Respond to site quarantine breach or problem	4.1 Identify and report a site quarantine breach or problem and report the location to supervisor 4.2 Secure any site quarantine breaches or problems 4.3 Clean and disinfect any quarantine breach sites as required according to the specific nature of the breach 4.4 Isolate livestock, plant stock or other items suspected of being exposed to contaminants and monitor for evidence of contamination 4.5 Treat or dispose of all contaminated stock and materials 4.6 Record information about the breach or problem

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO202A Follow site quarantine procedures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO202 Follow site quarantine procedures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- meet site security and entry/exit requirements for vehicles, apparel and personal hygiene and safety
- follow procedures and biosecurity protocols for handling and storing chemicals, medications, feed mixes, soils, growing media and other products
- report disease/pest infestation, breaches of quarantine procedures and work health and safety hazards to supervisor
- dispose of waste products, deceased livestock, unwanted biological material, damaged or infected plant stock, contaminated stock and contaminated material as instructed
- record information related to work in quarantine area, including any breach or problem
- maintain security of quarantine site, any site identified as a quarantine breach and any site considered a problem area
- direct visitors in their obligations to follow quarantine procedures
- control site deliveries to ensure quarantine procedures are followed
- follow quarantine procedure and biosecurity protocols in responding to a site quarantine breach or problem
- clean and disinfect any quarantine breach sites
- isolate and monitor livestock, plant stock or other items suspected of being exposed to contaminants.

Knowledge Evidence

The participant must demonstrate knowledge of:

- site quarantine procedures and biosecurity protocols for:

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  - disposal of waste products, diseased livestock, unwanted biological material, damaged or infected plant stock, contaminated stock or contaminated material
  - directing visitors at the quarantine site
  - reporting diseases and pest infestations problem, work health and safety hazards
  - handling and storing chemicals, medications, feed mixes, soil, growing media
  - controlling entry of deliveries to a quarantine site
  - isolating livestock and monitoring livestock
  - cleaning and disinfecting quarantine area
  - maintaining security for the quarantine site
  - recording information about own work and any quarantine breaches
- personal protective equipment appropriate to site quarantine procedures and biosecurity protocols
- work health and safety hazards
- methods for cleaning and disinfecting quarantine site or area of quarantine breach
- biosecurity protocols and how they apply to the work site, industry and in the context of a work role.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBIO302 Identify and report unusual disease or plant pest signs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to recognise unusual disease or plant pest signs during day-to-day work and take appropriate reporting action.

The unit is typically performed by those who have daily contact with plants, birds, animals or fish. It would usually be carried out in conjunction with routine animal or plant husbandry tasks.

This unit applied to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify signs of unusual disease or a plant pest	1.1 Identify signs of disease or a plant pest 1.2 Compare signs of disease or a plant pest with own experience of common endemic disease or a plant pest in the species 1.3 Assess severity and extent of the problem in the species where signs indicate an unusual disease or a plant pest 1.4 Seek immediate advice from supervisors, professionals or appropriate authorities when signs indicate an unusual disease or a plant pest
2. Report signs of unusual disease or a plant pest	2.1 Report signs of unusual disease or a plant pest to appropriate authorities immediately 2.2 Implement biosecurity measures according to enterprise biosecurity plans and instructions from appropriate authority

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO302A Identify and report unusual disease or plant pest signs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO302 Identify and report unusual disease or plant pest signs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify unusual disease or pest signs
- assess the severity and extent of problem in the disease or pest species
- seek advice from supervisors or professionals
- notify appropriate authorities
- implement appropriate biosecurity measures.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- signs of common endemic diseases or plant pests in the species
- signs indicating unusual disease or plant pests
- methods for assessing severity and extent of problem
- biosecurity measures associated with enterprise biosecurity plans
- the process of reporting any unusual findings to appropriate authorities.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS615 Implement a monitoring, evaluation and reporting program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to implement a monitoring, evaluation and reporting program.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities in relation to implementing the program. They analyse, design and communicate solutions to a range of complex problems.

All work must be carried out to comply with organisational requirements, workplace health and safety legislation and codes, sustainability practices, and in consultation with the management team.

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

Pre-requisite Unit

Nil

Unit Sector

Business (BUS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement a monitoring and	1.1 Collect baseline data for program to be monitored and evaluated

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
evaluation strategy	1.2 Consult with stakeholders with an interest in the program to be monitored and evaluated 1.3 Brief colleagues, staff and contractors who will be involved in implementing the program on the monitoring and evaluation methods selected and justification 1.4 Ensure standard procedures and recording templates are available for use 1.5 Ensure program timelines are communicated and monitored 1.6 Implement chosen monitoring and evaluation methods in accordance with defined strategy 1.7 Monitor program expenditure and compare with budget
2. Collect and analyse data	2.1 Ensure data and information is collected following relevant standards and format 2.2 Assess if further data or information is needed to answer key evaluation questions and adjust design as required 2.3 Ensure data is appropriately stored and can be accessed as needed 2.4 Facilitate access for colleagues and contractors involved in the monitoring and evaluation process
3. Prepare reports and provide information	3.1 Compare outcomes against milestones 3.2 Produce reports with information appropriate for stakeholders 3.3 Evaluate the effectiveness, efficiency and appropriateness of investment and project priorities as required by the evaluation design 3.4 Communicate findings and recommendations to stakeholder groups according to program schedule 3.5 Negotiate changes to projects and programs with stakeholders 3.6 Implement changes to improve the delivery and alignment of projects with organisational targets 3.7 Ensure the style of reporting reflects the needs of the audience and how information is to be used
4. Review the monitoring and evaluation process	4.1 Review and adapt ongoing evaluation strategy and processes, and provide feedback on the implementation and the evaluation design 4.2 Foster a culture of self-evaluation and learning through encouraging ongoing participation, consultation and communication with stakeholders

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Produces reports that include data compiled in tables and charts that convey information about the effectiveness and efficiency of the business
Oral communication	• Effectively engages stakeholders in monitoring, evaluation and reporting program • Effectively presents findings of evaluations to stakeholders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS615 Implement a monitoring, evaluation and reporting program	AHCBUS607 Implement a monitoring, evaluation and reporting program	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS615 Implement a monitoring, evaluation and reporting program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has implemented a monitoring, evaluation and reporting program for at least one enterprise, or enterprise activity, including:

- collected and managed data
- analysed production or project data
- prepared reports and presented information to stakeholders
- evaluated the effectiveness, efficiency and appropriateness of investment in a project or program
- made recommendations for improvement
- reviewed the evaluation process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- quantitative and qualitative methods for monitoring and evaluation
- communication and consultation skills to present findings and recommendations
- data management processes and systems
- policy and program management processes
- adaptive management and review cycles.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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- enterprise process or project to be monitored and evaluated.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCCF406 Facilitate ongoing group development

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to facilitate ongoing group development.

It applies to those who support a community Landcare group or similar, in its ongoing management and resolution of issues.

This unit applies to individuals who take responsibility for others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain contact on group activities	1.1 Maintain contact with group on current and proposed activities and projects

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Element	Performance criteria
	1.2 Provide advice on group operation and opportunities when sought 1.3 Define role of coordinator in group operations with the management committee to avoid misunderstanding
2. Provide fresh input into group	2.1 Identify relevant new initiatives and ideas from other groups and program areas 2.2 Seek new initiatives and ideas from appropriate sources 2.3 Develop any suggestions to include local group and program context
3. Maintain network of contacts	3.1 Maintain contacts with members of the group and community to provide interchange of ideas and information
4. Facilitate resolution of group operating difficulties	4.1 Identify issues with potential to hinder operations before damage occurs to the group 4.2 Assess external threats and facilitate negotiation of solutions between the group and external parties 4.3 Resolve internal conflict through facilitation and use of relevant expert advice 4.4 Implement change management processes for groups requiring major restructuring

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCCF406A Facilitate ongoing group development.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCCF406 Facilitate ongoing group development

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- maintain contact with group to facilitate community networking
- share ideas between groups to foster initiative and innovation
- identify sources of conflict and issues that detract from the effective and equitable functioning of a group
- resolve group conflict and refer group issues for specialist advice if required
- use a range of facilitation strategies to work with groups.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- group development and facilitation techniques
- program guidelines, purpose and aims
- general understanding of natural resource management, sciences and technologies associated with program
- committee and group procedures.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCCF505 Contribute to regional planning process

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to contribute to a regional planning process.

This unit applies to those whose job role requires them to contribute to and assist in the regional planning process under the broad direction of technical specialists, facilitator and/or group and panels. These individuals take personal responsibility and exercise autonomy in managing and undertaking complex work and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Participate in panels and group discussion on the planning	1.1 Submit natural resource management issues, economic and social factors, and potential solutions or directions to groups for discussion

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Element	Performance criteria
process	1.2 Ensure contributions are positive to assist group to develop course of action and recommendations 1.3 Structure contributions to discussions and panels and groups to comply with legislative, program and agency requirements
2. Collect data and background information	2.1 Collect information on local natural resource management issues and survey local groups, projects and programs 2.2 Make arrangements for additional data to be collected for input into analysis and the planning process
3. Contribute to the plan	3.1 Highlight local natural resource management issues to the planning team for inclusion in planning considerations 3.2 Explore relationship between local and wider issues to submit views on natural resource management priorities and solutions 3.3 Review draft plans in terms of impact on the local and wider region to identify deficiencies and propose solutions 3.4 Ensure participation in community consultation assists the regional planner to obtain feedback on the draft plan 3.5 Base proposals for improvement to draft plans on natural resource management within relevant contexts

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCCF505A Contribute to regional planning process.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCCF505 Contribute to regional planning process

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- participate in panels and group discussion on the planning process
- collect information on local land management issues and relate to economic, industry and social factors
- submit views on natural resource management priorities and solutions
- review draft plans in terms of impact on the local and wider region to identify deficiencies and propose solutions
- participate in community consultation

Knowledge Evidence

The candidate must demonstrate knowledge of:

- local community issues including economic, industry and social factors
- natural resource management issues for local area or region
- legislative, program and other requirements for regional plans and the planning process
- regional planning concepts
- natural resource management processes
- consultation approaches

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCILM506 Operate within Community cultures and goals

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to explore and understand the culture and goals of a Community or group and operate appropriately within those parameters.

This unit applies to individuals who work autonomously and apply judgement and defined responsibility in known or changing contexts and within broad but established parameters.

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

Pre-requisite Unit

Nil.

Unit Sector

Indigenous Land Management (ILM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify Community values	1.1 Identify Community values relevant to program activities for planning of promotional and group activities 1.2 Seek permissions and advice from Cultural Authority in accordance with Community protocols 1.3 Work with Cultural Authority to identify Community Elders or

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Element	Performance criteria
	Custodians and their roles within the Community relevant to Community consultation
2. Research Community history and plans	2.1 Research history of Community relevant to program and seek permission from Community Elders and Custodians to use research in promotional, educational and group activities 2.2 Identify relevant documents, symbols, places of value and oral traditions to place program and group in local context 2.3 Identify Community plans and seek permission from Community Elders and Custodians to use plans in promotional, educational and group activities
3. Establish role of program in Community	3.1 Identify current Community social and environmental issues and plans through consultation with Community Elders and Custodians 3.2 Identify potential roles of program to Community 3.3 Manage interaction with Community to build rapport with individuals and groups 3.4 Establish and maintain consultation processes with Community members and groups in accordance with permissions and Community protocols 3.5 Maintain image of program in Community by following Community protocols, acknowledging Community concerns and promoting positive image of program

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCILM506A Operate within Community cultures and goals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCILM506 Operate within Community cultures and goals

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- investigate a Community's culture
- identify the roles of Cultural Authorities, Elders, Custodians and other members of the Community
- follow Community protocols for consultation, promotion and use of information
- research the background and goals of Community, and their perspectives on natural resource management issues
- promote Community programs, plans and history according to permissions given by Cultural Authority, Elders or Custodians
- plan for consultation within the Community by working with their culture and goals and applying Community protocols

Knowledge Evidence

The candidate must demonstrate knowledge of:

- Community structure or hierarchy
- research methods for investigating Community history
- current social and environment affairs for Community and wider region

Assessment Conditions

Assessment must comply with Community protocols and be supported by Elders and Custodians of Country.

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM213 Operate and maintain chainsaws

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to safely operate a hand-held chainsaw and maintain it in working condition.

This unit applies to cross-cutting fallen timber using safe cutting techniques.

The unit applies to individuals who apply low risk work procedures and comply with worksite health and safety requirements when operating hand-held chainsaws to carry out routine work.

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

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist in preparation of work-site	1.1 Identify location of worksite and fallen timber from scope of works and confirm with supervisor 1.2 Identify site hazards, assess risks and report to supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm first aid and emergency personnel, equipment and procedures 1.4 Document and implement site health and safety in the workplace, environmental and traffic control measures according to workplace procedures
2. Recognise and apply workplace safety procedures	2.1 Identify hazards and risks relevant to the maintenance and operation of chainsaws and implement safe working practices to manage risks 2.2 Select, fit and use personal protective equipment according to workplace safety procedures 2.3 Confirm with supervisor relevant licensing and legislative requirements with regard to the operation of chainsaws 2.4 Transport chainsaw safely according to operation and maintenance manual
3. Check and prepare chainsaw for use	3.1 Select tools and materials required for maintenance 3.2 Conduct routine checks and maintenance prior to operation, according to chainsaw operation and maintenance manual 3.3 Calculate required fuel oil ratios prior to mixing 3.4 Mix fuel and fuel chainsaw according to operation and maintenance manual 3.5 Identify, tag, record and report chainsaw faults or malfunctions to supervisor
4. Operate chainsaw	4.1 Communicate with work team during operations using voice, hand or whistle signals 4.2 Place supports to ensure a stable base for cutting 4.3 Identify materials to be cut and position them for operation 4.4 Visually assess material to be cut for defects and embedded hazards 4.5 Determine cutting methods appropriate to material type and implement risk controls 4.6 Select and use tools associated with chainsaw use 4.7 Operate chainsaw to cross-cut timber using documented low risk work methods 4.8 Identify and report work-site communication issues to supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.9 Identify and report environmental impacts of chainsaw operation to supervisor
5. Complete and check chainsaw operation	5.1 Record and report chainsaw damage, malfunction and irregular performance according to workplace procedures 5.2 Clean and store chainsaw according to workplace procedures and operation and maintenance manual 5.3 Dispose of debris from operation in accordance with environmental requirements 5.4 Maintain workplace documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Document site health and safety in the workplace, environmental and traffic control measures
Oral communication	• Use clear language to report hazards and risks and to confirm work site, first aid and emergency personnel, equipment and procedures • Participate in verbal exchanges to respond to questions and clarify information
Numeracy	• Calculate fuel oil ratios and fuel quantities
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility
Interact with others	• Use verbal and non-verbal communications with work team during operations using voice, hand and whistle signals

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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Personal protective equipment must include:	• safety helmet • mesh visor • gloves • hearing protection • safety glasses or goggles • safety boots.
Routine checks and maintenance must include at least two of the following:	• checking and adjusting bar • cleaning air filter • cleaning and/or replacing spark plug • sharpening chain.
Supports must include at least one of the following:	• fallen timber • saw horse trestle • v-shaped supports.
Cutting methods must include:	• pulling chains cuts (bottom of bar) • pushing chainsaw cuts (top of bar) • bore / plunge cuts (tip of bar).
Tools must include:	• bars • chains • files • plug spanner.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AHCMOM213 Operate and maintain chainsaws Release 2	AHCMOM213 Operate and maintain chainsaws Release 1	Minor changes to performance criteria and range of conditions	Equivalent unit

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Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM213 Operate and maintain chainsaws

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has safely operated a hand-held chainsaw at least once, maintained it in working condition and demonstrated the following:

- determined site location for work and work details and clarified with supervisor
- identified site hazards, assessed risks and reported to supervisor
- confirmed work zone with work crew and monitored site
- confirmed first aid and emergency personnel, equipment and procedures
- applied hazard and risk assessment and implemented controls for chainsaw use
- performed routine checks and maintenance for chainsaw usage according to operation and maintenance manual
- identified, tagged and reported chainsaw faults and malfunctions
- recorded and implemented site health and safety in the workplace, environmental and traffic control measures
- used personal protective equipment that complies with Australian Standards
- safely cross-cut fallen timber using compression and tension cuts with a hand held chainsaw
- used appropriate tools and materials to maintain chainsaw
- applied environmentally responsible workplace practices
- applied low risk work practices including stopping, disengaging quickly and dealing with foreign matter
- cleaned and stored chainsaw
- followed workplace procedures relevant to safely operating a chainsaw.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the principles and practice for operating chainsaws
- chainsaw routine checks and maintenance according to operation and maintenance manual, including:
  - checking and adjusting bar
  - cleaning air filter
  - cleaning and replacing spark plug
  - sharpening chain
- workplace safe operating procedures
- hazards and risks when operating a chainsaw
- relevant Australian Standards concerning chainsaw operation including use of personal protective equipment
- components of chainsaws and their respective functions
- common defects in woody materials
- cutting methods and techniques, patterns and sequence of cuts
- health and safety in the workplace requirements for the operation of a chainsaw including caution and hazard signs and symbols
- environmental impacts associated with operating chainsaws.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - personal protective equipment must be worn whilst operating chainsaw
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
- resources, equipment and materials:
  - chainsaws
  - chainsaw tools
  - wood
  - safety equipment and personal protective equipment applicable to the task being undertaken
- specifications:
  - chainsaw manufacturer specifications and operator manuals
- timeframes:
  - according to the job requirements.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AHCNAR302 Collect and preserve biological samples

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to collect and preserve biological samples as part of a monitoring program.

This unit applies to individuals who most likely work under limited supervision from others with checking only related to overall progress.

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

Pre-requisite Unit

Nil.

Unit Sector

Natural Area Restoration (NAR)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan for collection	1.1 Confirm the purpose of sampling 1.2 Confirm sampling schedule with manager 1.3 Confirm sampling site location and obtain approval for site access 1.4 Identify samples to be collected and preserved 1.5 Organise equipment required for biological sampling and

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Element	Performance criteria
	preserving 1.6 Assess range of likely operating conditions, hazards and sensitive environments for impact on sampling and testing 1.7 Identify work health and safety policies and procedures for sampling tasks, including required personal protective equipment
2. Prepare equipment and resources	2.1 Obtain equipment required for sampling and preserving 2.2 Check equipment for availability and serviceability 2.3 Clean and sanitise equipment where necessary to maintain integrity of samples and biosecurity of area 2.4 Collect data or record sheets necessary for task 2.5 Move equipment, data sheets and personnel to sampling sites without injury or damage and prepare for use
3. Carry out biological sampling and preserving procedures	3.1 Collect samples in accordance with sampling plan 3.2 Apply environmental sustainability and biosecurity practices to collection processes 3.3 Preserve and record samples in accordance with sampling standards and guidelines 3.4 Prepare, package and send samples for external analysis in accordance with sampling schedule and laboratory standards 3.5 Make specific and general observations on relevant ambient and antecedent environmental conditions 3.6 Operate equipment and undertake work in accordance with work health and safety requirements 3.7 Report and deliver collection outcomes, including presentation of samples, according to enterprise guidelines
4. Complete collection of biological sampling activities	4.1 Clean, sanitise, repair and store equipment and clothing 4.2 Repair damaged or malfunctioning equipment 4.3 Record site sampling results and observations on data sheets 4.4 Report changes in field conditions and equipment to supervisor

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNAR302A Collect and preserve biological samples.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNAR302 Collect and preserve biological samples

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- collect and preserve biological samples as part of a monitoring program according to enterprise procedures
- establish the sampling purpose and requirements
- plan the collection
- prepare equipment and facilities to take biological samples
- carry out biological sampling as part of a monitoring program and according to enterprise procedures
- preserve and record samples as part of a monitoring program and forward for testing if required according to enterprise procedures
- record sampling data and observations according to enterprise procedures
- report outcomes of collection according to enterprise procedures and monitoring program
- apply work health and safety practices in the context of own work
- apply biosecurity measures in the context of own work
- apply appropriate sustainability practices in the context of own work

Knowledge Evidence

The candidate must demonstrate knowledge of:

- types of biological samples that may be included in the plan, including water, animal, plant samples
- industry biological sampling and preserving guidelines and protocols
- field procedures for biological sampling and preservation
- collecting equipment and methods

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- preservation equipment and processes
- fauna and flora recognition relevant to sampling activities
- own role in complying with relevant environmental legislation

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG510 Develop a pest survey strategy

Modification History

RELEASE	COMMENTS
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to develop a plant pest survey strategy to determine the presence, distribution and prevalence of a pest. Pests may be weeds, vertebrate or invertebrate pests or a combination of these.

The work may be conducted as part of an emergency response to an incursion or as part of routine surveillance, and must be conducted in accordance with established standards and protocols.

This unit applies to individuals who have been appointed or engaged to undertake a role within a pest incursion response. They may also be involved with planning responses to emergency animal diseases and aquatic animal diseases. Individuals take personal responsibility and exercise autonomy in undertaking complex work. They are accountable for the work of others within broad parameters and analyse information and exercise judgement to complete a range of advanced skilled activities.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. However, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil.

Unit Sector

Pest Management (PMG)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Obtain and analyse biological information for survey design	1.1 Identify the biological and dispersal characteristics of the pest 1.2 Determine impact of climate on reproduction rates and the predicted distribution of the pest 1.3 Identify the geographical distribution of the host 1.4 Analyse information to determine priority areas to be surveyed
2. Develop survey methodology	2.1 Determine particular type of survey to be designed according to phase of incursion 2.2 Determine field data collection methodology in consultation with technical experts 2.3 Incorporate quality assurance standards that apply to survey methodology and documentation 2.4 Select appropriate diagnostic tests for use in confirming pest presence in samples 2.5 Include procedure for sustainability and biosecurity in survey plan 2.6 Develop instructions for survey teams
3. Determine the resources required	3.1 Determine and document resources required for survey activities in conjunction with technical experts
4. Obtain approval for the survey design	4.1 Document survey design according to protocols and standards 4.2 Submit survey design to appropriate authorities for approval
5. Determine post-survey review processes	5.1 Determine review processes to evaluate implementation and effectiveness of survey program

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG510 Develop a pest survey strategy Release 2	AHCPMG510 Develop a pest survey strategy Release 1	Minor typographical and layout errors corrected	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG510 Develop a pest survey strategy

Modification History

RELEASE	COMMENTS
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- produce a pest survey strategy in accordance with local, regional, State/Territory and national pest management strategies
- write work instructions for survey teams
- work with other technical experts
- analyse biological information for survey design
- develop survey methodology appropriate for target pest, environment and terrain
- prepare plans to workplace and authority standards
- develop review processes according to workplace requirements
- apply biosecurity measures in the context of own work
- apply appropriate sustainability practices in the context of own work

Knowledge Evidence

The candidate must demonstrate detailed knowledge of:

- biometric principles to biological survey design
- the biology of groups of pests and pathogens relevant to the survey
- the types and distribution of hosts relevant to the survey
- requirements for ensuring the welfare of animals described in the relevant Codes of Practice

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The candidate must demonstrate knowledge of:

- pest biology, behaviour and lifecycles
- diagnostic tests for use in confirming pest presence in samples
- resources required for survey activities

Assessment Conditions

Assessment must take place in a functioning control centre, or a control centre established for a pest response simulation exercise.

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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BSBCMM401 Make a presentation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0

Application

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Prepare a presentation	1.1 Plan and document presentation approach and intended outcomes 1.2 Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed 1.3 Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Brief others involved in the presentation on their roles/responsibilities within the presentation 1.5 Select techniques to evaluate presentation effectiveness
2 Deliver a presentation	2.1 Explain and discuss desired outcomes of the presentation with the target audience 2.2 Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas 2.3 Monitor non-verbal and verbal communication of participants to promote attainment of presentation outcomes 2.4 Use persuasive communication techniques to secure audience interest 2.5 Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences 2.6 Summarise key concepts and ideas at strategic points to facilitate participant understanding
3 Review the presentation	3.1 Implement techniques to review the effectiveness of the presentation 3.2 Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation 3.3 Utilise feedback from the audience or from key personnel involved in the presentation to make changes to central ideas presented

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.2	• Reviews and analyses documents to identify information relevant to a specific presentation
Writing	1.1, 3.3	• Develops material to convey ideas and information to target audience in an engaging way
Oral	1.4, 2.1, 2.2, 2.3,	• Presents information using words and non-verbal features appropriate to the audience and context

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Communication	2.4, 2.5, 2.6, 3.2	• Uses listening and questioning techniques to gather information required to develop or modify presentations • Interprets audience reactions and changes words or non-verbal features accordingly
Interact with others	1.4, 2.1, 2.2, 2.4, 2.5, 2.6, 3.2	• Selects and uses appropriate conventions and protocols to encourage interaction or to present information • Demonstrates sophisticated control over oral, visual and written formats, drawing on a range of communication practices to achieve goals • Recognises the need to alter personal communication style in response to the needs or expectations of others
Get the work done	1.1-1.5, 2.2, 2.5, 3.1-3.3	• Takes responsibility for planning, sequencing and prioritising tasks and own workload to achieve outcomes • Uses feedback from others, analytical and lateral thinking to review current practices and develop new ideas • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCMM401 Make a presentation	BSBCMM401A Make a presentation	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM401 Make a presentation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare and deliver presentations related to occupation or area of interest which demonstrate the use of:
  - effective presentation strategies and communication principles
  - aids and materials to support the presentation
- select and implement methods to review the effectiveness of own presentation and document any changes which would improve future presentations.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify information collection methods that will support review and feedback of presentations
- identify regulatory and organisational obligations and requirements relevant to presentations
- describe the principles of effective communication
- describe the range of presentation aids and materials available to support presentations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- equipment, materials and business software packages for making a presentation
- business technology
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCMM411 Make presentations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit covers the skills and knowledge required to prepare, deliver and review presentations for target audiences.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

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

Unit Sector

Social Competence – Verbal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare presentation	1.1 Plan presentation approach and intended outcomes 1.2 Identify target audience, location and resources requirements 1.3 Select presentation strategies, format and delivery methods according to presentation requirements 1.4 Select techniques to evaluate presentation effectiveness
2. Deliver presentation	2.1 Summarise key concepts and ideas and present to target audience 2.2 Provide opportunity for audience to seek clarification on presentation information 2.3 Confirm target audience understand key concepts and ideas, and

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ELEMENT	PERFORMANCE CRITERIA
	that identified presentation objectives have been achieved
3. Review presentation	3.1 Evaluate effectiveness of the presentation 3.2 Seek and discuss feedback and any reactions to the presentation from participants and relevant stakeholders 3.3 Make changes to presentation based on feedback received

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Reviews and analyses documents to identify information relevant to a specific presentation
Writing	• Develops material to convey ideas and information to target audience in an engaging way
Oral Communication	• Presents information using words and non-verbal features appropriate to the audience and context • Uses listening and questioning techniques to gather information required to develop and modify presentations
Problem solving	• Interprets audience reactions and changes words and non-verbal features accordingly
Planning and organising	• Demonstrates sophisticated control over oral, visual and written formats, drawing on a range of communication practices to achieve goals
Initiative and enterprise	• Selects and uses appropriate conventions and protocols to encourage interaction and to present information • Recognises the need to alter personal communication style in response to the needs and expectations of others
Self-management	• Takes responsibility for planning, sequencing and prioritising tasks and own workload to achieve outcomes
Technology	• Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Supersedes and is equivalent to BSBCMM401 Make a presentation.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM411 Make presentations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare and deliver at least two different presentations.

In the course of the above, the candidate must:

- use aids and materials to support the presentation
- select and implement methods to review the effectiveness of presentation and document suggested improvements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- information collection methods that support review and feedback of presentations
- organisational and legislative obligations and requirements relevant to presentations
- structure of presentations according to intended outcomes
- principles of effective communication including:
  - persuasive communication techniques
  - verbal and non-verbal communication
- presentation methods
- different aids, materials and techniques that can be used for presentations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- equipment, materials and business software packages for making a presentation.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCON401 Work effectively in a business continuity context

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to understand the organisation's overall business continuity management framework and support business continuity strategies.

It applies to individuals working in administrative and/or support roles who require a basic knowledge of the processes relating to the organisation's business continuity requirements.

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

Unit Sector

Industry Capability – Continuity

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Demonstrate an understanding of the business continuity management framework	1.1 Access the business continuity management framework, and related policies and procedures 1.2 Analyse the key elements of the business continuity management framework within the organisation to determine their impact 1.3 Within authority of own work role, contribute to review of business continuity management framework, policies and procedures 1.4 Participate in emergency response and business continuity

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ELEMENT	PERFORMANCE CRITERIA
	management framework training and exercises as required
2 Support the organisation's business continuity strategies	2.1 Demonstrate an awareness of internal and external risk context relevant to organisation 2.2 Review and provide feedback on outcomes of the business impact assessment/s 2.3 Participate in risk treatment reviews 2.4 Identify and record the organisation's emergency response, continuity and recovery strategies 2.5 Identify own role and responsibility within organisation's business continuity plan/s 2.6 Identify and report to management on any new or emerging risk or incident

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.4	• Participates in training activities to improve own knowledge and skills
Reading	1.1, 2.2, 2.3	• Analyses textual information from a range of sources and identifies relevant information to understand the business framework and continuity strategies
Writing	2.4	• Develops material to convey explicit information and results, using clear language and appropriate structure for audience and context
Oral Communication	2.2, 2.3	• Articulates information clearly, using language and tone appropriate to audience and environment • Uses listening and questioning techniques to confirm understanding
Navigate the world of work	1.1, 1.3, 2.1, 2.5	• Understands and responds to explicit and implicit organisational protocols relating to own work • Understands the nature and purpose of own role and associated responsibilities and how it contributes to the work of others in the immediate work context

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Interact with others	2.2, 2.3, 2.6	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Collaborates with others to achieve joint outcomes
Get the work done	1.1, 1.2, 2.5	• Applies formal processes when producing plans and uses logically sequenced steps in addressing work requirements • Takes responsibility for the outcomes of routine decisions related directly to own role

Unit Mapping Information

Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
BSBCON401 Work effectively in a business continuity context	BSBCON401A Work effectively in a business continuity context	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCON401 Work effectively in a business continuity context

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- assess and review business continuity organisational policies and procedures and risk treatments
- undertake emergency response and business continuity training
- identify own role within the organisation's emergency response and continuity strategy
- recognise internal and external risks and report to senior personnel.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the overall operations of the organisation, including existing data and information systems
- explain how own role contributes to the work of others
- identify the relevant legislation, regulations, standards and codes of practice that impact business continuity.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – continuity field of work and include access to:

- risk management policies and procedures
- business continuity management framework
- business impact assessments and strategies
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCON601 Develop and maintain business continuity plans

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work within the business continuity framework to develop and implement business continuity plans for an organisation to manage risk and ensure business resilience when faced with a disruptive event.

It applies to individuals working in positions of authority who are approved to implement change across the division, business area, program area or project area.

This unit addresses the knowledge and processes necessary to develop and maintain business continuity requirements. Business continuity awareness and planning help the organisation to identify barriers and/or interruptions and determine how the organisation will achieve critical business objectives (even at diminished capacity) until full functionality is restored.

The focus is on risk and vulnerability assessment, business impact assessments, and business continuity and communication plans.

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

Unit Sector

Industry Capability – Continuity

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Conduct risk and vulnerability assessments	1.1 Identify the relationship between corporate risk and organisation's business continuity management framework 1.2 Analyse and determine internal and external risk context by collecting information relating to the organisation's priorities, operations and environment 1.3 Analyse and identify potential internal and external sources of disruption to the organisation's priorities, operations and environment
2 Develop and report business impact assessment/s	2.1 Identify the organisation's critical business functions and its dependencies and interdependencies, and analyse and evaluate risks through business impact assessment/s 2.2 Develop risk and disruption scenarios through business impact assessment/s 2.3 Validate risk and disruption scenarios through business impact assessment/s 2.4 Analyse, validate and report on the outcomes of business impact assessment/s to management
3 Develop, implement and report risk treatments	3.1 Develop and implement risk treatments 3.2 Participate in risk treatment review 3.3 Report risk treatment review to management and relevant personnel 3.4 Update risk treatment review in line with feedback provided by relevant personnel
4 Determine interdependencies and develop response strategies	4.1 Develop the organisation's emergency response, continuity and recovery strategies 4.2 Consult and seek endorsement on organisation's emergency response, continuity and recovery strategies from management and other appropriate personnel 4.3 Identify and manage synergies and conflicts in resource availability and access in conjunction with management 4.4 Coordinate the organisation's emergency response, continuity and recovery strategies
5 Establish business	5.1 Consult relevant personnel and seek support for the

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ELEMENT	PERFORMANCE CRITERIA
continuity plan	development of the organisation's business continuity plan/s 5.2 Ensure content of business continuity plan is comprehensive and meets, where applicable, requirements of regulations, standards, industry practice and geographical dispersion 5.3 Document and analyse feedback received through consultation and finalise business continuity plan 5.4 Demonstrate accountability for organisation's business continuity plan/s
6 Establish communication plan within organisation's planning framework	6.1 Identify stakeholders and determine objective and scope of communication plan for periods before, during and after disruptions occur 6.2 Determine organisation's communication capabilities in line with objectives and scope, and identify gaps and options for meeting shortfalls 6.3 Develop and implement across the organisation, appropriate risk and incident monitoring, reporting and escalation processes
7 Deliver business continuity professional development activities	7.1 Promote application of business continuity management framework and plan to all relevant personnel on an ongoing basis 7.2 Provide staff with appropriate information on cyclical review process of the business continuity management plan 7.3 Conduct business continuity management plan exercises in line with organisation's policies and procedures 7.4 Conduct post-exercise debriefs, complete post-exercise reviews and update business continuity strategies and plans as required 7.5 Manage and record staff learning and development on the business continuity management framework in accordance with organisational requirements, and framework policies and procedures 7.6 Report on the outcomes of staff learning and development, and business continuity framework exercises to relevant personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description

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	Criteria	
Reading	1.1-1.3, 2.1	• Interprets organisation's reports, policies and procedures to develop business continuity management plan/s
Writing	2.4, 4.1, 5.3, 6.3, 7.2-7.4, 7.6	• Develops detailed workplace documentation clarifying complex ideas using relevant language and structure according to context and audience
Oral Communication	4.2, 5.1, 7.2-7.4, 7.6	• Uses clear language, appropriate tone and syntax to address key personnel and disseminate information • Uses active listening, observational and questioning techniques to identify different perspectives and confirm, clarify or revise understanding • Informs staff about processes and outcomes of business continuity management plans and outcomes of staff learning and development and other reviews
Numeracy	2.1, 2.4, 7.3	• Analyses and interprets numerical information to assist in undertaking detailed business impact assessment activities across the spectrum of the organisation's stakeholders
Navigate the world of work	1.1, 2.1, 5.2, 5.4, 6.2, 7.3, 7.5	• Monitors adherence to wide-ranging organisational policies and procedures • Is highly autonomous, taking responsibility and ownership for most or all aspects of own work, intuitively recognising and managing factors that may affect achievement of outcomes
Interact with others	2.4, 3.2-3.4, 4.2, 4.3, 5.1, 7.1, 7.2, 7.6	• Intuitively tailors every communication to achieve its purpose, demonstrating a sophisticated understanding of the needs, interests, issues and priorities of each audience • Invests time and energy in building rapport with others as an integral part of all work-based interactions
Get the work done	1.2, 1.3, 2.1-2.3, 3.1, 4.1, 4.4, 6.1-6.3, 7.3-7.6	• Recognises the critical importance of clarifying, focusing and aligning goals and expectations and may use the process to build ownership of and broad commitment to achieving outcomes • May use formal decision-making processes as scaffolding for thinking, seeking input, advice, feedback and specialist advice as required • Recognises and addresses complex problems involving multiple variables • Draws on a broad understanding of context and uses a combination of analysis and intuition to decide whether an idea is worth developing and implementing

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCON601 Develop and maintain business continuity plans	BSBCON601B Develop and maintain business continuity plans	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCON601 Develop and maintain business continuity plans

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and implement a business continuity plan that includes appropriate links to emergency response, disaster recovery plans and detailed continuity and recovery strategies
- communicate effectively with relevant personnel to promote an understanding of business continuity frameworks.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain relevant policies and procedures impacting business continuity, including business continuity strategies
- summarise the overall operations of the organisation, including existing data and information systems, paper and digital recordkeeping systems
- describe past and current internal, external and industry disruptions.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – continuity field of work and include access to:

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- business continuity documentation
- interaction with others
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUE203 Conduct customer engagement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to respond effectively to customer engagement while complying with requirements and using a variety of communication methods.

It applies to individuals who perform a range of mainly routine tasks, using limited practical skills and fundamental operational knowledge and who work under some supervision and guidance.

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

Unit Sector

Stakeholder Relations – Customer Engagement

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Prepare for customer engagement	1.1 Obtain and study product or service details relating to customer engagement 1.2 Study prepared engagement guides or scripts 1.3 Locate sources of information that may be required to develop product and service expertise 1.4 Develop an understanding of enterprise policies and procedures and personal targets or key performance indicators

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ELEMENT	PERFORMANCE CRITERIA
	(KPIs) 1.5 Develop proficiency with equipment and systems to effectively and efficiently manage engagement 1.6 Clarify details as required with relevant personnel
2 Provide quality service in response to customer queries	2.1 Use technology to respond to customer queries 2.2 Greet customer according to enterprise protocol and encompass cultural diversity 2.3 Establish and clarify customer needs 2.4 Satisfy customer needs promptly, efficiently and effectively to maximise customer satisfaction and minimise delays and need to refer customer elsewhere 2.5 Respond to customer concerns in a positive manner and in line with enterprise policy for complaint resolution 2.6 Treat customer with respect and courtesy, and enhance and develop customer loyalty 2.7 Complete follow-up action according to engagement escalation policy, timeframes, business rules and practices, and in line with customer expectations
3 Arrange provision of product or service	3.1 Respond appropriately to customer requirements and identify relevant options 3.2 Select appropriate product or service in consultation with customer 3.3 Agree actions or orders with customer giving consideration to maximising value and service delivery to customer 3.4 Consider customer retention options that can be applied to engagement 3.5 Use clear, simple and easy to understand language and ensure responses are comprehensive
4 Respond to customer enquiries	4.1 Adapt to the requirements and expectations of various customers when working in an outsource environment and dealing with multiple customer bases 4.2 Escalate enquiries or orders that cannot be satisfied immediately 4.3 Supply follow-up information to customer as required and in a timely manner 4.4 Observe organisational regulations and standards throughout transaction

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ELEMENT	PERFORMANCE CRITERIA
	4.5 Record details of engagement according to policy 4.6 Record and report difficulties not escalated but that may present an opportunity for continuous improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 3.1, 4.4	• Identifies and evaluates a range of texts to determine product information, performance standards and guidelines, and business requirements
Writing	3.5, 4.2-4.6	• Prepares clear and specific information which conveys an understanding of service requirements, outcomes and alternatives for customers and workplace personnel
Oral Communication	1.6, 2.2-2.6, 3.1, 3.2 3.4, 3.5, 4.3	• Articulates clearly, using industry-specific language suitable to audience to convey requirements and listening and questioning techniques to confirm understanding
Navigate the world of work	1.4, 2.5, 2.7, 4.2 4.4	• Recognises organisational expectations and follows explicit protocols and procedures, regulations and standards in performance of job role
Interact with others	2.2, 2.3, 2.5, 2.6 3.3, 4.1, 4.3	• Follows accepted communication practices and protocols in the provision of customer service. • Adjusts communication style in response to differences in customer profile, expectations and requirements
Get the work done	1.1-1.6, 2.1, 2.4, 2.7, 3.1, 3.2, 3.4 4.3, 4.6	• Plans and implements routine customer service tasks and related workload, making limited decisions on sequencing and timing with support as required from relevant personnel • Analyses task requirements to decide on appropriate customer service options • Identifies difficulties that might present continuous improvement opportunities • Understands purposes, specific functions and key features of common digital systems and tools and

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		operates them effectively to manage customer communication

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUE203 Conduct customer engagement	BSBCCO203A Conduct customer engagement	Updated to meet Standards for Training Packages Name changed to reflect industry practice	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUE203 Conduct customer engagement

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- provide customer services to organisation's standards and guidelines
- use communication equipment and systems efficiently and effectively
- adapt communication techniques to suit customer profile and requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe operational environment – customer base, company products and services
- describe organisational performance standards and customer service expectations
- identify organisational policies, procedures, protocols and communication channels
- outline principles of customer service
- outline operation of equipment and systems.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the stakeholder relations – customer engagement field of work and include access to:

- information technology and telecommunications equipment
- workplace information and data
- performance management records and data and quality assurance guidelines
- call/engagement guides.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUE301 Use multiple information systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to use multiple information systems to research information and records, and to maintain up-to-date customer information.

It applies to individuals who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge, and who may provide technical advice and support to a team.

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

Unit Sector

Stakeholder Relations – Customer Engagement

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Access a range of information systems	1.1 Efficiently logon to information systems 1.2 Navigate screens efficiently to locate displays and information relevant to role 1.3 Use a database management system (DBMS) to control data access, enforce data integrity, manage concurrency, and access information 1.4 Manage use of information systems efficiently according to

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ELEMENT	PERFORMANCE CRITERIA
	organisational requirements
2 Process customer information using multiple information systems	2.1 Analyse customer enquiry to identify information needs 2.2 Identify information systems required to satisfy information needs 2.3 Use information systems according to organisational processes to complete customer enquiry or transaction 2.4 Record customer information in information systems to complete customer enquiry or transaction 2.5 Use the shortest reasonable pathways to navigate between and within information systems 2.6 Maintain contact and communication with customer while operating information systems 2.7 Verify information with customer to complete transaction
3 Identify and rectify information system and processing errors	3.1 Identify errors in information system, relevant to role 3.2 Analyse errors for impact on information system and customers 3.3 Identify source of errors, where possible 3.4 Consult with stakeholders to identify actions to rectify errors 3.5 Arrange rectification and confirm amendments are accurate 3.6 Inform customers of errors and take necessary action 3.7 Identify information system faults and notify relevant personnel according to policy 3.8 Recommend procedural change according to policy

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.1, 3.5	• Recognises and interprets information to determine and confirm customer requirements
Writing	2.4, 3.7	• Records information accurately using clear language and appropriate terminology

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Oral Communication	2.1, 2.6, 2.7, 3.4-3.6	• Articulates requirements clearly using specific and relevant language suitable to audience • Uses appropriate tone, pace and listening and questioning to elicit information and confirm understanding
Navigate the world of work	1.4, 2.3, 3.7, 3.8	• Recognises and follows explicit organisational policies and procedures when using information systems, notifying faults and making recommendations for change
Interact with others	2.6, 2.7, 3.4, 3.6, 3.7	• Identifies and follows accepted communication practices and protocols when collecting, providing and verifying information in a service context or in consultation with colleagues and stakeholders
Get the work done	1.1-1.3, 2.1, 2.2, 2.5, 3.1-3.3, 3.5, 3.7	• Selects from a range of predetermined options in routine customer inquiry situations, identifying and taking some situational factors into account • Recognises and takes responsibility for identifying and addressing information system errors and their sources • Uses familiar digital systems and tools to access, organise, analyse, display and amend information • Recognises some general design and operating principles of digital tools and uses these when troubleshooting

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUE301 Use multiple information systems	BSBCCO301B Use multiple information systems	Updated to meet Standards for Training Packages Code changed to reflect industry practice	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUE301 Use multiple information systems

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access, use and manage information systems to organisational requirements
- navigate systems to locate information required to complete customer inquiry or transaction
- identify and rectify information system and processing errors to established procedures and policies
- provide service to customers in accordance with organisational and regulatory requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain computer and system troubleshooting principles
- identify enterprise business systems and operating platforms relevant to role
- identify enterprise policies, procedures and guidelines regarding use and security of information systems
- explain operation of social networking websites
- explain escalation process for reporting information technology issues.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the stakeholder relations – customer engagement field of work and include access to:

- relevant standards and guidelines for use of systems

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- workplace information and data
- quality assurance and system user error reports
- troubleshooting and escalation reports
- a work environment to observe operation of systems.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUE307 Work effectively in customer engagement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to conduct customer engagement operations. It requires an understanding of organisational requirements, expectations, policies and procedures.

It applies to individuals who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge, and who may provide technical advice and support to a team. This work is undertaken with some supervision and guidance.

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

Unit Sector

Stakeholder Relations – Customer Engagement

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify requirements of customer engagement role	1.1 Identify specific customer engagement operations and relate these in industry-wide context 1.2 Identify role of customer engagement in relation to the organisation 1.3 Identify personal customer engagement role and operations 1.4 Relate personal operations to organisation's customer

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ELEMENT	PERFORMANCE CRITERIA
	engagement objectives 1.5 Identify major components of customer engagement infrastructure 1.6 Relate personal operations to customer engagement infrastructure
2 Manage personal performance	2.1 Use available resources, systems and support effectively 2.2 Identify key performance indicators (KPIs) and comply with organisational processes and reporting protocols, policies and procedures 2.3 Comply with organisational, regulatory and legislative requirements 2.4 Identify personal performance requirements and expectations and adopt strategies to achieve them 2.5 Identify and participate in performance management and development processes
3 Maintain a professional approach to employment	3.1 Display a positive and ethical approach to employment and role 3.2 Identify realistic short- and long-term career objectives 3.3 Relate personal capabilities to current role and career objectives 3.4 Identify strategies for projecting a professional image in current role 3.5 Contribute to promotion of the organisation and its staff, to customers
4 Participate in a workplace team	4.1 Identify team member roles and team structure and interact cooperatively with team members 4.2 Recognise, acknowledge and contribute to formation and achievement of team objectives 4.3 Recognise and respond positively to conflict within team 4.4 Provide feedback to enhance team performance

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	**Performance Criteria**	**Description**
Reading	2.2-2.5	• Identifies and evaluates texts of varying complexity to determine relevant legislative, regulatory and organisational requirements, and interprets performance management and development information
Oral Communication	2.5, 3.5, 4.2, 4.3	• Engages with others using clear articulation and appropriate language, tone and pace suitable to audience and environment • Exchanges information through listening and questioning
Navigate the world of work	1.1-1.6, 2.1-2.5, 3.1-3.5	• Understands nature and purpose of own role and associated responsibilities and how it contributes to organisational goals and outcomes, • Complies with explicit protocols, policies and procedures and legal and regulatory requirements relevant to own role and work context • Assesses skills used in current role and analyses how they may assist achievement of longer-term goals • Uses organisational support and development opportunities to increase skill range and improve performance
Interact with others	4.1-4.4	• Cooperates with team members and contributes to achievement of joint outcomes • Uses a range of strategies to build connections and rapport with team members including provision of feedback and taking a constructive approach to resolution of conflicts of opinion
Get the work done	2.1, 2.4, 3.4, 3.5 4.2-4.4	• Plans approach to work role and associated tasks and responsibilities accepting stated goals and aiming to achieve them efficiently • Analyses own attitudes and presentation and uses them to achieve professional performance in a team • Recognises value of conflict resolution and feedback to achieve continuous improvement within team and work context

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCUE307 Work effectively in customer engagement	BSBCCO307A Work effectively in customer contact	Updated to meet Standards for Training Packages Name changed to reflect industry practice	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUE307 Work effectively in customer engagement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- achieve identified KPIs in a customer engagement role in compliance with organisational processes, policies and procedures
- develop and maintain a professional approach to own role and responsibilities
- participate effectively in team-based operations, contributing to establishment of objectives and achievement of outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe customer base, company products and services
- explain performance indicator requirements and performance management outcomes
- explain industry-specific regulatory and legislative requirements in relation to customer engagement
- outline operational systems used within scope of own role and scope of customer engagement operations and key relationships
- outline organisational mission and business goals.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the stakeholder relations – customer engagement field of work and include access to:

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- relevant information, such as organisational policies, standard operating procedures and guidelines, performance management guidelines, role position descriptions and organisational charts
- peer and line manager feedback in a contact centre environment to observe performance.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

It applies to individuals who play a prominent part in motivating, mentoring, coaching and developing team cohesion through team leadership and forming the link between the management of the organisation and the team members. At this level, work will normally be carried out within known routines, methods and procedures, and may also involve complex or non-routine activities that require some discretion and judgement.

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

Unit Sector

Management and Leadership – Frontline Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Contribute to team outcomes	1.1 Consult team members to identify team purpose, roles, responsibilities, goals, plans and objectives 1.2 Support team members to meet expected outcomes

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ELEMENT	PERFORMANCE CRITERIA
2 Support team cohesion	2.1 Encourage team members to participate in the planning, decision making and operational aspects of the work team to their level of responsibility 2.2 Encourage team members to take responsibility for their own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward team members' efforts and contributions 2.4 Identify and address issues, concerns and problems identified by team members, or refer to relevant persons as required
3 Participate in work team	3.1 Actively encourage and support team members to participate in team activities and communication processes and to take responsibility for their actions 3.2 Support the team to identify and resolve problems which impede its performance 3.3 Utilise own contribution to work team to serve as a role model for others and enhance the organisation's image within the work team, the organisation and with clients/customers
4 Communicate with management	4.1 Maintain open communication with line manager/management at all times 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues to line manager/management and follow up to ensure action is taken in response to these matters

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Writing	2.3, 2.4, 4.2, 4.3	• Uses appropriate vocabulary, grammatical structures and conventions to communicate information, matching style to purpose and audience
Oral	1.1, 1.2, 2.1-2.4, 3.1,	• Presents ideas and seeks feedback from others using vocabulary and non-verbal features appropriate to the

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Communication	3.2, 4.1-4.3	audience • Participates in open discussions to elicit the views of others by asking questions and listening to responses
Navigate the world of work	1.1	• Ensures that team members are aware of their rights and responsibilities in the workplace, including workplace safety
Interact with others	1.1, 1.2, 2.1-2.4, 3.1, 3.2, 4.1-4.3	• Collaborates, supports and cooperates with others to achieve work outcomes, and encourages others to do the same • Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Recognises importance of own interpersonal skills in projecting a positive image to others in work context • Understands the need to modify own communication style to accommodate individual differences
Get the work done	1.1, 2.4, 4.1, 4.3	• Plans and implements tasks required to achieve required outcomes • Recognises and responds to problems related to role and seeks assistance when problems are beyond immediate responsibilities

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFLM312 Contribute to team effectiveness	BSBFLM312C Contribute to team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- discuss and clarify goals and responsibilities with a team of people
- apply management and communication skills with a range of people that:
  - provides direction and leadership
  - assists individuals to achieve goals
  - motivates and builds team cohesion
  - fosters contribution of and respect for ideas
- apply techniques for resolving problems within organisational and legislative requirements
- communicate effectively with management including escalating problems outside own area of responsibility
- manage communication of information to, and between, the team.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list organisational goals, objectives and plans that relate to the team
- identify legislation, regulations, standards or codes of practice that may impact team performance and outcomes
- describe the organisational structure with reference to the organisational chart
- describe options for addressing performance issues in the organisation
- explain the principles and techniques of:
  - group dynamics and processes
  - motivation

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  - negotiation
- explain why considering individual behaviour and differences is important to a manager.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management field of work and include access to:

- relevant workplace documentation and resources
- relevant legislation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN502 Build and sustain an innovative work environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing on a holistic approach to the integration of innovation across all areas of work practice.

It applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals. The work group could be permanent or temporary in nature.

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

Unit Sector

Creativity and Innovation – Innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Lead innovation by example	1.1 Make innovation an integral part of leadership and management activities 1.2 Demonstrate positive reception of ideas from others and provide constructive advice 1.3 Establish and maintain relationships based on mutual respect and trust

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Take considered risks to open up opportunities for innovation 1.5 Regularly evaluate own approaches for consistency with the wider organisational or project context
2 Establish work practices that support innovation	2.1 Consult on and establish working conditions that reflect and encourage innovative practice 2.2 Introduce and maintain workplace procedures that foster innovation and allow for rigorous evaluation of innovative ideas 2.3 Facilitate and participate in collaborative work arrangements to foster innovation 2.4 Build and lead teams to work in ways that maximise opportunities for innovation
3 Promote innovation	3.1 Acknowledge suggestions, improvements and innovations from all colleagues 3.2 Find appropriate ways of celebrating and promoting innovation 3.3 Promote and reinforce the value of innovation according to the vision and objectives of the organisation or project 3.4 Promote and support the evaluation of innovative ideas within the wider organisational or project context
4 Create a physical environment which supports innovation	4.1 Evaluate the impact of the physical environment in relation to innovation 4.2 Collaborate with colleagues about ideas for enhancing the physical work environment before taking action 4.3 Consider potential for supporting innovation when selecting physical resources and equipment 4.4 Design, fit-out and decorate workspaces to encourage creative mindsets, collaborative working and the development of positive workplace relationships
5 Provide learning opportunities	5.1 Pro-actively share relevant information, knowledge and skills with colleagues 5.2 Provide or encourage formal and informal learning opportunities to help develop the skills needed for innovation 5.3 Create opportunities in which individuals can learn from the experience of others

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.5, 2.2, 4.1, 5.1	• Interprets and evaluates information that may deal with complex ideas related to issues both within and outside a given workplace context
Writing	3.3, 3.4, 5.1	• Develops information for others using language to suit the context and audience
Oral Communication	1.2, 2.1, 2.3, 3.1, 3.3, 3.4, 5.1	• Presents ideas and concepts to a range of audiences using structure and language to suit the audience • Uses active listening and questioning to discuss and clarify information and to confirm understanding
Navigate the world of work	1.1, 1.5, 2.1, 2.2, 3.3, 5.1, 5.2	• Takes responsibility for implementing practices and procedures to achieve organisational objectives in innovation according to role requirements • Stays up to date with professional development options to provide relevant information to staff
Interact with others	1.2, 1.3, 2.3, 2.4, 3.1-3.4, 4.2, 5.1, 5.3	• Uses appropriate communication techniques to build rapport and foster strong relationships with co-workers in a range of work contexts • Uses inclusive and collaborative techniques to share, promote and convey complex information about new ideas and systems within the workplace
Get the work done	1.1, 1.4, 1.5, 2.1, 3.2, 3.3, 4.1, 4.3, 4.4, 5.2, 5.3	• Accepts responsibility for planning and implementing tasks and practices to achieve organisational goals, negotiating key aspects with others and taking into account current capabilities and needs • Develops new and innovative ideas through exploration, evaluation, analysis and critical thinking • Facilitates a climate where people feel comfortable suggesting and discussing improvements or new ideas • Uses problem solving processes to identify, assess and respond to challenges and risks around innovation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINN502 Build and sustain an innovative work environment	BSBINN502A Build and sustain an innovative work environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN502 Build and sustain an innovative work environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to maximise opportunities for innovation by:

- establishing procedures and practices that foster innovation including:
  - collaborative work arrangements
  - building team capacity to contribute to innovation
  - providing formal and informal learning opportunities
  - evaluating ideas
  - celebration and promotion of innovation
  - consultation
  - respectful communications and sharing of ideas and feedback
- reinforcing the value of innovation to the vision and objectives of the organisation,
- model ling behaviour including being receptive to ideas, giving constructive advice, evaluating own work, establishing and maintaining relationships based on mutual respect and trust, taking considered risks that provide opportunities for innovation
- evaluating how the physical environment can be enhanced to support innovation and collaboration and collaborating on ideas to make improvements including in the selection of physical resources and equipment, and the design, fit-out and decoration of the workspaces
- making changes to a workspace that will encourage innovation in at least one of
  - design
  - fit-out
  - decoration.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the concepts and theories of innovation and how these link to innovation in practice
- explain the context for innovation in the workplace including core business values, overall objectives, broader environmental context and the need to ensure the value and benefit of innovative ideas and projects
- discuss the factors and tools that can motivate individuals to use creative thinking and apply innovative work practices
- research the legislative framework that impacts on operations in the relevant workplace context
- explain how different approaches to management and leadership can support or hinder innovation
- discuss typical challenges and barriers to innovation within teams and organisations and ways of overcoming these including rewarding and celebrating innovation, coaching and learning, modelling behaviour and managing the physical environment.
-

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN801 Lead innovative thinking and practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to generate, lead and sustain innovative organisational thinking and practice.

It applies to individuals who initiate and lead innovation in any industry or community context. Each organisation's thinking and practice will be different depending on its core business, purpose, size, complexity and broader operating context.

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

Unit Sector

Creativity and Innovation – Innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Generate innovative thinking and creativity	1.1 Research and use a range of techniques and tools to generate new ideas and thinking 1.2 Research and analyse trends shaping organisation's current and future thinking and practice 1.3 Introduce and promote creative thinking techniques to foster personal and team innovation 1.4 Evaluate overall context for individual and collective

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ELEMENT	PERFORMANCE CRITERIA
	innovative thinking and creativity 1.5 Research and analyse specific conditions for innovation and issues that impact on individual and collective innovative thinking and creativity 1.6 Research and review innovation drivers and enablers
2 Lead innovative practices	2.1 Develop personal leadership style to model positive innovative thinking and practice 2.2 Review, challenge and refine own style and practice in relation to modelling and supporting innovation 2.3 Assess and determine the requirements to promote sustainable innovative activity for the operational context and people involved 2.4 Devise and implement most appropriate means to promote knowledge transfer 2.5 Identify, evaluate and manage risks associated with innovation within an organisation
3 Generate and support a culture of innovation	3.1 Introduce and promote innovative practices, processes, products or services appropriate to audience and organisational requirements 3.2 Establish ways to capture, communicate and share innovative ideas and practices 3.3 Initiate and foster communication, consultation and team development approaches that support innovation 3.4 Identify, assess and provide adequate resources for innovation to occur 3.5 Develop and apply strategies to foster a workplace culture capable of encouraging innovation 3.6 Establish mechanisms at system and process level that can support innovation
4 Sustain innovative thinking and practice	4.1 Develop strategies to make innovation an integral part of organisational activity 4.2 Develop and monitor processes to ensure ongoing awareness of individual and collective contributions to innovative thinking and practice 4.3 Analyse potential barriers and risks to innovation and devise strategies to respond 4.4 Analyse and reflect on innovation performance as a basis for developing strategies for improvement

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	2.1, 2.2, 4.4	• Evaluates and reflects on personal effectiveness to develop strategies to enhance own performance
Reading	1.1, 1.2, 1.5, 1.6	• Identifies, analyses, interprets and evaluates visual and textual information from a range of sources to identify innovation strategies, practices and trends
Writing	1.1, 1.2, 1.5, 1.6, 3.2	• Uses clear and precise language to document research findings for reference purposes • Develops complex plans, strategies and systems to integrate innovation into the organisation using appropriate formats for the audience and purpose
Oral Communication	1.3, 3.2, 3.3, 3.5	• Discusses, presents and seeks information using appropriate structure and language for the particular audience • Uses questioning and active listening to encourage discussion and to clarify or confirm understanding
Numeracy	1.1, 1.2, 1.5, 1.6, 3.2	• Interprets, analyses and presents numeric/financial information in complex documents
Navigate the world of work	2.1, 2.2, 2.3, 2.5, 3.1, 3.5, 4.1	• Understands how own role meshes with others and contributes to broader work goals • Leads in the development of strategies to integrate innovative practices into the organisation
Interact with others	1.3, 3.2, 3.3, 3.5	• Uses a variety of relevant communication tools and strategies to build and maintain effective working relationships • Uses inclusive and collaborative techniques to communicate, negotiate and consult effectively with a range of stakeholders • Actively seeks the perspectives of others as part of work role
Get the work done	1.1,1.2, 1.3-1.6, 2.3-2.5, 3.2-3.6, 4.1-4.4	• Plans, develops, implements and monitors practical strategies to introduce and support innovation in the workplace • Develops new and innovative ideas through exploration, evaluation, analysis and critical thinking

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		• Uses formal analytical and lateral thinking techniques to identify issues, generate and evaluate possible solutions, and select most appropriate option

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINN801 Lead innovative thinking and practice	BSBINN801A Lead innovative thinking and practice	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN801 Lead innovative thinking and practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use various techniques and tools to stimulate creative or innovative thinking
- research, review and critically analyse trends in thinking and emerging practices as they relate to an organisation's current thinking and practices
- develop own capacity to lead innovative thinking and practice in an organisational context
- complete a workplace project or case study to demonstrate a comprehensive understanding and application of key concepts, current theories and processes for introducing, communicating, promoting, supporting and sustaining innovative thinking and practices in an organisational context.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- compare and contrast current and past theories and thinking about innovation
- explain how theory and thinking on innovation and creativity can contribute to applied practice
- discuss the impact of leadership style on innovation in organisations, including how specific approaches may encourage or inhibit innovation
- discuss the relevance of organisational and industry context on innovation
- analyse the internal and external conditions or factors that impact on organisational innovation
- outline strategies for identifying, assessing and managing risks associated with innovation
- provide examples of innovation drivers in an organisation
- provide examples of innovation enablers in an organisation

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- list and describe mechanisms at system or process level that can support innovative practices
- discuss typical challenges and barriers to innovation within an organisation and ways of overcoming these challenges and barriers.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation field of work and include access to:

- workplace documentation and resources
- office equipment and materials
- case studies or, where available, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINS501 Implement information and knowledge management systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to organise training for an information and knowledge management system and to implement the use of the system.

The unit applies to individuals who are responsible for ensuring relevant information and corporate knowledge are retained, accessible and improve business outcomes.

It applies to information and knowledge management systems that comprise policies, protocols, procedures and practices to manage information or knowledge within the organisation and among relevant stakeholders.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement use of management system	1.1 Identify legislative requirements, and organisational policies and procedures 1.2 Implement information and knowledge management system according to legislative requirements and organisational policies and procedures 1.3 Address implementation issues and problems, where required 1.4 Collect information on relevant key performance indicators 1.5 Identify contingencies and refer technical specialist help, where

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ELEMENT	PERFORMANCE CRITERIA
	required
2. Organise learning to use management systems	2.1 Identify learning requirements of relevant stakeholders for use of an information and knowledge management system 2.2 Identify and secure resources required for learning activities to use an information and knowledge management system 2.3 Organise and facilitate learning activities 2.4 Promote and support use of the system throughout the organisation 2.5 Monitor and document effectiveness of learning activities
3. Review use of management system	3.1 Analyse effectiveness of system and report on strengths and limitations of the system 3.2 Recommend improvements to information and knowledge management system, where required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Writing	• Prepares and produces documentation for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral Communication	• Presents information using structure and language to suit the audience • Uses active listening and questioning and reading of verbal and non-verbal signals to clarify information and to confirm understanding
Self-management	• Takes responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation
Teamwork	• Collaborates with others, sharing information to build strong work groups and avoid behaviours that are not conducive to a productive environment • Elicits feedback and provides feedback to others in order to improve self or workgroup behaviours
Planning and organising	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Monitors progress of plans and schedules and reviews and changes them to meet new demands and priorities

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Skill	Description
Problem solving	• Applies systematic and analytical processes to address problems and make decisions in complex situations
Innovation and enterprise	• Investigates new and innovative ideas to continuously improve, work practices and processes
Technology	• Uses and investigates new digital technologies and applications to manage and manipulate data and communicate effectively with others

Unit Mapping Information

Supersedes and is equivalent to BSBINM501 Manage an information or knowledge management system.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS501 Implement information and knowledge management systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement and review one information management system
- implement and review one knowledge management system
- facilitate learning on both these information and knowledge management systems.

In the course of the above, the candidate must:

- identify learning needs and plan and implement learning activities to enable personnel to use information and knowledge management system
- monitor performance and address issues and contingencies as they arise including:
  - accessing technical specialists, as required
  - applying correct policies and procedures for the information or knowledge management system
  - evaluating effectiveness of information or knowledge management system for intended outcomes
- recommend improvements to systems, policies and practices, where required.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- relevant legislation, regulation, standards and codes
- organisational policies and procedures, including those related to:
  - information management
  - knowledge management
- organisational operations and existing data and information systems
- relevant learning activities and key performance indicators.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulation, standards and codes relevant to information and knowledge management
- workplace systems, documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR411 Demonstrate leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

The unit applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These leaders have a strong influence on the work culture, values and ethics of the teams they supervise.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to demonstrate leadership	1.1 Identify organisation's requirements for management performance 1.2 Identify qualities required for positive management performance according to organisational policies and procedures 1.3 Develop and implement performance plans for individual and team according to organisation's business objectives 1.4 Establish key performance indicators according to organisation's business objectives
2. Align behaviour with	2.1 Locate and assess organisation's standards and values for

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ELEMENT	PERFORMANCE CRITERIA
organisational values	conducting business 2.2 Identify how own performance will contribute to upholding organisational values 2.3 Identify issues to be resolved according to organisational values 2.4 Gather and organise information relevant to the issues under consideration
3. Model leadership behaviour	3.1 Facilitate individual's and team's active participation in team decision-making processes 3.2 Examine options and assess associated risks to determine preferred course of action 3.3 Develop plan to implement decisions agreed by relevant individuals and teams 3.4 Use feedback processes to monitor the implementation and impact of decisions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
Writing	• Records and reports key information related to the organisational goals, standards and objectives • Researches, plans and prepares documentation for relevant stakeholders
Oral Communication	• Uses structure and language when developing performance plans, or when seeking and providing information about organisational goals and objectives
Numeracy	• Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
Enterprise and initiative	• Identifies how own role meshes with others and contributes to broader work goals • Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective outcomes • Identifies the importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate

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	with whom, why and how
Planning and organising	• Develops plan to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals • Uses systematic, analytical processes in complex, non-routine situations, setting goals • Evaluates effectiveness of decisions in terms of how well they meet stated goals

Unit Mapping Information

Supersedes and is equivalent to BSBMGT401 Show leadership in the workplace.

Supersedes but is not equivalent to BSBMGT405 Provide personal leadership.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR411 Demonstrate leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least two performance plans, including one relating to individuals and one relating to teams.

In the course of the above, the candidate must:

- comply with organisation's standards and values
- evaluate own behaviour and performance against organisational standards and values and adjust to achieve required standards
- ensure own behaviour and performance contributes to the integrity and credibility of the organisation
- facilitate processes to make decisions that are based on:
  - relevant information
  - examination of options and associated risks
  - input from relevant people
- communicate about making and implementing decisions including:
  - facilitating agreement on the preferred course of action and implementation plans
  - monitoring and seeking feedback on the implementation and impact of decisions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- methods to identify an organisation's standards and values when they are stated, and where they are implied
- organisational values and expectations of behaviour
- basic leadership theories
- common leadership styles

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- organisation's process for raising questions about standards and values
- examples of behaviours and performance that would typically be considered damaging to an organisation
- concepts of:
  - organisational values and ethics
  - role modelling
  - integrity and credibility
  - leadership.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

The unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context. At this level work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to lead workplace relationships	1.1 Identify work team objectives according to organisational strategy 1.2 Collect and analyse information for the achievement of work task 1.3 Share ideas and information with relevant internal and external stakeholders according to work task 1.4 Develop strategy for completion of work task in collaboration with work team

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ELEMENT	PERFORMANCE CRITERIA
2. Lead workplace relationships	2.1 Identify and implement methods to facilitate collaboration to complete work task 2.2 Support colleagues experiencing difficulties fulfilling work requirements 2.3 Manage conflict constructively within the organisation's processes and parameters of own role 2.4 Communicate work progress to relevant internal and external stakeholders
3. Review leadership	3.1 Seek feedback on relationship management for work task from relevant stakeholders 3.2 Analyse feedback on relationship management 3.3 Evaluate personal performance in leading workplace relationships 3.4 Identify areas of improvement for leading workplace relationships future work tasks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Collects, analyses and evaluates textual information from a range of resources to inform improvement strategies
Oral Communication	• Selects or adjusts communication style to maintain effectiveness of interaction and build and maintain engagement consistent with organisational requirements
Initiative and enterprise	• Identifies and follows legislative and organisational requirements relevant to own role
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Adapts personal communication style to build trust and positive working relationships and to show respect for the opinions, values and particular needs of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others
Planning and	• Plans and implements activities and processes to manage and review work performance

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organising	• Systematically gathers and analyses all relevant information to formulate and evaluate possible solutions to difficulties

Unit Mapping Information

Supersedes and is equivalent to BSBLDR402 Lead effective workplace relationships.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead effective workplace relationships on at least four occasions with different individuals or groups.

In the course of the above, the candidate must:

- access and analyse information required to achieve planned outcomes
- collaborate with work team to develop and implement a work task strategy
- apply techniques for resolving problems and conflicts, and dealing with poor performance according to organisational and legislative requirements
- monitor and communicate work progress to relevant internal and external stakeholders
- seek and review feedback to improve workplace leadership.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- considerations for communicating information including audience cultural and social diversity
- consultation processes including internal and external sources of consultees
- impacts of relationships, cultural and social environment, in supporting or hindering the achievement of planned outcomes
- techniques for developing positive work relationships and building trust and confidence in a team, including:
  - interpersonal styles
  - communications
  - consultation
  - cultural and social sensitivity
  - networking

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- impact of legislation and organisational policies on workplace relationships
- techniques for communicating information and ideas to a range of stakeholders
- common methods to resolve workplace conflict
- common methods to manage poor work performance
- common methods to monitor, analyse and improve work relationships.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to performance evidence
- workplace documentation and resources
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.

The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must ‘manage up’ as well as manage their team/s.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan team outcomes	1.1 Lead team to identify and establish team objectives and work processes 1.2 Support team to document identified objectives and work processes according to organisational processes 1.3 Encourage team members to incorporate innovation and productivity measures in work plans 1.4 Lead and support team members to meet expected outcomes
2. Promote team cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members on their efforts and contributions 2.4 Address or refer issues, concerns and problems identified by team members 2.5 Model expected behaviours and approaches
3. Supervise team performance	3.1 Encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Support team to identify and resolve problems which impede performance 3.3 Ensure own contribution to work team serves as a role model for others
4. Liaise with management	4.1 Establish open communication with line management 4.2 Communicate information from line management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team to line management to action 4.4 Communicate issues raised by management to the team to action

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others

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Planning and organising	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others, as required

Unit Mapping Information

Supersedes and is equivalent to BSBLDR403 Lead team effectiveness.

Supersedes but is not equivalent to BSBSMB407 Manage a small team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop a team development plan, that addresses:
  - innovation and productivity measures
  - team cohesion
  - issues management and actions.

In the course of the above, the candidate must:

- apply knowledge of organisational goals, objectives and plans to work tasks
- communicate with team members and management to identify and establish team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work processes, including team purpose, roles, responsibilities, goals and plans
- organisational escalation policies and procedures
- behaviours which enhance organisational image for work team, clients and customers
- processes for setting goals that contribute to team effectiveness
- effects of individual behaviour on team effectiveness
- innovation and productivity measures in work plans
- key features of common leadership styles.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information about the organisation, including organisational structure, goals, objectives and plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR522 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.

The unit applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback. The unit makes the link between performance management and performance development and reinforces both functions as a key requirement for effective managers.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Allocate work	1.1 Consult relevant groups and individuals on work to be allocated and resources available 1.2 Develop work plans and allocate work according to organisational requirements and operational plans 1.3 Develop and confirm performance standards and key performance indicators with relevant staff prior 1.4 Conduct risk analysis according to organisational risk management plan and legal requirements
2. Assess performance	2.1 Review performance management and processes according to legislation, organisational objectives and policies

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Train participants in the performance management and review process 2.3 Conduct performance management according to organisational policies procedures and relevant timelines 2.4 Monitor and evaluate performance according to performance standards and key performance indicators
3. Provide feedback	3.1 Provide informal feedback and coaching to staff 3.2 Advise relevant personnel, where performance is poor and take necessary actions 3.3 Document feedback according to the organisational performance management system 3.4 Conduct formal structured feedback sessions as necessary and according to organisational policy
4. Manage follow up	4.1 Develop performance improvement and development plans according to organisational policies 4.2 Monitor underperforming individuals according to organisational policies 4.3 Respond to underperforming individuals, as required 4.4 Reinforce excellence in performance through recognition and continuous feedback

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Learning	• Consolidates and improves own knowledge and skills by coaching, mentoring or training others
Reading	• Gathers, interprets and analyses texts in organisational documents to facilitate performance management
Writing	• Plans and prepares documents for allocating work and managing performance suitable for the target audience and in accordance with organisational requirements
Oral Communication	• Uses language and structure appropriate to context and audience to explain expected standards of performance, provide feedback and coach staff
Self-management	• Applies legal and regulatory responsibilities related to own work and the organisation as a whole

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	• Adheres to organisational policies and procedures
Teamwork	• Applies the protocols governing what to communicate to whom and how in a range of work contexts • Collaborates with others to achieve joint outcomes, influencing direction and taking a leadership role on occasion
Planning and organising	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Seeks advice, feedback and support, as required to assist in the decision-making process • Uses experiences to reflect on the ways in which variables impact on performance

Unit Mapping Information

Supersedes and is equivalent to BSBMGT502 Manage people performance.

Supersedes but is not equivalent to:

- BSBMGT404 Lead and facilitate off-site staff
- BSBSLS502 Lead and manage a sales team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR522 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage performance of at least two individuals
- manage performance of at least one team.

In the course of the above, the candidate must:

- consult with stakeholders to identify work requirements, performance standards and agreed performance indicators
- develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements
- assess performance against performance indicators according to performance management and review processes
- monitor, evaluate and provide feedback on performance and provide coaching or training, as needed
- keep records and documentation in accordance with the organisational performance management system
- reinforce excellence in performance through recognition and continuous feedback
- respond to underperforming individuals according to organisational policies, as required.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory and organisational requirements for performance management and review
- organisational risk management plan
- organisational human resource support services
- organisational performance measurement systems
- key features of unlawful dismissal rules and due process

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- staff development options and information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation on performance management
- workplace documentation and resources for performance management and review.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR801 Lead personal and strategic transformation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to analyse and improve personal leadership style and professional competence and to lead organisational transformation and learning for strategic outcomes.

It covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development and providing strategic leadership in a dynamic context.

It applies to those who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Reflect on personal efficacy	1.1 Identify and apply strategies to create a climate that encourages and allows for the receiving and giving of constructive feedback 1.2 Regularly review own performance in terms of personal efficacy,

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ELEMENT	PERFORMANCE CRITERIA
	personal competence and attainment of professional competence outcomes and personal development objectives and priorities 1.3 Review own capacity as a role model in terms of ability to build trust, confidence and respect of diverse groups and relevant individuals 1.4 Evaluate personal effectiveness in building an effective organisational and workplace culture 1.5 Analyse and evaluate personal effectiveness in developing the competence required to achieve operational accountabilities and responsibilities
2. Lead in a transformational manner	2.1 Apply transformational and transactional leadership practices 2.2 Demonstrate empathy in personal communication, relationships and day to day leadership role 2.3 Lead consistently in an inclusive manner that is respectful of individual differences 2.4 Monitor and regulate own potentially disruptive emotions and impulses 2.5 Manage work based relationships effectively 2.6 Integrate own emotions with cognitions in personal leadership style 2.7 Evaluate personal leadership style and adjust for different contexts
3. Model and cultivate collaborative thinking	3.1 Apply judgement, intelligence and common sense when undertaking day to day leadership role 3.2 Analyse relevant legislation, information and intelligence sources when evaluating business opportunities 3.3 Draw upon personal expertise of self and relevant individuals to achieve strategic results 3.4 Seek and encourage contributions from relevant individuals 3.5 Model and encourage collaborative communication and learning approaches in the workplace 3.6 Cultivate existing and new collaborative and participative work relationships
4. Provide strategic leadership during change processes	4.1 Positively convey organisational direction and values to relevant individuals and relevant stakeholders 4.2 Analyse the impact and role of leadership during organisational change

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ELEMENT	PERFORMANCE CRITERIA
	4.3 Analyse and confirm capacity and competence of relevant individuals to contribute to change processes and plans 4.4 Develop learning and communication solutions to address problems and risks arising for individuals during organisational change 4.5 Identify leadership styles and develop approaches to best respond to the impact of change on people and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.2	• Develops insights from previous experience to improve personal performance
Reading	1.1, 1.2, 3.2, 4.5	• Sources, evaluates and critiques ideas and information from a range of complex texts to assist with decisions, choices and to manage organisational requirements
Writing	1.1, 1.5, 4.4, 4.5	• Records results of analysis using clear and comprehensible language and layout • Researches and prepares plans for relevant stakeholders incorporating appropriate vocabulary, grammatical structure and conventions
Oral communication	2.2, 2.3, 3.4	• Expresses opinions and information and responds to other people's views using language appropriate to audience
Navigate the world of work	1.4, 1.5, 3.2, 3.3	• Considers own role in terms of its contributions to broader goals of the work environment • Takes full responsibility for identifying and following policies, procedures and legislative requirements
Interact with others	1.1-1.5, 2.1-2.7, 3.1, 3.4-3.6, 4.1	• Understands impact of own behaviour on others, reflecting on personal strengths and limitations and implementing strategies to regulate behaviour • Influences and fosters a collaborative culture facilitating a sense of commitment and workplace cohesion • Uses a variety of communication tools and strategies to build rapport and maintain effective working

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		relationships • Uses appropriate interpersonal skills to encourage contributions and elicit ideas from others • Adapts personal communication style to build a positive working relationship and show respect for the opinions, values and particular needs of others
Get the work done	1.1, 2.1, 4.2, 4.3, 4.4, 4.5	• Develops plans to manage complex activities with strategic implications that involve a range of personnel with diverse skills, knowledge and experience • Systematically gathers and analyses all relevant information and evaluates options to inform decisions with the potential to affect organisational outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLDR801 Lead personal and strategic transformation	BSBLED701A Lead personal and strategic transformation	Updated to meet Standards for Training Packages Recoded to meet AQF Standards	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR801 Lead personal and strategic transformation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- reflect on and improve own development, personal leadership style and self-management skills
- demonstrate the application of leadership styles and approaches appropriate to individuals involved, the outcomes being sought and the context
- model and encourage collaboration
- provide strategic leadership during a change process
- effectively manage workplace relationships
- analyse relevant legislation, information and intelligence sources.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the relevant legislative and regulatory context of the organisation
- state the organisation's mission, purpose and values
- outline organisation's objectives, plans and strategies
- describe a range of leadership styles
- describe personal development planning methodologies
- outline data collection methods
- explain the process for external environment scanning relating to social, political, economic and technological developments
- explain emotional intelligence and its relationship to individual and team effectiveness
- explain organisational transformation and the management of the stages of change
- explain organisational design and building in responsiveness of operations to change in customer or market conditions.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- legislation, regulations and codes of practice
- workplace plans, mission statements, policies and procedures
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR802 Lead the strategic planning process for an organisation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead the development of high-level strategic plans that serve the vision and mission of an organisation. It addresses analysing the environment, identifying risks and opportunities, planning staffing requirements, succession planning, and establishing and monitoring financial and non-financial performance indicators.

Leadership is applied in order to engage people with the organisation's vision and goals and in developing and implementing the plan.

It applies to senior managers and business owners who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Initiate the strategic planning process	1.1 Consult organisation's decision makers to determine the parameters that will be used for the planning process, including timeframes and budget 1.2 Analyse current strategic planning documents to determine a methodology that is in keeping with the organisation's needs and past practice 1.3 Identify stakeholders who will contribute to the plan's development 1.4 Develop and document planning methodology within a project plan including resource allocation
2. Conduct an environmental and organisational scan	2.1 Research local and international best practice and trends in the organisation's field of operation 2.2 Identify, collect and analyse demographic and trend data to provide profiling information about the organisation's market. 2.3 Collect and analyse industry intelligence relating to competitors 2.4 Identify key strengths, weaknesses, opportunities and threats (SWOT) to the organisation 2.5 Identify major risk factors that could constrain the achievement of organisational goals in the short, medium and long term 2.6 Consult stakeholders to identify issues and expectations affecting the organisation's operations
3. Lead the establishment of organisational key directions and goals	3.1 Engage staff and relevant stakeholders in establishing the major goals of the organisation 3.2 Establish leadership to articulate the vision, mission and key goals of the organisation 3.3 Provide leadership to establish the organisation's key result areas
4. Lead the development of the plan's key activities and performance indicators	4.1 Initiate and manage processes and delegations to develop detailed activities to achieve the organisation's goals 4.2 Develop specific performance indicators to enable the measurement of success 4.3 Cost and budget for resourcing levels to enable the plan to be enacted 4.4 Gain commitment to the process and the plan 4.5 Engage relevant stakeholders and participants to sign off and commit to the finalised strategic plan
5. Manage the	5.1 Develop tactical or operational annual plans to facilitate

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ELEMENT	PERFORMANCE CRITERIA
implementation process	implementation of longer-term strategic plan 5.2 Prioritise and resource (human, financial and capital) programs and operational tactics 5.3 Analyse and plan for changes to processes or practices 5.4 Plan human resource development and succession strategies to ensure long-term business viability 5.5 Initiate strategies to skill the workforce in order to implement the plan 5.6 Establish communication processes to inform and support staff and stakeholders through implementation of the plan
6. Manage the evaluation process	6.1 Establish and implement processes to monitor performance against agreed benchmarks and performance 6.2 Monitor outcomes of the strategic and operational plans 6.3 Undertake review or refinement of activities in light of changing conditions to ensure the attainment of the strategic plan goals

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.4, 2.1-2.5, 5.3, 6.2, 6.3	• Sources, evaluates and critiques ideas and information from a range of complex texts to assist with strategic decisions • Reviews texts to determine whether required outcomes have been met
Writing	1.4, 4.1, 4.2, 5.1, 5.3, 5.4, 6.1, 6.2, 6.3	• Develops or reviews complex texts according to organisational requirements to convey strategy, context and intent
Oral communication	1.1, 2.6	• Leads discussions using active listening and questioning to seek the views and opinions of others
Numeracy	1.4, 2.2, 4.3	• Develops budgets and plans using mathematical processes to calculate costs, timeframes and resources
Navigate the	1.2, 3.2, 3.3, 5.1,	• Develops and implements strategies to ensure organisational goals are achieved

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world of work	5.4, 5.5	• Leads planning processes in accordance with organisational goals
Interact with others	1.1, 2.6, 3.1-3.3, 4.4, 4.5	• Demonstrates sophisticated control over oral, visual and/or written formats, drawing on a range of communication practices to achieve goals • Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others
Get the work done	1.2, 1.3, 1.4, 3.1, 4.1, 4.2, 4.4, 4.4, 5.2-5.4, 5.6, 6.1-6.3	• Systematically gathers and analyses all relevant information and evaluates options in order to inform strategic decisions or solve problems • Develops flexible plans for complex, high impact activities with strategic implications that involve a diverse range of stakeholders with potentially competing demands • Monitors results against stated goals, adjusting plans and resources where necessary

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLDR802 Lead the strategic planning process for an organisation	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR802 Lead the strategic planning process for an organisation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- facilitate processes to develop an organisation-wide strategic plan including:
  - consulting with decision makers and other stakeholders
  - planning and budgeting for human, financial and capital resources and implementing staff development and succession plans
  - identifying and analysing information about the organisation and its environment including research about industry trends and practices, an environmental and organisational scan, existing organisational strategic planning documents, a strengths, weaknesses, opportunities and threats (SWOT) analysis and identifying risks to achieving the organisation's goals
  - aligning the strategic plan to the vision, mission and key goals of the organisation
  - identifying performance indicators
  - communicating with and engaging stakeholders in the development, sign off and implementation of the plan
- harness resources, staff and stakeholder commitment to ensure implementation of the strategic plan by consulting and engaging with them throughout the process
- implement and evaluate the strategic plan including developing tactical or operational annual plans and refining the plan to respond to changed conditions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline contractual requirements and implications for the business
- explain financial management requirements and processes of the business
- describe industry trends and practices of relevance to the organisation's strategic direction

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- specify organisational resource requirements to undertake projects
- describe processes and procedures for identifying strategic goals setting and activities
- describe risk management processes such as SWOT
- outline strategic and operational planning processes

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- organisational and industry information and data
- workplace documents including strategic planning documentation
- case studies and, where available, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR803 Develop and cultivate collaborative partnerships and relationships

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish collaborative partnerships and relationships with business and industry stakeholders.

This unit covers communicating to influence others, cultivating new and existing partnerships, establishing positive collaborative relationships, leading the establishment of a partnership program and establishing reporting mechanisms.

It applies to people who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate to influence relevant individuals and stakeholders	1.1 Generate trust, confidence and support from relevant stakeholders by demonstrating a high standard of personal performance and conduct 1.2 Implement communication strategies to represent the organisation positively to media, local community and stakeholders 1.3 Make decisions in consultation with relevant stakeholders and relevant individuals where appropriate 1.4 Use a range of influencing strategies to increase commitment from staff and stakeholders to achieve organisational requirements and to contribute to desired culture 1.5 Undertake selected community and/or professional engagements that project a positive image of the organisation to the broader community and stakeholders
2. Cultivate new and existing partnerships with stakeholders	2.1 Establish outcomes to be achieved from the partnership 2.2 Analyse and apply models for effective consultation and collaboration within partnerships 2.3 Cultivate collaborative communities and partnerships through application of a range of communication solutions 2.4 Forge relationships, collaborative communities or partnerships between organisations
3. Establish positive collaborative relationships	3.1 Establish processes that contribute to the creation and maintenance of a positive culture that embraces collaboration 3.2 Establish processes to resolve conflict in a fair, equitable and collaborative manner 3.3 Organise and allocate work activities in a cost effective and equitable manner with clear, quantifiable and agreed performance standards 3.4 Encourage staff to undertake activities that develop their personal competence and performance 3.5 Empower individuals to develop their own ways of working within agreed boundaries of competence, cultural, diversity and organisational and legal requirements 3.6 Establish indicators and feedback processes that can be used to evaluate the health of the work environment
4. Lead establishment of a	4.1 Identify and address relevant organisational policies and

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ELEMENT	PERFORMANCE CRITERIA
partnership program	procedures in partnership plans 4.2 Identify and incorporate relevant legal requirements into planning 4.3 Form partnerships using collaborative and consultative processes involving public and/or private sector enterprises 4.4 Plan and allocate resource requirements to accomplish a partnership program 4.5 Establish relevant organisational policies and procedures relating to partnerships
5. Establish reporting mechanisms for partnership program	5.1 Establish reporting systems for reporting results against planned partnership outcomes 5.2 Implement reporting systems to map progress against partnership outcomes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.2	• Sources, evaluates and critiques ideas and information from a range of complex texts
Writing	2.1, 3.1, 3.2, 3.6, 4.4, 4.5, 5.1	• Develops texts dealing with complex concepts using specialised and detailed language to convey strategy context and intent and requirements in accordance organisational requirements
Oral Communication	2.3, 3.4, 4.3	• Leads discussions using language and non-verbal features to suit the audience • Uses active listening and questioning to seek the views and opinions of others
Numeracy	3.3	• Selects and uses familiar mathematical techniques to determine costs and benefits associated with strategic resource decisions
Navigate the world of work	3.5, 4.1, 4.2	• Takes a lead role in the development of organisational goals, roles and responsibilities • Leads adherence to organisational policies, procedures and legal requirements and considers own role in terms

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		of its contribution to broader goals of the organisation
Interact with others	1.1, 1.4, 2.3, 2.4, 3.2, 3.4, 4.3	• Plays a lead role in building effective collaboration and trust, demonstrating high level conflict resolution skills and ability to engage and motivate others • Identifies and uses a variety of appropriate conventions and protocols when communicating with colleagues and external stakeholders
Get the work done	1.2, 1.3, 1.5, 2.1, 3.1, 3.3, 3.6, 4.4, 5.2	• Develops flexible plans for complex, high impact activities with strategic implications that involve a diverse range of stakeholders with potentially competing demands • Monitors agreed outcomes and required indicators

Unit Mapping Information

Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
BSBLDR803 Develop and cultivate collaborative partnerships and relationships	BSBREL701A Develop and cultivate collaborative partnerships and relationships	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR803 Develop and cultivate collaborative partnerships and relationships

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- demonstrate and model skills and knowledge to foster partnerships, conduct stakeholder consultation and use strategic and personally enhancing communication skills
- develop collaborative approaches to enhance individual, team and organisational outcomes
- initiate and implement partnerships in line with relevant regulatory, employment and organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legislative and regulatory context of the organisation
- outline the organisation's mission, purpose, values, objectives and strategies
- explain techniques that cultivate collaborative relationships and partnerships
- describe data collection methods
- explain the external context including social, political, economic and technological developments
- explain emotional intelligence and its relationship to individual and team effectiveness
- explain organisational transformation and the management of the stages of change.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation, regulations, standards and codes
- workplace documents including business strategic plans, policies and procedures
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR805 Lead and influence change

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to apply organisational leadership in change management through influencing and shaping an organisational culture that is receptive to and embraces the opportunities for change.

The unit includes influencing organisational culture, anticipating change and providing strategic leadership in change management.

It applies to people who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Influence organisational culture	1.1 Undertake a strategic review of organisational culture to establish existing attitudes to change and identify key issues for action

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Identify, support and actively promote the strategic advantages of ongoing change for individuals, groups and the organisation to foster commitment to workplace change 1.3 Embed the acceptance of new ideas and management methods and challenges to existing practices and structures in managerial practice and decision making 1.4 Embed change management activities and related performance indicators for managers in organisational strategies, policies and plans as an ongoing requirement 1.5 Recruit, develop and deploy staff with a range of attributes that are reflective of a diverse workforce to maximise the organisation's strategic advantage in dealing with change 1.6 Embed learning and development opportunities for managing change in induction and professional development
2. Anticipate change	2.1 Identify the likelihood of significant change for the organisation through strategic networking and ongoing consideration of factors impacting upon the community, the industry, the organisation or within the external environment 2.2 Consult key stakeholders in identifying external drivers for change, and analyse likely change in relation to its potential effect on organisational purpose, functions, structure, strategic objectives and the people in the organisation 2.3 Undertake early planning with managers, human resource personnel and staff to ensure maximum lead time and support for those likely to be affected by change, and to allow thoughtful, proactive responses to be generated 2.4 Anticipate and plan for resourcing challenges of both implementing and sustaining change in accordance with organisational policies, procedures guidelines and legislative requirements
3. Provide strategic leadership in change management	3.1 Formulate strategic priorities in consultation with key stakeholders in the organisation and the community, and set out a vision for the future that provides challenging but realistic objectives to address change and maximise outcomes 3.2 Research and use current best practice information on change management to ensure change is managed effectively for sustained positive outcomes 3.3 Use leadership strategies to assist others to deal with ambiguity and to be creative and innovative in their approaches to dealing with change

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ELEMENT	PERFORMANCE CRITERIA
	3.4 Design strategies to address the transition from present to future arrangements and provide guidance for dealing with ambiguity in roles, functions, organisational priorities or structures 3.5 Monitor organisational culture, business outcomes and client feedback and identify and celebrate positive achievements in accordance with organisational policy

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.2	• Sources, evaluates and critiques ideas and information from a range of complex texts
Writing	1.6, 3.1	• Develops texts dealing with complex concepts using specialised and detailed language to convey strategy context, intent and organisational requirements
Navigate the world of work	2.4, 3.1	• Leads planning and resource allocation processes which are in accordance with organisational policies and procedures and legal requirements
Interact with others	2.2, 3.1	• Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others
Get the work done	1.1-1.6, 2.1, 2.3, 2.4, 3.2-3.5	• Accepts responsibility for planning and sequencing complex tasks and workload • Monitors progress of plans and agreed outcomes • Systematically gathers and analyses relevant information and evaluates options to inform decisions about complex organisational strategies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLDR805 Lead and influence change	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR805 Lead and influence change

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan and implement a strategic review of organisational culture in an organisation and develop a vision for the future
- research and anticipate the likelihood of change for the organisation
- identify, support and promote the advantages of change to stakeholders by communication, role modelling and celebrating success
- embed change management into organisational policies, procedures and practices including recruitment, training, procurement and resourcing
- implement and monitor change management in a continuous improvement cycle.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain change management models and current best practice
- give examples of change management leadership strategies
- outline the effects of change and ways to ensure strategic advantage
- list the key factors driving change in the internal and external operating environment of the business and community
- outline organisational goals, policies, procedures and guidelines relevant to change management
- outline the relevant legislative and regulatory context of the organisation as it relates to change management.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation, regulations, standards and codes
- organisational and industry information and data
- workplace documents including examples of strategic planning documents
- case studies and, where available, real situations
- interactions with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR806 Lead and influence ethical practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to apply ethical leadership and take responsibility for influencing ethical practice. It addresses modelling organisational values, embedding ethical practice into the organisation's culture and processes and promoting ethical leadership and decision making at all levels of the organisation.

It applies to people who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Embody and model ethical values	1.1 Consistently demonstrate a commitment to the professionalism, ethical values and principles of the organisation in personal dealings within and on behalf of the organisation 1.2 Develop and maintain a high level of expertise related to ethics and standards

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Interpret complex ethical matters and provide advice to resolve them in accordance with legislative, industry codes of practice and organisational standards 1.4 Report and encourage dealing with suspected unethical conduct confidentially and promptly
2. Embed ethical practice into the organisation's culture and processes	2.1 Identify strengths, weaknesses and threats to ethical conduct in the organisation through analysis of industry, state, national and international trends and develop strategies to act on them in accordance with enterprise and industry practice 2.2 Analyse management and accountability structures in the organisation and put strategies in place to ensure continuous improvement 2.3 Influence the development and review of policies and procedures to include and address ethical considerations 2.4 Develop and promote frameworks for ethical decision-making and policy setting 2.5 Analyse and develop policies and procedures to allow individuals to safely report breaches of ethical conduct and for remedying breaches of ethical conduct
3. Promote ethical leadership and decision making at all levels of the organisation	3.1 Foster dialogue on organisational values and ethics with and between staff to develop a strong understanding of and commitment to organisational standards 3.2 Provide leadership and guidance to empower individuals and the organisation to address ethical issues 3.3 Identify and refer organisational patterns, trends and issues that require ethical consideration by managers and staff for action 3.4 Promote and support leadership programs that promote ethical and values-based behaviour according to organisational requirements and the individual needs and capabilities of staff

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	2.1-2.3, 2.5	• Sources, evaluates and critiques ideas and information from a range of complex texts
Writing	2.2-2.5	• Develops texts dealing with complex concepts using specialised and detailed language to convey context and intent
Navigate the world of work	1.1-1.4, 2.3, 3.2, 3.4	• Takes a lead role in the development of organisational goals, roles and responsibilities • Leads planning and review processes in accordance with organisational policies and procedures, legal and ethical requirements
Interact with others	1.3, 1.4, 3.1, 3.2	• Plays a lead role in situations requiring effective collaborative skills, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others
Get the work done	2.1, 2.2, 2.3, 2.4, 3.3, 3.4	• Accepts responsibility for planning and sequencing complex tasks and workload • Monitors progress of plans in achieving agreed outcomes • Systematically gathers and analyses relevant information and evaluates options to inform decisions about complex organisational strategies

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLDR806 Lead and influence ethical practice	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR806 Lead and influence ethical practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- lead and influence ethical practice in an organisation by demonstrating a personal commitment to the professionalism, ethical values and principles of the organisation and encouraging others to do so
- research and maintain a high level of ethical expertise including the ability to interpret complex ethical matters and provide advice
- report and deal with suspected unethical conduct confidentially and promptly
- research, develop and implement policies and procedures for managing ethical practices in an organisation
- promote ethical leadership and decision making including providing leadership and reviewing ethical practices.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe national and international trends in the development of ethical organisations
- describe frameworks for ethical decision making/problem solving and policy setting
- explain organisational ethics, values and standards
- outline the role of organisational codes of ethics/conduct
- explain procedural fairness
- outline procedures, strategies or protocols that can be used to identify and address unethical conduct
- outline the legislative and regulatory context of the organisation, as it relates to ethical work practices.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- legislation, regulations and workplace standards relevant to ethical practice
- workplace documents, including organisational strategic plans and policies and procedures
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT401 Show leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These managers have a strong influence on the work culture, values and ethics of the teams they supervise.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Model high standards of management performance and behaviour	1.1 Ensure management performance and behaviour meets the organisation’s requirements 1.2 Ensure management performance and behaviour serves as a positive role model for others 1.3 Develop and implement performance plans in accordance with organisation’s goals and objectives 1.4 Establish and use key performance indicators to meet

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ELEMENT	PERFORMANCE CRITERIA
	organisation's goals and objectives
2. Enhance organisation's image	2.1 Use organisation's standards and values in conducting business 2.2 Question, through established communication channels, standards and values considered to be damaging to the organisation 2.3 Ensure personal performance contributes to developing an organisation which has integrity and credibility
3. Make informed decisions	3.1 Gather and organise information relevant to the issue/s under consideration 3.2 Facilitate individual's and team's active participation in decision-making processes 3.3 Examine options and assess associated risks to determine preferred course/s of action 3.4 Ensure decisions are timely and communicate them clearly to individuals and teams 3.5 Prepare plans to implement decisions and ensure they are agreed by relevant individuals and teams 3.6 Use feedback processes effectively to monitor the implementation and impact of decisions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 2.1, 3.1, 3.3, 3.5, 3.6	• Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
Writing	1.3, 1.4, 3.1, 3.3, 3.5, 3.6	• Records and reports key information related to the organisational goals, standards and objectives • Researches, plans and prepares documentation for relevant stakeholders
Oral Communication	1.2, 1.3, 2.2, 2.3, 3.2, 3.4, 3.5, 3.6	• Uses appropriate structure and language when developing performance plans, or when seeking and providing information about organisational goals and

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		objectives
Numeracy	1.4	• Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
Navigate the world of work	1.1, 1.2, 1.3, 1.4, 2.1, 2.3	• Understands how own role meshes with others and contributes to broader work goals • Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.2, 1.3, 2.2, 2.3, 3.2, 3.4, 3.5, 3.6	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective outcomes • Recognises the importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate with whom, why and how
Get the work done	1.1, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6	• Develops plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they meet stated goals

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Organisation's standards and values must be identified by considering:	• explicitly stated values • values that are implied by the way the organisation conducts its business.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT401 Show leadership in the workplace	BSBMGT401A Show leadership in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT401 Show leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify the organisation's standards and values, whether stated or implied by the way the organisation conducts its business
- evaluate own behaviour and performance against these and adjust to achieve required standards
- develop and implement performance plans and key performance indicators (KPIs) to meet organisation's goals and objectives
- use established communication channels to raise questions about standards and values that may be damaging to the organisation
- ensure own behaviour and performance contributes to the integrity and credibility of the organisation
- facilitate processes to make decisions that are based on:
  - relevant information
  - examination of options and associated risks
  - input from relevant people
- communicate about making and implementing decisions including:
  - facilitating agreement on the preferred course of action and implementation plans
  - monitoring and feedback on the implementation and impact of decisions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how to identify an organisation's standards and values when they are:
  - stated

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    - implied
- articulate organisational values and expectations of behaviour
- explain basic theory of group behaviour
- outline the organisation's process for raising questions about standards and values
- give examples of behaviours and performance that would typically be considered damaging to an organisation
- explain concepts including:
    - organisational values
    - role modelling
    - integrity and credibility
    - leadership.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT402 Implement operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.

It applies to individuals who plan activities to achieve the measurable, stated objectives of the team and the organisation. At this level work will normally be carried out within routine and non-routine methods and procedures which require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement operational plan	1.1 Collate, analyse and organise details of resource requirements in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Implement operational plans to contribute to the achievement of organisation's performance/business plan 1.3 Identify and use key performance indicators (KPIs) to monitor

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ELEMENT	PERFORMANCE CRITERIA
	operational performance 1.4 Manage contingencies by adjusting the implementation of the operational plan in consultation with others 1.5 Provide assistance in the development and presentation of proposals for resource requirements in line with operational planning processes
2. Implement resource acquisition	2.1 Recruit and induct employees within organisation's policies, practices and procedures 2.2 Implement plans for acquisition of physical resources and services within organisation's policies, practices and procedures and in consultation with relevant personnel
3. Monitor operational performance	3.1 Monitor performance systems and processes to assess progress in achieving profit/productivity plans and targets 3.2 Analyse and use budget and actual financial information to monitor profit/productivity performance 3.3 Identify unsatisfactory performance and take prompt action to rectify the situation according to organisational policies 3.4 Provide mentoring, coaching and supervision to support individuals and teams to use resources effectively, economically and safely 3.5 Present recommendations for variation to operational plans to the designated persons/groups and gain approval 3.6 Implement systems, procedures and records associated with performance in accordance with organisation's requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.4	• Actively reinforces learning by applying new knowledge and skills in mentoring, coaching and supervising others
Reading	1.1-1.5, 2.1, 2.2, 3.1, 3.2, 3.6	• Identifies, interprets, analyses and reviews textual information related to the operational plan and

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		monitoring of operational performance
Writing	1.1-1.5, 2.1, 2.2, 3.2-3.6	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats
Oral Communication	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	• Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
Numeracy	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3	• Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance
Navigate the world of work	1.5, 2.1, 2.2, 3.3, 3.4, 3.6	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 3.6	• Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they met stated goals • Recognises and addresses an increasing range of familiar problems by implementing contingency plans

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT402 Implement	BSBMGT402A Implement	Updated to meet Standards for	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
operational plan	operational plan	Training Packages. Edits to clarify intent of Performance Criteria.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT402 Implement operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- interact with a range of people/groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan
- vary the operational plan and gain approval to deal with contingencies
- monitor operational performance against the performance objectives and budgets and take action to rectify unsatisfactory performance
- plan and acquire physical and human resources using organisation's systems and procedures
- manage and support personnel to achieve performance objectives. including inducting new employees and providing mentoring and coaching
- present information and recommendations to support implementation and variation of the operational plan
- document and provide reports on performance as required by the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe performance monitoring systems and processes
- describe methods for problem solving
- explain how organisational policies and procedures relate to the operational plan.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- organisational operational plans, policies and procedures
- workplace documentation and resources including budgets, physical and human resource procurement documentation, employee induction and performance monitoring procedures
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

It applies to managers who have an active role in implementing the continuous improvement process to achieve the organisation's objectives. Their position is closely associated with the creation and delivery of products and services which means that they have an important role in influencing the ongoing development of the organisation.

At this level, work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement continuous improvement systems and	1.1 Implement systems to ensure that individuals and teams are actively encouraged and supported to participate in decision

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ELEMENT	PERFORMANCE CRITERIA
processes	making processes, assume responsibility and exercise initiative 1.2 Communicate the organisation's continuous improvement processes to individuals and teams, and obtain feedback 1.3 Ensure effective mentoring and coaching allows individuals and teams to implement the organisation's continuous improvement processes
2. Monitor and review performance	2.1 Use the organisation's systems and technology to monitor and review progress and to identify ways in which planning and operations could be improved 2.2 Improve customer service through continuous improvement techniques and processes 2.3 Formulate and communicate recommendations for adjustments to those who have a role in their development and implementation
3. Provide opportunities for further improvement	3.1 Implement processes to ensure that team members are informed of savings and productivity/service improvements in achieving the business plan 3.2 Document work performance to aid the identification of further opportunities for improvement 3.3 Manage records, reports and recommendations for improvement within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.2, 3.3	• Evaluates and integrates facts and ideas to construct meaning from a range of text types in an effort to implement continuous improvement systems and processes
Writing	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3	• Selects vocabulary, grammatical structures and conventions appropriate to text • Researches, plans and prepares continuous improvement documentation for relevant stakeholders
Oral	1.2, 1.3, 2.3	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit

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Communication		the audience
Navigate the world of work	2.1	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Interact the work of others	1.2, 1.3, 2.3, 3.1	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 3.3	• Takes responsibility for planning and organising own workload to achieve required outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria • Evaluates effectiveness of decisions in terms of how well they meet stated goals • Uses digital applications to access and filter data, extract, organise, integrate and share relevant information • Recognises the potential of new approaches to enhance work practices and outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT403 Implement continuous improvement	BSBMGT403A Implement continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT403 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement continuous improvement systems and provide mentoring and coaching support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- implement processes to inform team members about savings and productivity/service improvements achievements
- communicate effectively to support the continuous improvement system and implementation of improvements
- apply continuous improvement to customer services including internal and external customers
- implement, monitor and adjust improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports within the organisation's systems and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of continuous improvement processes
- list typical areas of need for coaching and mentoring to support continuous improvement
- explain how change management techniques can support continuous improvement and initiative
- identify the organisation's systems and data that can be used for benchmarking and monitoring performance for continuous improvement.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT803 Use financial and economic information for strategic decision making

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to analyse financial and economic information to achieve the objectives of an organisation. It covers the use and interpretation of financial information to support business decision making, analysis and use of budget systems and reporting processes and the impact of micro and macro-economic information on enterprise planning.

It applies to senior management, including strategic business analysts and executive managers, who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

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

Unit Sector

Management and Leadership - Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse financial resources	1.1 Identify and incorporate the financial resources required to achieve organisational objectives from the budget

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Forecast additional expenditure requirements and make provisions in the budget as required 1.3 Develop contingency plans for obtaining additional financial resources in the event of a shortfall of available funds
2. Interpret financial and economic information	2.1 Analyse financial reports by calculating balance sheet ratios, income statement ratios and cash flow statement ratios 2.2 Identify and evaluate macro and micro economic factors and measure their impact on enterprise financial capabilities 2.3 Review and report financial performance of business units within the enterprise
3. Use financial information to support decision making	3.1 Model different financial scenarios to support the decision making process 3.2 Conduct a cost benefit analysis of organisation's activities to determine viability 3.3 Consult appropriate financial advisers about financial information to support decisions 3.4 Analyse financial information to ensure it is valid and reliable 3.5 Make strategic decisions based on up to date financial information
4. Maximise returns on financial resources	4.1 Monitor actual income and expenditure against budgets to ensure available and budgeted resources are not exceeded 4.2 Explain variations and implement corrective action when deviations in budgets occur 4.3 Collect, analyse and report data on the use of financial resources 4.4 Communicate recommendations for improving returns on financial resources to relevant parties 4.5 Agree performance indicators with managers and staff

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	2.1-2.3	• Analyses organisational information to establish and communicate understanding
Writing	1.1, 2.3, 3.1, 4.4, 4.5	• Researches, plans and prepares information for stakeholders incorporating appropriate vocabulary, grammatical structure and numerical conventions
Oral Communication	3.3, 4.2, 4.4, 4.5	• Uses appropriate language, questioning and listening techniques to provide and elicit information and to articulate policy, plans, results and related information effectively
Numeracy	1.1-1.3, 2.1-2.3, 3.1, 3.2, 3.4, 4.1, 4.3-4.5	• Selects and uses familiar mathematical techniques to organise resources to support organisational objectives • Applies knowledge of mathematical information to statistically analyse data, confirm reliability, conduct modelling and forecast trends • Selects and uses familiar mathematical techniques to calculate costs and to conduct cost benefit analyses
Interact with others	3.3, 4.2, 4.5	• Selects and uses appropriate conventions and protocols when communicating with stakeholders to achieve agreement and seek or share information
Get the work done	1.2, 1.3, 3.1, 3.4, 3.5, 4.1, 4.3	• Accepts responsibility for planning and sequencing complex tasks and workload • Systematically gathers and analyses all relevant information, reviews data and evaluates options to inform decisions about complex organisational strategies • Negotiates agreed plans and outcomes and required indicators and routinely monitors and reports on them to identify required corrective actions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT803 Use financial and economic information for strategic decision making	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for BSBMGT803 Use financial and economic information for strategic decision making

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- negotiate, monitor and review an enterprise financial strategy based on valid data analysis
- use and analyse financial and economic information to achieve enterprise objectives and maximise returns on financial resources
- analyse and use budget systems and reporting processes including:
  - calculating balance sheet ratios
  - calculating income statement ratios
  - calculating cash flow statement ratios
  - monitoring income and expenditure
  - forecasting expenditure
  - developing contingency plans
  - adjusting budgets
- review and report on financial performance
- use financial data to support strategic decision making including:
  - modelling financial scenarios
  - conducting a cost benefit analysis
  - consulting with financial advisers
  - agreeing on performance indicators.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain relevant financial and accounting principles relating to analysis and interpretation of financial reports and resources

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- summarise financial, accounting and economic terminology and systems relevant to the financial strategy
- explain techniques for calculating and analysing financial data and how they are applied.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- legislation, regulations and codes of practice
- workplace policies and procedures
- business equipment and resources
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBMKG431 Assess marketing opportunities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify marketing opportunities and to analyse and evaluate opportunities according to organisational marketing objectives.

The unit applies to individuals working in a variety of marketing communications occupational roles who have responsibility for a range of tasks involving analysis and planning.

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

Unit Sector

Technical Skills – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify marketing opportunities	1.1 Select target market according to task requirements and in consultation with required personnel 1.2 Establish marketing objectives, organisational structure, and business and marketing plans according to task and organisational requirements 1.3 Review existing marketing clients and external environment for gaps and opportunities 1.4 Research and document marketing opportunities according to target market
2. Analyse opportunities	2.1 Perform a market segmentation according to task requirements 2.2 Identify relevant marketing factors for analysis of market

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ELEMENT	PERFORMANCE CRITERIA
	segmentation according to task requirements 2.3 Review market segments against identified marketing factors 2.4 Identify opportunities for focus of marketing efforts
3. Evaluate opportunities	3.1 Analyse opportunities against marketing objectives 3.2 Select preferred marketing opportunities in consultation with relevant personnel 3.3 Document opportunities for presentation to management

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Gathers, interprets and analyses a variety of textual information from a range of sources to identify relevant and key information
Writing	• Prepares strategic business documentation incorporating appropriate vocabulary, grammatical structure and conventions appropriate to text and audience
Oral Communication	• Participates in a variety of spoken exchanges using suitable language and non-verbal features
Numeracy	• Uses mathematical skills to interpret and process data and statistical information
Self-management	• Adheres to implicit and explicit organisational goals, policies and procedures
Planning and organising	• Develops and implements plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to organisational goals • Makes decisions by systematically analysing information, identifying and evaluating options against set criteria, and choosing most appropriate option

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBMKG401 Profile the market
- BSBMKG408 Conduct market research.

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Assessment Requirements for BSBMKG431 Assess marketing opportunities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify and evaluate at least three different marketing opportunities according to task requirements.

In the course of the above, the candidate must:

- identify and research marketing opportunities
- perform a market segmentation and identify marketing focus using segmentation results
- evaluate and select preferred marketing opportunities in consultation with relevant personnel
- document and present selected opportunities to management.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- requirements of legislation affecting marketing roles
- data collection and analysis techniques
- marketing industry knowledge, including:
  - components of marketing mix
  - elements of marketing planning
- marketing communications concepts and processes
- organisational structures, roles, responsibilities, business and marketing plans
- relevant product and service standards
- best practice techniques related to marketing
- relevant statistical terms used by the Australian Bureau of Statistics.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBMKG551 Create multiplatform advertisements for mass media

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to create multiplatform advertisements for the communication of a product, service or idea to consumers.

The unit applies to individuals who work in supervisory management roles within an advertising team or media organisation and are primarily responsible for the development of advertisements.

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

Unit Sector

Technical Skills – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements for multiplatform advertising	1.1 Identify and Confirm task objectives and requirements with client 1.2 Establish timeline, target audience and budget for multiplatform advertisements for mass media
2. Develop multiplatform advertisement	2.1 Select advertising platforms according to task objectives 2.2 Prepare multiplatform advertisements for mass media according to task objectives, client and platform specifications 2.3 Present advertisement to client for confirmation 2.4 Implement advertisement on platform according to platform

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ELEMENT	PERFORMANCE CRITERIA
	specifications in consultation with client
3. Review multiplatform advertisement	3.1 Seek feedback on advertisement from client 3.2 Analyse feedback to identify areas for improvement 3.3 Document key learnings according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Identify and interpret a range of textual information to ensure client requirements and legal and ethical requirements are met
Numeracy	• Interprets budgetary and scheduling information
Writing	• Records explicit information and develops effective messages for a variety of audiences and purposes
Self-management	• Takes full responsibility for adherence to legislative and ethical requirements
Planning and organising	• Works independently and collectively to make range of aesthetic and technical decisions meeting creative, legislative and ethical requirements
Technology	• Identifies purposes, specific functions and key features of common digital systems and tools, and operates them effectively to produce digital media

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBADV503 Coordinate advertising research
- BSBADV509 Create mass print media advertisements
- BSBADV510 Create mass electronic media advertisements
- BSBADV603 Manage advertising production
- BSBMKG530 Create distributed multiplatform digital advertisements.

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Assessment Requirements for BSBMKG551 Create multiplatform advertisements for mass media

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- create at least three advertisements for multi-platform advertising.

In the course of the above, the candidate must:

- adhere to time, schedule, budget and legal requirements
- evaluate multiplatform advertisements and identify and document areas for improvement.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- industry, services, products and organisation
- purposes and principles of advertising
- principles of consumer behaviour
- content and development requirements for specific advertising platform
- provisions of legislation, codes of practice and standards affecting advertising
- legal and ethical principles relevant to advertising industry timelines, budget and resources requirements.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation and codes of practice relevant to creating multiplatform advertisements
- organisational policies and procedures for developing advertisements
- industry software and technology for developing advertisements

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- creative briefs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBMKG552 Design and develop marketing communication plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify and evaluate a range of marketing communication mediums to design and develop marketing communication plans.

The unit applies to individuals who work in advertising, public relations, marketing or other promotional roles who plan electronic communications to effectively convey marketing communication messages and support achievement of marketing objectives.

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

Unit Sector

Technical Skills – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare marketing communication plan information	1.1 Identify and confirm marketing communication purpose and objectives, expectations, budget, timeline and target audience with client 1.2 Obtain client and product information
2. Design marketing communication plan	2.1 Undertake and document research according to task requirements 2.2 Communicate outcomes and findings to relevant stakeholders 2.3 Identify marketing communications mix options 2.4 Compare advantages and disadvantages of communications

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ELEMENT	PERFORMANCE CRITERIA
	mix 2.5 Select communication mix according to marketing communication brief 2.6 Establish success measures for marketing communication plan
3. Finalise marketing communication plan	3.1 Prepare budget and timeline proposal 3.2 Present marketing communication plan to client 3.3 Seek feedback from relevant stakeholders on communication plan 3.4 Make changed to the communications plan according to feedback received

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Collates and interprets numeric data to analyse trends data, develop targets and prepare budgets for marketing activities
Reading	• Identifies, analyses and evaluates complex texts to determine requirements of advertising brief, legislative, regulatory and business requirements
Initiative and enterprise	• Develops new and innovative ideas through exploration, analysis and critical thinking
Planning and organising	• Takes responsibility for following implicit and explicit voluntary constraints related to budget, legal and ethical requirements in development of marketing communication plan • Plans, organises and implements tasks to achieve outcomes with an awareness of client requirements, time and budgetary constraints
Technology	• Uses digital technologies to enter data, organise and present information

Unit Mapping Information

Supersedes and is equivalent to BSBMKG523 Design and develop an integrated marketing communication plan.

Supersedes but is not equivalent to:

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- BSBADV507 Develop a media plan
- BSBMKG510 Plan e-marketing communications.

Links

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Assessment Requirements for BSBMKG552 Design and develop marketing communication plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- design and develop at least one marketing communication plan.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative requirements relevant to marketing communication plans
- key features of marketing communications plans
- content and format of marketing communication plans including:
  - purpose statement
  - definition of target audience
  - analysis of product or service
  - legal and ethical constraints
  - marketing communication functions and media vehicles
- procedures for developing budget proposals.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations and codes of practice for marketing communications plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBMKG626 Develop advertising campaigns

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop advertising campaigns in response to an advertising brief. This includes clarifying and defining campaign objectives, preparing the advertising budget, and scheduling.

The unit applies to individuals working in a senior advertising management or account management role within an advertising or media organisation.

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

Unit Sector

Technical Skills – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define campaign objectives	1.1 Identify advertiser's purpose and objectives according to advertising brief 1.2 Identify campaign objectives according to time, budget, product and market factors 1.3 Verify with relevant stakeholders campaign objectives taking into consideration factors which may affect consumer responses and legal and ethical requirements
2. Prepare advertising budget	2.1 Assess and identify research resource requirements for the advertising campaign 2.2 Assess and identify resource requirements for range of media options, creative and production services

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Allocate relevant resources to each component of advertising campaign 2.4 Verify overall budget meets advertising brief requirements
3. Develop schedule for proposed advertising activities	3.1 Confirm campaign length and timing from the advertising brief 3.2 Identify service providers with required expertise and negotiate their costs and availability 3.3 Base the choice of service providers on merit and value for money according to organisational requirements 3.4 Confirm time allowed in schedule will meet creative, media and production requirements and achieve advertising objectives

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, analyses and evaluates complex texts to determine requirements of the brief, and relevant legal and ethical requirements
Writing	• Develops material for a specific audience using clear and detailed language to convey explicit information
Oral Communication	• Interacts effectively to question and clarify objectives with the advertiser using appropriate listening and questioning
Numeracy	• Develops budget and schedules according to requirements of the advertising brief
Self-management	• Accepts responsibility for analysis of campaign requirements and management of related tasks and workload
Teamwork	• Uses collaborative techniques to engage external suppliers in consultation and negotiation
Planning and organising	• Uses systematic, analytical processes in relatively complex situations; setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria
Technology	• Uses main features and functions of digital technologies and tools to complete work tasks efficiently and effectively

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Unit Mapping Information

Supersedes and is equivalent to BSBADV602 Develop an advertising campaign.

Links

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Assessment Requirements for BSBMKG626 Develop advertising campaigns

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop at least two advertising campaigns.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- principles of effective advertising for different markets
- contents of advertising briefs
- ethical requirements relevant to the advertising industry
- organisational products or services
- principles and purposes of advertising, consumer behaviour, and influences on buyer behaviour
- provisions of relevant legislation, codes of practice and national standards affecting business operations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation and codes of practice for advertising campaigns
- organisational policies and procedures on advertising campaigns
- business technology for developing advertising campaigns.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBMKG627 Execute advertising campaigns

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to execute an advertising campaign including preparing, implementing and monitoring an advertising campaign.

The unit applies to individuals who work in senior advertising roles within an advertising or media organisation.

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

Unit Sector

Technical Skills – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare advertising campaign	1.1 Identify task requirements from advertising brief 1.2 Develop plan for advertising campaign according to organisational, legal and ethical requirements 1.3 Negotiate media contracts
2. Implement advertising campaign	2.1 Organise and brief required resources for implementation of advertising campaign according to legal requirements 2.2 Communicate task requirements to relevant stakeholders according to advertising campaign plan 2.3 Develop processes to support relevant personnel to fulfil implementation requirements
3. Monitor advertising	3.1 Review performance of campaign at allocated campaign points

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ELEMENT	PERFORMANCE CRITERIA
campaign	according to task requirements, legal and ethical requirements 3.2 Identify and address variations in performance between expected and actual performance 3.3 Identify areas of improvement in future execution of advertising campaigns

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Evaluates outcomes of decisions to identify opportunities for improvement
Numeracy	• Develop budget and schedules according to requirements of the advertising campaign
Reading	• Evaluates and analyses textual information to determine requirements according to media plans and creative brief • Analyses and interprets a range of familiar industry information and complex legal texts
Writing	• Records information according to organisational requirements • Composes and edits texts, selecting appropriate vocabulary and structure for audience and purpose
Self-management	• Takes responsibility for adherence to legal and ethical requirements in coordination and monitoring of advertising campaigns
Planning and organising	• Sequences and schedules complex activities and tasks, and monitors implementation • Systematically gathers and analyses all relevant information to makes decisions about campaign delivery and performance evaluation
Technology	• Selects and uses appropriate digital tools and measurement systems to perform complex analytical tasks

Unit Mapping Information

Supersedes and is equivalent to BSBADV604 Execute an advertising campaign.

Supersedes but is not equivalent to BSBADV605 Evaluate campaign effectiveness.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMKG627 Execute advertising campaigns

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- execute at least two advertising campaigns.

In the course of the above, the candidate must:

- establish processes required to implement advertising campaign.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- media pricing policies and contractual considerations
- campaign contingencies
- organisational budget, products and services
- principles of advertising
- print, television, film, video production processes
- legal and ethical requirements, code of practice and national standards relating to executing advertising campaigns
- specifications in advertising briefs.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation and codes of practice relevant to executing an advertising campaign
- organisational policies and procedures for execution of advertising campaigns
- advertising brief

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- technology and software for execution of advertising campaigns.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS505 Manage organisational customer service

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

The unit applies to individuals who supervise customer service provided by others within an organisation. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish customer requirements	1.1 Consult with customers to identify customer service requirements 1.2 Integrate customer feedback into organisation's business plan 1.3 Identify and procure resources required to address customer service requirements
2. Deliver quality products and services	2.1 Deliver product and service according to customer specifications within organisation's business plan 2.2 Monitor team performance and assess against the organisation's quality and delivery standards 2.3 Support colleagues to overcome difficulties in meeting

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ELEMENT	PERFORMANCE CRITERIA
	customer service standards
3. Evaluate customer service	3.1 Develop and use strategies for monitoring progress against product and service targets and standards 3.2 Develop and use strategies for obtaining customer feedback on provision of product and service 3.3 Adapt delivery of customer product and service in consultation with relevant individuals and groups 3.4 Manage records, reports and recommendations within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Interprets and analyses textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation's products and services
Writing	• Produces a range of text types to convey information, requirements or recommendations matching style of writing to purpose and audience
Oral communication	• Clearly articulates systems and standards in a team environment using language suitable to diverse audiences • Uses listening and questioning techniques to obtain feedback and confirm understanding
Numeracy	• Interprets and comprehends mathematical information in organisation's business and customer service plans
Planning and organising	• Recognises and applies organisational protocols and meets expectations associated with own work
Teamwork	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers • Collaborates with others, taking into account their strengths and experience, to achieve desired outcomes • Provides support in field of expertise to team
Enterprise and initiative	• Develops and implements plans using logical processes and monitors and evaluates progress against stated goals
Problem solving	• Accepts responsibility for addressing complex or non-routine difficulties, applying problem solving processes in determining a

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Skill	Description
	solution
Technology	• Uses digital technology to access, organise and present information in a format that meets requirements

Unit Mapping Information

Supersedes and is equivalent to BSBCUS501 Manage quality customer service.

Supersedes but is not equivalent to:

- BSBCUE504 Integrate customer engagement within the organisation
- BSBCUE601 Optimise customer engagement operations
- BSBCUE602 Manage customer engagement information
- BSBCUE603 Design and launch new customer engagement facilities
- BSBSLS501 Develop a sales plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS505 Manage organisational customer service

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and review strategy for delivering and monitoring quality customer service for an organisation or work area.

In the course of the above, the candidate must:

- implement quality customer service policies and procedures
- identify and resolve system problems relating to poor customer service
- assist teams to meet customer service requirements
- develop, procure and use human and physical resources to support quality customer service delivery.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory frameworks governing customer service
- elements of effective customer service including quality, time and cost
- organisational policies and procedures for customer service and handling customer complaints
- relevant service standards and best practice models
- key principles of public relations and product promotion
- common techniques for solving complaints
- principles and techniques involved in managing:
  - customer behaviour
  - specific customer needs
  - customer research
  - customer relations

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  - ongoing product and service quality
  - problem identification and resolution
  - quality customer service delivery
  - record keeping and management methods
- strategies for monitoring, managing and introducing ways to improve customer service relationships
- strategies to obtain customer feedback.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations and codes of practice related to customer service
- workplace documentation and resources
- complex customer complaints.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG429 Apply project stakeholder engagement techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to assist in managing stakeholder relationships during a project. It involves ensuring timely and appropriate involvement of key individuals, organisations and groups throughout the project.

The unit applies to individuals who are project assistants working in a project support role.

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

Unit Sector

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist in identifying and addressing stakeholder interests	1.1 Assist in identifying stakeholders relevant to project objectives 1.2 Divide stakeholder interests and assist in determining forms of engagement 1.3 Assist in identifying and supporting ways to address differing stakeholder interests
2. Assist stakeholder communications	2.1 Assist in negotiating agreement on project communication method, and content and timing of stakeholder engagement 2.2 Provide support for communication of information within authority levels, by identifying and addressing variances
3. Participate in stakeholder	3.1 Establish and confirm stakeholder behaviour expectations and communication needs

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ELEMENT	PERFORMANCE CRITERIA
engagement	3.2 Confirm and conduct stakeholder engagement according to project objectives and roles
4. Review stakeholder communication	4.1 Discuss with stakeholders relevant staff and own performance review according to project expectations, objectives and roles 4.2 Identify and document relevant staff and own development needs and opportunities

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Identifies and interprets textual information to determine and adhere to objectives
Writing	• Documents findings on communication needs using required formats and structure
Oral Communication	• Participates in verbal exchanges using clear and detailed language to provide relevant information • Uses active listening and questioning techniques to elicit views and opinions of others
Initiative and enterprise	• Understands how own role meshes with others and contributes to broader work goals
Teamwork	• Identifies importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how • Collaborates with others as part of familiar routine activities and contributes to specific activities • Uses interpersonal skills to build rapport, negotiate agreement and maintain positive working relationships
Planning and organising	• Uses analytical skills to identify stakeholders and determine their needs • Follows pre-determined plans to achieve required outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBPMG418 Apply project stakeholder engagement techniques.

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Assessment Requirements for BSBPMG429 Apply project stakeholder engagement techniques

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- assist in conducting stakeholder engagements and communication during at least two projects.

In the course of above, the candidate must:

- work with others to establish various stakeholders needs and interests
- engage with project stakeholders using effective interpersonal skills and appropriate methods of communication
- select and use communications methods relevant to the project needs and stakeholder expectations.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- different types of stakeholders
- different levels of stakeholder engagement on projects
- techniques and strategies for stakeholder engagement
- interests and expectations of stakeholders
- common problems leading to variances in stakeholder engagement.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- project documentation detailing stakeholder engagement
- examples of stakeholder engagement activities.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBRES801 Initiate and lead applied research

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, conduct and report on applied research to influence strategic practices and outcomes within an organisational context.

The unit also covers constructing an applied research strategy, using a range of applied research techniques, and analysing and presenting findings.

It applies to leaders or managers using applied research to ensure learning can enhance individual, team and organisational performance. The intended purpose and approach to applied research may vary across a range of contexts and organisations. In this unit, the focus is on applied research to attain improved organisational outcomes.

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

Unit Sector

Knowledge Management – Research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Construct an applied research strategy	1.1 Clarify and confirm applied research purpose and needs of the target group 1.2 Determine policies and procedures in relation to conducting applied research 1.3 Establish mechanisms for collecting and maintaining data in a

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ELEMENT	PERFORMANCE CRITERIA
	systematic manner 1.4 Analyse factors affecting the reliability and validity of data 1.5 Review relevant research ethics and codes of conduct 1.6 Prepare applied research strategy and hypothesis 1.7 Frame a research strategy in consideration of available tools and resources
2. Use a range of applied research techniques	2.1 Review and evaluate a range of applied research methods, theories and data collection techniques 2.2 Select appropriate methods to gather and analyse data 2.3 Use suitable technology and technology services to support data collection and analysis 2.4 Access appropriate sources of information and contributors relevant to the research 2.5 Optimise relevance of the research through integrity of the data collected and analysis tools used
3. Analyse and present findings	3.1 Evaluate how research findings such as trends and changes will impact on learning strategy 3.2 Review data and research findings for accuracy of details and adherence to any legal requirements 3.3 Collate and analyse data for relevance against the original applied research strategy 3.4 Document and present research findings in a clear and logical manner consistent with audience needs 3.5 Identify the need for and an appropriate approach to, further research

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.5	• Evaluates and reflects on the need for further research to contribute to ongoing organisational improvement

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Reading	1.1, 1.2, 1.5, 2.4, 3.1, 3.2	• Collects, analyses, compares and evaluates textual information from a range of resources to inform research strategies
Writing	1.6, 3.3, 3.4	• Develops texts dealing with complex ideas and concepts • Uses specialised and detailed language to convey explicit information, requirements and recommendations in accordance with legal, ethical and organisational requirements
Oral Communication	1.1, 3.4	• Uses specialised vocabulary appropriate to context and audience to discuss and confirm research requirements • Applies listening and questioning techniques to check or confirm understanding
Numeracy	3.2, 3.3	• Applies knowledge of mathematical information to statistically analyse data and identify possible trends and confirm reliability
Navigate the world of work	1.2, 1.5, 3.2	• Is highly autonomous, taking responsibility for determining applicable organisational policies and procedures and considering legal and ethical obligations • Monitors adherence to legal and regulatory rights and responsibilities for self and possibly for others
Interact with others	3.4	• Demonstrates sophisticated control over oral, visual and/or written formats, drawing on a diverse range of communication practices to achieve goals
Get the work done	1.1, 1.2, 1.3, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	• Develops plans for complex activities, regularly reviewing priorities and performance during implementation, identifying and addressing issues as they arise • Considers the strategic and operational potential of digital trends to achieve work goals, enhance work processes, create opportunities and enhance or reduce risks • Uses formal analytical thinking to make informed decisions about research strategies and techniques, seeking input, advice and feedback as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRES801 Initiate and lead applied research	BSBRES801A Initiate and lead applied research	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRES801 Initiate and lead applied research

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan, conduct and report on applied research relevant to organisational strategic practices and outcomes
- formulate a research proposal or plan which includes:
  - specific research questions or hypotheses
  - valid population or sample size
  - description of the geographical, cultural, social or institutional context within which the research will be carried out
  - full description of the data collection methods
  - analysis of the limitations to research design including the reliability and validity of data
- design an applied research project using applied research tools and techniques
- document and present research findings including analysis of data, valid and reliable findings and recommendations for further research.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe communication processes and methods
- explain data collection and analysis methods including the use of technology and technology services
- explain legal requirements, policies, procedures and guidelines relating to research including handling and storing data, privacy and freedom of information
- describe presentation techniques

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- describe reporting methods
- explain research ethics and codes of conduct
- give examples of applied research tools and methods and how they are applied.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – research field of work and include access to:

- business technology
- relevant workplace policies and procedures
- relevant legislation and codes of conduct
- case studies and, where possible, real situations .

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have a key role in maintaining workplace safety in an organisation. In their role they closely monitor aspects of work associated with the safe delivery of products and services, and they have a responsibility for influencing safety in the workplace.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with	1.1 Use WHS legislation as the basis for meeting the health and

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ELEMENT	PERFORMANCE CRITERIA
incorporating WHS policies and procedures into work team processes	safety requirements of a small work team 1.2 Assist in providing and clearly explaining information to the work team about the organisation's WHS policies, procedures, programs and legislative requirements 1.3 Assist in regularly providing and clearly explaining information to the work team about identifying hazards and risk assessment outcomes
2. Support participative arrangements for managing WHS	2.1 Implement and monitor organisational consultative procedures to facilitate participation of the work team in managing work area WHS 2.2 Deal promptly with issues raised through consultation according to organisational procedures for issue resolution 2.3 Encourage and assist work team members to contribute to managing WHS 2.4 Engage with individuals and work teams to identify and implement improvements in managing WHS feedback
3. Support the organisation's procedures for providing WHS training	3.1 Provide advice on WHS training needs of individuals and the work team 3.2 Provide advice on strategies and opportunities for developing work team's WHS competence 3.3 Provide coaching and mentoring assistance to work team members to support the effective development of individual and team WHS competence
4. Participate in identifying hazards, and assessing and controlling risks for the work area	4.1 Provide advice on hazards in the work area according to organisational policies and procedures, and WHS legal requirements 4.2 Support the implementation of procedures to control risks using the hierarchy of control and according to organisational procedures and WHS legal requirements 4.3 Identify and report inadequacies in existing risk control measures according to organisational procedures, the hierarchy of control and WHS legal requirements 4.4 Accurately complete and maintain WHS incident records in the work area according to organisational procedures and WHS legislative requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	• Interprets and analyses legislative and organisational documentation • Applies appropriate strategies to construct meaning from legislative and organisational documentation
Writing	1.2, 1.3, 4.3, 4.4	• Documents WHS information using required format and industry specific vocabulary
Oral communication	1.2, 1.3, 3.3	• Presents information using language appropriate to audience • Uses questioning and active listening to confirm understanding
Navigate the world of work	1.1, 1.2, 2.2, 4.1, 4.2, 4.3	• Follows policies, procedures and legislative requirements relevant to own role • Keeps up to date on changes to legislation or regulations relevant to own role
Interact with others	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.3, 4.4	• Selects appropriate communication protocols and conventions to provide information to others • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Beginning to provide feedback to others in forms they can engage with and respond to in the context of encouraging participative contributions
Get the work done	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4	• Sequences and schedules activities, monitors implementation and manages relevant communication • Initiates standard procedures when responding to issues raised through consultation • Uses feedback to identify and implement opportunities improve arrangements for managing WHS issues to improvement

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS301 Maintain workplace safety	BSBWHS301A Maintain workplace safety	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement and monitor the organisation's work health and safety (WHS) policies and procedures
- identify hazards and assess and control risks
- assist in explaining and improving WHS policies, procedures and legislative requirements applicable to the organisation
- assist in explaining hazards identification and risk assessment outcomes to other team members
- implement and monitor consultation about WHS according to legislative and organisational requirements
- deal promptly with issues raised as a result of WHS consultation
- encourage work team to contribute to identifying and implementing improvements to WHS feedback
- assist others to develop WHS competence and provide advice on training needs
- complete WHS documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe characteristics and composition of the work team
- describe procedures for identifying hazards and assessing and controlling associated risks to health and safety, including the hierarchy of control
- outline organisational WHS policies and procedures including those relating to risk management, fire, emergencies, evacuation, incident investigation and reporting

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- describe relevant Acts, regulations and codes of practice from all levels of government that impact on business operations, especially with regard to WHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
- identify WHS aspects of other organisational systems and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- safety processes relevant to the area of work
- organisational policies and procedures, standard operating procedures and plans
- WHS Acts, regulations, codes of practice, licensing requirements and standards
- appropriate office equipment and resources used in the identification and rectification of WHS compliance breaches.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS307 Apply knowledge of WHS laws in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to understand work health and safety (WHS) laws, and comply with them in one's own workplace.

The unit applies to those who contribute to compliance with WHS laws as part of their WHS responsibilities, which are in addition to their main duties.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Identify WHS legal and compliance framework as it applies to the workplace	1.1 Identify and access current standards and WHS laws relevant to the workplace, occupation and industry 1.2 Apply knowledge of relationship between WHS laws and related documentation to assist in identifying WHS legislative requirements in the workplace 1.3 Identify consequences of non-compliance with WHS laws and organisational WHS policies, procedures, processes and systems 1.4 Identify duty holders and their role in the workplace 1.5 Identify legal obligations and duties about who to consult with regarding training of workers and health and safety representatives
2. Contribute to WHS legislative compliance	2.1 Assist in monitoring workplace compliance with WHS laws according to organisational policies and procedures 2.2 Contribute to ensuring that workplace complies with WHS laws 2.3 Identify and report non-compliance with WHS laws to relevant stakeholders according to organisational policies and procedures 2.4 Identify limits of own expertise and legal duties, and access help and advice when required
3. Maintain current knowledge of WHS laws and publications	3.1 Identify and access sources to keep up to date with WHS laws and WHS-related publications within scope of own role 3.2 Communicate information about relevant legislative changes and publications to others according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Identifies and evaluates information from sources to update knowledge

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Skill	Description
Reading	• Interprets a range of textual information to determine regulatory and procedural requirements, and associated necessary actions
Writing	• Documents WHS information in a sequential manner using required format, correct grammar and industry-specific language
Oral communication	• Provides information and advice using language appropriate to audience and context • Uses listening and questioning to clarify and confirm understanding
Navigate the world of work	• Follows policies, procedures and legislative requirements relevant to own role
Interact with others	• Selects appropriate communication protocols and conventions to provide and seek information
Get the work done	• Plans, sequences and prioritises tasks and activities to support compliance with WHS legislative requirements • Uses main features and functions of technology to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS302 Apply knowledge of WHS legislation in the workplace.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS307 Apply knowledge of WHS laws in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- identify and apply at least two different standards or work health and safety (WHS) laws relevant to own work role, workplace and industry.

During the above, the candidate must:

- communicate WHS information to others
- refer any identified non-compliances with WHS laws to responsible persons or authorities
- seek advice from relevant stakeholders if any non-compliance matters are identified that are outside own expertise and legal duties.
-

Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- WHS legislative duties of self and others, including limits of own expertise
- organisational WHS policies, procedures, processes and systems for:
  - monitoring workplace compliance with WHS laws
  - identifying and reporting non-compliance with WHS laws
  - communicating WHS-related information
- requirements of commonwealth and state/territory WHS laws, standards and guidance material, and publications relevant to own work role, workplace and industry
- obligations and duties relating to consultation regarding training of workers, and health and safety representatives, including who must be consulted
- consequences of non-compliance with WHS laws, related documentation and organisational WHS policies, procedures, processes and systems

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- individuals and duty holders to access for advice and accountability about WHS compliance
- sources of information about compliance with legislation.

Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, procedures and plans relating to compliance requirements specified in the performance evidence
- WHS laws, licensing requirements and standards relevant to the work of the unit
- guidance materials and alerts issued by the relevant WHS regulator
- workplace equipment and resources required for the performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to participate in the processes of work health and safety (WHS) hazard identification, risk assessment and risk control. It includes participating in worker consultation and support to contribute to a healthy and safe workplace.

The unit applies to those who assist with identifying workplace hazards and assessing and controlling WHS risks as part of their WHS responsibilities, which are in addition to their main duties.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in WHS hazard identification in the workplace	1.1 Participate in selecting hazard identification methods for the workplace according to organisational policies and procedures 1.2 Use selected methods to identify, report and record hazards according to organisational policies and procedures, standards and WHS laws 1.3 Provide information and assistance to required personnel during hazard identification process
2. Participate in WHS risk assessment	2.1 Participate in selecting suitable risk assessment methods for the workplace according to organisational policies and procedures 2.2 Assess and record risks using selected methods according to organisational procedures, standards and WHS laws 2.3 Provide information and assistance to required personnel during risk assessment process
3. Contribute to developing and implementing WHS control measures	3.1 Obtain organisation records of the outcomes of hazard identifications and risk assessments, and use them to participate in developing risk control options 3.2 Identify duty holders according to WHS laws and organisational WHS policies, procedures, processes and systems 3.3 Participate in selecting risk control options using criteria agreed to by work team, and according to organisational policies, procedures, processes and systems 3.4 Identify and report factors impeding successful implementation of selected risk control options to determine potential control measures to be implemented 3.5 Review and document potential control measures for compliance with relevant WHS laws 3.6 Contribute to developing a risk control implementation plan according to the hierarchy of control measures 3.7 Provide written information to individuals and duty holders to facilitate implementation of reviewed control measures
4. Contribute to consultative arrangements for hazard	4.1 Assist engaging work team in hazard identification and risk assessment according to organisational WHS

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ELEMENTS	PERFORMANCE CRITERIA
identification and risk assessment activities	consultation and participation policies, procedures and processes 4.2 Respond to issues raised according to organisational procedures and processes 4.3 Develop plan to encourage others to participate in hazard identification and risk assessment activities, according to organisational policies and procedures
5. Contribute to consultative arrangements for implementing control measures	5.1 Assist with implementing consultative processes that engage work team in developing and implementing control measures, according to organisational WHS consultation and participation policies, procedures and processes 5.2 Respond to issues raised according to organisational policies and procedures for issue resolution 5.3 Promote worker participation in arrangements for implementing control measures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and identifies information from WHS laws, workplace policies, procedures and records
Writing	• Uses structure and language appropriate to audience and context in plans, reports and general advice
Oral communication	• Presents information and assistance using appropriate industry-specific vocabulary • Uses listening and questioning to clarify and confirm understanding
Navigate the world of work	• Follows regulatory responsibilities, and organisational policies and procedures in relation to WHS responsibilities • Keeps up to date with changes to WHS laws, and organisational policies and procedures relevant to own role
Interact with others	• Identifies what to communicate and to whom in a range of contexts • Cooperates with others as part of WHS activities and contributes to specific activities requiring joint responsibility and accountability • Shares information and resources, offers assistance voluntarily and provides feedback when requested

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Skill	Description
	• Plays an active role in group discussions, paying attention to perspectives of others and encouraging participation
Get the work done	• Plans and implements tasks to achieve required outcomes • Uses decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria in the WHS risk-management process

Unit Mapping Information

Supersedes and is equivalent to BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit and, on at least two occasions, to:

- participate in selecting and using required methods to identify, report and record hazards
- assess and record risks for identified hazards
- promote and support worker consultation and participation in hazard identification and risk assessment
- participate in developing, selecting and implementing risk control options and plans for identified hazards.
-

Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- work health and safety (WHS) legislative requirements, regulations, codes of practice and standards relating to:
  - WHS hazard identification, risk assessment and risk control
  - WHS hazard communication, consultation and participation
  - identifying duty holders
  - recordkeeping
  - specific hazard identification, risk assessment and control methods
- internal and external sources of WHS information and data, and procedures for accessing them
- concept of hazards, risks and risk factors
- basic principles of incident causation and injury processes
- WHS organisational policies and procedures relating to identifying hazards, and assessing and controlling risks:

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- WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs
- types of hazard and risk registers
- responding to WHS issues, including risk control options for different hazards and work situations, and suitable risk assessment methods
- workplace communication processes for reporting and recording, and plans for sharing information about hazard identification, risk assessment and risk control.
-

Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, standard operating procedures and plans required for the performance evidence
- WHS laws relevant to hazard identification, risk assessment and risk control
- relevant WHS data files
- opportunities for interaction with others
- workplace equipment and resources required to demonstrate the performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS309 Contribute effectively to WHS communication and consultation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to contribute to work health and safety (WHS) communication and consultation in the workplace. It involves communicating WHS information to required personnel, and taking appropriate follow-up action to assist in ensuring that communication and consultation processes are effective and conducive to others in the workplace who raise WHS issues.

The unit applies to those who contribute to WHS communication and consultation as part of their work health and safety responsibilities, which are in addition to their main duties.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Participate in establishing consultation processes	1.1 Contribute to selecting WHS consultation and communication methods aligned to organisational policies and procedures, and compliant with WHS legislative requirements 1.2 Identify and record key stakeholders according to WHS laws and related documentation 1.3 Research and collate information on organisational WHS obligations relating to communication and consultation with required personnel 1.4 Assist with any required revisions to consultation and communication methods according to organisational policies and procedures 1.5 Participate in consultation with required personnel to agree any proposed consultation and communication methods
2. Contribute to WHS consultation	2.1 Contribute to facilitating WHS consultation and participation processes according to WHS laws 2.2 Identify and report barriers to effective WHS consultation and participation processes to required personnel according to organisational policies and procedures 2.3 Make suggestions that could assist in removing identified barriers to effective WHS consultation and participation processes, according to organisational policies and procedures 2.4 Identify, record and communicate to others, the duties, rights and responsibilities of required personnel in the consultation process
3. Consult and communicate effectively with required personnel	3.1 Identify appropriate forms of communication for required individuals and/or parties 3.2 Convey WHS information to required personnel in plain language and according to organisational policies and procedures 3.3 Participate in confirming that required personnel understand WHS information, instructions and signs
4. Raise WHS issues with required personnel	4.1 Raise relevant WHS issues in meetings and support others to do so 4.2 Record and communicate WHS discussions and their outcomes according to organisational policies and procedures

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ELEMENTS	PERFORMANCE CRITERIA
	4.3 Follow up meeting outcomes according to own job role, and organisational policies and procedures 4.4 Communicate WHS-related outcomes of meetings to required individuals and/or parties

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets a range of textual information to determine regulatory and procedural requirements, and associated necessary actions
Writing	• Records key information in a sequential manner using required format, correct grammar and industry-specific vocabulary
Oral Communication	• Presents information using language and non-verbal communication appropriate to audience and context • Uses questioning and listening techniques to obtain feedback from others and to resolve issues
Navigate the world of work	• Follows policies, procedures and legislative requirements relevant to own role
Interact with others	• Selects and uses appropriate conventions and protocols when communicating with others in a range of work contexts • Uses appropriate interpersonal skills to promote contributions and encourage ideas from others
Get the work done	• Sequences and schedules activities, and assists with their implementation and communication • Identifies barriers to consultation and applies problem-solving processes to assist with determining possible solutions • Uses main features and functions of digital tools to access information and communicate effectively

Unit Mapping Information

Supersedes and is equivalent to BSBWHS304 Participate effectively in WHS communication and consultation processes.

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Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS309 Contribute effectively to WHS communication and consultation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- contribute to two different work health and safety (WHS) communication and consultation processes.

During the above, the candidate must:

- communicate WHS information to others
- raise WHS issues in meetings and follow up on outcomes
- take appropriate actions to assist with removing any barriers to communication and consultation processes identified during above processes
- support others to raise relevant WHS issues.
-

Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- purpose of organisational WHS policies, procedures, processes and systems
- organisational WHS obligations relating to communication and consultation
- commonwealth and state/territory WHS laws and publications relating to:
  - identifying and recording key stakeholders
  - WHS communication and consultation processes
- organisational policies and procedures relating to:
  - consultation and communication methods, and processes for revising them
  - addressing barriers to effective WHS consultation and participation processes, including barrier reporting protocols
  - recording and communicating WHS discussions

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- elements of WHS communication and consultation:
  - potential barriers to WHS consultation and participation processes, and methods to overcome them
  - roles and responsibilities of WHS personnel
  - how the consultation process influences and is related to workplace information management procedures, processes and systems
  - methods to engage others with workplace procedures, and information sourcing and sharing.
  -

Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, standard operating procedures, plans and procedures with information about compliance requirements required to demonstrate the performance evidence
- required WHS laws and data files to contribute to WHS communication and consultation processes
- opportunities for interaction with others
- workplace equipment and resources required for the performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package release 1.0

Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENT	PERFORMANCE CRITERIA
essential outcomes.	*demonstrate achievement of the element.*
1. Provide information to the work team about WHS policies and procedures	1.1 Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice 1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to, and understandable by the work team 1.3 Regularly provide and clearly explain to the work team information about identified hazards and the outcomes of risk assessment and control
2. Implement and monitor participation arrangements for managing WHS	2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace 2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards 2.3 Promptly deal with issues raised through consultation, according to organisational consultation procedures and WHS legislative and regulatory requirements 2.4 Promptly record and communicate to the work team the outcomes of consultation over WHS issues
3. Implement and monitor organisational procedures for providing WHS training	3.1 Identify WHS training needs according to organisational requirements and WHS legislative and regulatory requirements 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant individuals 3.3 Provide workplace learning opportunities and coaching and mentoring assistance to facilitate team and individual achievement of identified WHS training needs 3.4 Identify and report to management the costs associated with providing training for work team, for inclusion in financial and management plans
4. Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks	4.1 Identify and report on hazards in work area according to WHS policies and procedures and WHS legislative and regulatory requirements 4.2 Promptly action team member hazard reports according to organisational procedures and WHS legislative and regulatory requirements 4.3 Implement procedures to control risks using the hierarchy of control, according to organisational and WHS legislative requirements

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ELEMENT	PERFORMANCE CRITERIA
	4.4 Identify and report inadequacies in existing risk controls according to hierarchy of control and WHS legislative requirements 4.5 Monitor outcomes of reports on inadequacies, where appropriate, to ensure a prompt organisational response
5. Implement and monitor organisational procedures for maintaining WHS records for the team	5.1 Accurately complete and maintain WHS records of incidents of occupational injury and disease in work area, according to WHS policies, procedures and legislative requirements 5.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 5.2	• Interprets and analyses complex WHS legislative and organisational texts
Writing	1.1-1.3, 2.3, 2.4, 3.1, 3.2, 3.4, 4.1, 4.4, 5.1	• Documents WHS legislative and organisational information using structure, layout and language suitable for audience • Records WHS issues and actions taken according to reporting requirements • Prepares and maintains required records using appropriate structure and vocabulary
Oral communication	1.1-1.3, 2.1, 2.4, 3.2, 3.3, 4.1, 4.4	• Provides WHS legislative and organisational information and advice using structure and language suitable for audience
Numeracy	3.4, 5.2	• Extracts, interprets and comprehends mathematical information in relation to training costs and risk management data
Navigate the world of work	1.1,1.2, 2.3, 3.1, 4.1-4.5, 5.1	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS • Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with	2.2, 3.2, 3.3	• Selects and uses appropriate conventions and protocols to facilitate consultation or provide feedback

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others		• Initiates and contributes to facilitating consultative role, responding, explaining, clarifying and expanding on ideas and information as required • Collaborates with others to achieve individual and team outcomes
Get the work done	2.2, 3.2, 3.3, 4.1-4.5, 5.1	• Uses combination of formal, logical planning and intuitive understanding of context to identify relevant information and risks, and identify and evaluate alternative strategies • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria • Recognises and takes responsibility for reporting WHS risk control inadequacies • Uses formal and informal processes to monitor implementations of WHS solutions and reflect on outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- explain clearly and accurately to work team the relevant work health and safety (WHS) information including:
  - WHS legislative and organisational requirements
  - identified hazards and outcomes of risk assessment and control
- ensure that the team has access to information about WHS policies, procedures and programs in appropriate structure and language
- implement and monitor procedures according to organisational and legislative WHS requirements including:
  - consultation and communications to enable team members to participate in managing WHS risks and hazards
  - identifying WHS training needs and providing learning opportunities, coaching and mentoring as appropriate to needs
  - identifying, reporting and taking action on WHS hazards and risks
  - identifying and reporting inadequacies in existing risk controls and monitoring outcomes to ensure a prompt organisational response
  - reporting on the cost of WHS training
  - keeping WHS records
  - analysing aggregate WHS data to identify hazards and monitor risk control procedures in work area.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legal responsibilities and duties of managers, supervisors, persons conducting businesses or undertakings (PCBUs) and workers in relation to WHS risk management in the workplace
- identify key provisions of relevant WHS Acts, regulations and codes of practice that apply to the business and outline how they apply in the work area
- explain organisational policies and procedures relating to hazard identification, risk management, fire, emergency and evacuation, incident investigation and reporting
- explain the importance of effective consultation mechanisms in managing health and safety risks in the workplace
- explain how the hierarchy of control applies in the work area.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- an actual workplace or simulated environment
- workplace equipment and resources
- examples of documents relating to workplace safety, hazard identification and risk assessment
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS412 Assist with workplace compliance with WHS laws

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws. It includes identifying applicable WHS laws, duties, rights and obligations, and the necessary actions to ensure WHS compliance in the workplace.

It also includes assisting with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws and those of WHS regulators.

The unit applies to those working in a broad range of WHS roles across all industries.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with identifying the legal framework for WHS in the workplace	1.1 Access current WHS laws and related documentation relevant to organisation's operations 1.2 Assist with analysing accessed information to determine legal requirements in the workplace 1.3 Assist with identifying and confirming duties, rights and obligations of individuals and/or parties as specified in WHS laws 1.4 Assist with seeking advice from legal advisers as required
2. Assist with providing advice about WHS compliance	2.1 Assist individuals and/or parties to locate information about their WHS duties, rights and obligations 2.2 Assist with providing advice to individuals and/or parties about their WHS duties, rights and obligations, within scope of own role 2.3 Assist with providing advice to individuals and/or parties about the functions and powers of the WHS regulator and workplace regulatory compliance matters
3. Assist with establishing WHS legislative compliance	3.1 Assist with assessing workplace compliance with relevant WHS laws 3.2 Assist with reporting on outcomes of compliance assessment 3.3 Assist with determining and documenting recommendations that address identified non-compliance 3.4 Assist with determining related WHS training needs of work team, and with providing the WHS training to meet legislative and organisational requirements
4. Assist with maintaining WHS legislative compliance	4.1 Assist with developing or modifying workplace policies, procedures, processes and systems that support compliance according to organisational policies and procedures, and WHS legislative requirements 4.2 Assist with communicating developed or modified workplace policies, procedures, processes and systems 4.3 Assist with monitoring implementation of developed or modified workplace policies, procedures, processes and systems to ensure legislative compliance

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Reviews and interprets at times complex WHS legislative and organisational texts
Writing	• Documents WHS advice using structure, layout and language suitable for audience • Drafts, documents, and updates policies, procedures and processes according to requirements and using appropriate vocabulary and register
Oral communication	• Uses structure and language suitable for audience to provide, seek and discuss WHS legislative information • Uses questioning and active listening to clarify understanding
Navigate the world of work	• Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to own WHS role and responsibilities • Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	• Cooperates with others as part of WHS compliance activities, and contributes to specific activities requiring joint responsibility and accountability • Collaborates with others to achieve individual and team outcomes
Get the work done	• Uses combination of logical planning and intuitive understanding of context to identify relevant information and hazards, and to evaluate alternative strategies in relation to WHS compliance • Uses decision-making processes in relation to WHS compliance: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria

Unit Mapping Information

Supersedes and is equivalent to BSBWHS402 Assist with compliance with WHS laws.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS412 Assist with workplace compliance with WHS laws

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- assist with establishing workplace compliance with work health and safety (WHS) laws in relation to at least two different compliance matters and within scope of own role.

During the above, the candidate must assist with:

- identifying current WHS legal requirements for the workplace
- providing advice about current WHS legal requirements for the workplace
- assessing and maintaining workplace compliance with WHS legislative requirements
- making recommendations for implementing workplace changes in order to achieve WHS legal compliance
- monitoring compliance with WHS laws according to organisational policies and procedures.
-

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- internal and external sources of WHS information, and procedures for accessing them
- duties, rights and obligations of work team as specified in WHS laws, and location of relevant information about WHS laws
- functions and powers of relevant WHS regulator and how they are exercised
- regulatory compliance matters, including objectives and principles underpinning WHS laws
- methods used for:
  - assessing and maintaining WHS compliance
  - determining training needs in relation to WHS compliance

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  - implementing changes to policies, procedures, processes and systems to achieve WHS compliance
- organisational policies and procedures for:
  - documenting compliance requirements
  - assessing WHS compliance obligations and processes to address non-compliance
  - recording and documenting compliance assessment.
  -

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- WHS laws and organisational documentation required to demonstrate the performance evidence
- reports from individuals and parties consulted about WHS compliance
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation.

It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation.

The unit applies to those working in a broad range of WHS roles across all industries.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify individuals and parties, and their roles and responsibilities for WHS consultation and participation	1.1 Apply knowledge of relevant parts of WHS laws, policies and procedures as they apply to WHS consultation and participation 1.2 Identify individuals with roles, duties, rights and responsibilities regarding WHS consultation and participation according to organisational policies and procedures 1.3 Identify own role, duties, rights and responsibilities regarding WHS consultation and participation as appropriate to work area 1.4 Communicate roles, duties, rights and responsibilities to individuals and/or parties according to organisational policies and procedures
2. Contribute to implementing WHS consultation and participation processes	2.1 Identify established organisational WHS consultation and participation processes 2.2 Identify required personnel to participate in WHS consultation 2.3 Contribute to setting up and implementing WHS consultation processes as appropriate to own role and work area 2.4 Create opportunities for participating individuals and/or parties to provide feedback on WHS consultation processes 2.5 Document consultation opportunities according to organisational policies and procedures 2.6 Promote and support participation of individuals and/or parties in WHS consultation processes as appropriate to own role and work area
3. Contribute to processes for communicating and sharing WHS information and data	3.1 Identify consultation and participation processes for communicating and sharing WHS information and data 3.2 Identify training requirements for individuals and/or parties necessary for effective WHS consultation and participation 3.3 Contribute to and participate in sharing WHS information and data as appropriate to own role and

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ELEMENTS	PERFORMANCE CRITERIA
	work area 3.4 Create methods to ensure WHS information and data is accessible to required personnel in work area 3.5 Record and store WHS information and data according to organisational policies and procedures
4. Contribute to assessment of WHS consultation and participation feedback processes	4.1 Identify consultation and participation methods for gathering and documenting feedback on processes from individuals and/or parties 4.2 Contribute to assessing opportunities for individuals and/or parties to express their views during consultation and participation 4.3 Document outcomes from assessment of feedback processes and communicate outcomes to relevant stakeholders according to organisational policies and procedures
5. Contribute to improving WHS consultation and participation processes	5.1 Contribute to identifying and assessing barriers to, and opportunities for improving, implementation and effectiveness of WHS consultation and participation processes 5.2 Contribute to developing, implementing and evaluating measures to remove barriers and improve processes 5.3 Communicate improvements to required personnel according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Reviews and interprets WHS legislative and organisational texts
Writing	• Uses structure, layout and language suitable for audience to draft and document consultation and participation processes • Records required WHS information using appropriate organisational formats
Oral	• Uses structure and language suitable for audience to provide relevant

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Skill	Description
communication	WHS organisational information • Uses questioning and active listening to identify and discuss feedback requirements, and barriers to and opportunities for improving WHS consultation processes
Navigate the world of work	• Adheres to legal and regulatory responsibilities in relation to own WHS role and responsibilities • Keeps up to date on changes to WHS laws and regulations relevant to own role
Interact with others	• Identifies what, with whom and how to communicate in the context of consultation and participation processes • Uses a range of strategies to establish a sense of connection with others • Cooperates with others as part of WHS consultation and participation processes, and contributes to specific activities requiring joint responsibility and accountability • Initiates and contributes to facilitating consultative process, responding, explaining, clarifying and expanding on ideas and information as required
Get the work done	• Applies processes when organising consultation processes, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others • Contributes to implementing actions according to plans, making slight adjustments as necessary and addressing unexpected issues • Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria • Uses familiar digital systems and tools to access, organise, analyse and present information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- on at least two occasions contribute to each of the following, as applicable to own role and work area:
  - implementing and maintaining work health and safety (WHS) consultation and participation to ensure that required personnel are encouraged to participate
  - communicating information and data about WHS consultation and participation processes
  - explaining to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding WHS consultation and participation processes
  - creating opportunities for feedback on consultation and participation processes
  - identifying barriers to, and opportunities for improving, effectiveness of WHS consultation and participation processes, and to implement and maintain improvement measures.
  -

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- requirements under WHS laws for consultation and participation processes, training requirements, and the roles and responsibilities of individuals and parties required to participate
- essential components of WHS consultation processes
- organisational policies and procedures for:
  - identifying and communicating WHS consultation and participation information
  - documenting consultation barriers, opportunities and feedback

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  - storing WHS information and data
- internal and external sources of WHS information and data, and procedures for accessing them
- key principles, uses and components of the hierarchy of control measures that assist with implementing and maintaining WHS consultation and participation processes
- methods for obtaining feedback from individuals and/or parties on consultation and participation processes.
-

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- workplace equipment, technology, software and consumables required to access information about WHS laws
- WHS laws, organisational documentation, and personnel required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS414 Contribute to WHS risk management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.

It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.

The unit applies to those working in a broad range of roles across all industries. WHS hazard identification and risk control processes are those defined in written workplace procedures.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Access information and data used to identify hazards, and to assess and control risks	1.1 Access and review current WHS laws relevant to organisation's hazard identification and risk control processes 1.2 Access workplace sources of information and data to inform hazard identification, risk assessment and risk controls 1.3 Access external sources of information and data to inform hazard identification, risk assessment and risk controls 1.4 Analyse information and data and determine nature and scope of workplace hazards, risk assessment and risk controls 1.5 Confirm information and data with required stakeholders, seeking input from technical and other advisors as required
2. Contribute to identifying risk management requirements and compliance	2.1 Contribute to identifying and complying with requirements of organisational policies, procedures, processes and systems for hazard identification, risk assessment and risk controls 2.2 Contribute to identifying and complying with requirements of WHS laws and guidelines for hazard identification, risk assessment and risk controls 2.3 Identify duty holders, and their roles and responsibilities according to risk management requirements 2.4 Identify tools used by organisational in current hazard identification and risk control processes
3. Contribute to workplace hazard identification	3.1 Contribute to selecting hazard identification tools and techniques according to WHS laws, and risk management requirements 3.2 Use hazard identification tools and techniques to assist with identifying hazards according to risk management requirements 3.3 Contribute to documenting hazard identification processes and results according to risk management requirements 3.4 Apply knowledge of hazards to advise individuals and/or parties about workplace hazards and the harms they may

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ELEMENTS	PERFORMANCE CRITERIA
	cause
4. Contribute to WHS risk assessment	4.1 Identify individuals and/or parties at risk of exposure to hazards and determine the nature, severity and likelihood of potential harm 4.2 Contribute to applying tools, techniques and processes to identified hazards to assess risk, according to risk management requirements 4.3 Contribute to documenting risk assessment results according to risk management requirements 4.4 Contribute to communicating risk assessment outcomes with workers, contract workers, managers and technical specialists according to risk management requirements
5. Contribute to developing and implementing risk controls	5.1 Contribute to selecting risk controls for identified hazards based on the risk assessment 5.2 Document agreed risk controls according to risk management requirements 5.3 Contribute to developing risk controls according to the hierarchy of control measures and WHS laws 5.4 Contribute to implementing risk controls and seek supervisory advice as required by the circumstances 5.5 Support communication of information on risk controls and actions to required individuals and/or parties
6. Contribute to evaluating effectiveness of risk controls	6.1 Identify requirements for ensuring ongoing effectiveness of risk controls 6.2 Contribute to identifying measures that enable evaluation of effectiveness of risk controls 6.3 Document plan for monitoring effectiveness of risk controls according to organisational policies and procedures 6.4 Present and effectively communicate plan to required stakeholders according to risk management requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

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Skill	Description
Reading	• Locates, reviews and interprets WHS legislative and organisational texts and other external information and data
Writing	• Uses structure, layout and language suitable for audience to document WHS hazard identification and risk control processes • Uses appropriate organisational formats and industry-specific vocabulary to document hazards, risks, and risk controls
Oral communication	• Uses structure and language suitable for audience to communicate information and contribute ideas about WHS hazard identification and risk control processes
Navigate the world of work	• Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to WHS hazard identification and risk control processes • Keeps up to date with WHS laws, and related organisational policies and procedures relevant to own role • Uses appropriate technology in accessing, communicating, and recording information
Interact with others	• Identifies what, with whom and how to communicate in the context of advising about hazards, risks and risk controls • Cooperates with others as part of WHS hazard identification and risk control processes, and contributes to specific activities requiring joint responsibility and accountability • Collaborates with others to achieve individual and team outcomes • Interacts to develop relationships with operational personnel and consultative groups

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Skill	Description
	• Seeks information from others to understand work and work relationships as they relate to hazard management
Get the work done	• Applies processes to plan, sequence and prioritise tasks, showing awareness of time and resource constraints and the needs of others • Uses decision-making processes in hazard identification and risk control processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria • Applies problem-solving processes, identifying and evaluating several options for action

Unit Mapping Information

Supersedes and is equivalent to BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS414 Contribute to WHS risk management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to contribute to:

- identifying at least two different (WHS) hazards and controlling the risks associated with those hazards
- evaluating the effectiveness of the above risk controls.

During each of the above occasions, the candidate must:

- identify and interpret information and data about WHS requirements and apply them to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control
- contribute to documenting processes
- communicate with required people about WHS requirements and compliance
- comply with WHS requirements for hazard identification, risk assessment, and risk control activities
- identify WHS duty holders and their duties.
-

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- internal and external sources of WHS information and data relating to the performance evidence, and procedures for accessing them
- WHS hazard identification, risk assessment and risk control processes specified in:
  - required WHS laws
  - organisational WHS policies, procedures, processes, and systems
- risk management requirements, including:
  - identifying duty holders and their roles and responsibilities

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  - selecting and using hazard identification tools and techniques
  - undertaking, documenting and communicating risk assessments
  - evaluating risk controls
  - documenting and communicating risk control plan
- differences between hazards and risks in the workplace
- range of common workplace hazards, and the nature, severity and likelihood of those hazards
- risk assessment and controls that can eliminate or minimise risks.
-

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- workplace equipment, technology, software and consumables required to access information on WHS laws
- WHS laws, and organisational policies, procedures, processes and systems required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS416 Contribute to workplace incident response

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to assist with actions and activities performed in response to workplace incidents according to work health and safety (WHS) legislative and organisational requirements.

The unit applies to those who contribute to workplace incident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures. It applies to people who work in a broad range of WHS roles across all industries.

NOTES

1. The terms ‘incident’ and ‘accident’ are equivalent. Specific state/territory legislation may use one or the other. In jurisdictions where *model WHS laws* have not been implemented, RTOs are advised to contextualise this unit of competency by referring to the existing state/territory OHS legislative requirements and industry-specific legislative variances.

2. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

3. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to assist with actions and activities associated with incident response	1.1 Identify duty holders and WHS legislative requirements for incident response 1.2 Identify workplace policies, procedures and processes concerning incident response planning and reporting 1.3 Communicate requirements for responding to incident to required personnel within scope of own role and work area 1.4 Contribute to developing communication mechanisms to notify manager of incident
2. Assist with implementing response procedures during incident	2.1 Provide initial assistance to those involved in incident within scope of own role and expertise and according to organisational incident response policies and procedures 2.2 Assist with documenting incident according to workplace procedures and processes 2.3 Assist with meeting legislative requirements regarding incident, within scope of own role and expertise 2.4 Assist with reporting incident to external authorities, according to legislative requirements and workplace procedures and processes
3. Contribute to collecting WHS information about incident	3.1 Assist with obtaining information and data from those involved about actions and events leading up to, during and after an incident, using appropriate data collection techniques 3.2 Assist with identifying and accessing sources of additional information and data related to incident 3.3 Compile and enter information according to record-keeping requirements
4. Assist with incident investigation	4.1 Assist with applying required incident investigation processes 4.2 Use appropriate analysis techniques to interpret causes of incident and communicate with advisors

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ELEMENTS	PERFORMANCE CRITERIA
	when participating in workplace investigations 4.3 Review incident reports according to organisational policies and procedures 4.4 Contact responsible persons and relevant authorities as outlined in WHS laws, and organisational policies and procedures 4.5 Contribute to communicating investigation outcomes to relevant stakeholders according to organisational policies and procedures
5. Contribute to developing and implementing recommended measures and actions arising from incident investigation	5.1 Contribute to developing incident investigation recommendations 5.2 Assist with obtaining approval of developed recommendations from required stakeholders according to organisational policies and procedures 5.3 Assist with communicating approved recommendations to required stakeholders according to organisational policies and procedures 5.4 Contribute to implementing recommended measures and actions arising from incident investigation within scope of own role and according to WHS legislative requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Locates, reviews and interprets WHS legislative texts • Analyses reports and other material about incidents to determine required course of action
Writing	• Completes workplace records, forms and documentation using correct format, spelling and grammar, and industry-specific terminology • Records information for reference using language appropriate to audience
Oral Communication	• Presents information and advice using structure and language suitable for audience • Uses questioning and listening techniques to obtain feedback from

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Skill	Description
	others and confirm understanding
Navigate the world of work	• Adheres to legal and regulatory responsibilities, and organisational policies and procedures • Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	• Identifies what, with whom and how to communicate in the context of incident responses and investigations • Collaborates with others to achieve individual and team outcomes • Cooperates with others as part of incident investigations and contributes to specific activities requiring joint responsibility and accountability
Get the work done	• Applies processes to plan, sequence and prioritise tasks required for incident responses and investigations, showing awareness of time, resource constraints and needs of others • Uses features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS406 Assist with responding to incidents.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS416 Contribute to workplace incident response

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- contribute to responding to at least two different workplace incidents according to work health and safety (WHS) legislative and organisational requirements.

During the above, the candidate must:

- identify duty holders relevant to incident response
- contribute to:
  - communicating WHS requirements clearly and accurately to individuals and/or parties involved
  - reporting each incident according to WHS legislative and organisational requirements
  - obtaining information about each incident using appropriate data-collection techniques
  - developing and contributing to implementing required actions in response to each incident
  - investigating incident
  - communicating and implementing recommendations from investigation.
  -

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- WHS laws about investigating and reporting workplace incidents
- sources of internal and external WHS information and data relating to incidents, and procedures for accessing them
- organisational policies, procedures, processes and systems relevant to own role or work area that relate to incident response and investigation, including those for:

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  - recording information relating to workplace incident responses
  - reporting information to external authorities
  - implementing improvements to policies, procedures, processes and systems as a result of an incident
- communication strategies to facilitate engagement of individuals and/or parties in incident response
- roles and responsibilities of self and duty holders in responding to workplace incidents.
-

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, standard operating procedures, procedures and plans required to demonstrate the performance evidence
- WHS legislation, licensing requirements and standards required to demonstrate the performance evidence
- WHS data required to contribute to incident response
- case studies and, where possible, real situations
- workplace equipment and resources
- opportunities for interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS520 Manage implementation of emergency procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to implement initial response procedures for emergencies. Its focus is on the implementation of procedures already developed for short-term emergency responses. It assumes that expert advice will be available in identifying potential emergencies and in formulating response plans.

The unit applies to those with supervisory responsibilities for managing work health and safety (WHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. These people work in a range of WHS roles across all industries, and apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify potential emergencies	1.1 Apply knowledge of WHS hazards and relevant standards to identify possible causes of potential emergencies 1.2 Seek input from stakeholders in identifying potential emergencies 1.3 Identify and liaise with appropriate specialist advisers and emergency services and/or specialist response teams to identify possible causes of potential emergencies 1.4 Develop a risk register to identify potential emergencies and their possible causes
2. Identify options for initial response	2.1 Categorise major types of potential emergencies 2.2 Identify actions required to contain or limit potential emergencies 2.3 Identify actions required to limit impact of potential emergencies on personnel, property and the environment 2.4 Identify requirements for liaison with emergency services and/or specialist response teams 2.5 Prioritise initial response actions to be taken during emergencies
3. Plan initial response procedures	3.1 Identify resources available and required for initial response 3.2 Ensure that emergency equipment is checked for serviceability, accessibility, cleanliness and correct location 3.3 Document actions required for a range of major types of emergency, taking account of standards, current industry practice, specialist advice and input by emergency services and/or specialist response teams 3.4 Identify training needs and appropriate providers
4. Implement initial response procedures	4.1 Document and display actions for initial response 4.2 Outline own role in initial response 4.3 Follow required procedures according to WHS laws, and organisational policies and procedures
5. Review initial response procedures	5.1 Monitor initial response for effectiveness, efficiency and timeliness in consultation with stakeholders and, specialist advisers and agencies as required 5.2 Document results of response monitoring and promptly report to appropriate persons

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ELEMENTS	PERFORMANCE CRITERIA
	5.3 Identify areas for organisational and personal improvement and make recommendations based on analysis of response
6. Manage post-emergency activities	6.1 Identify and support other personnel involved in second response phase 6.2 Facilitate debriefing processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets and critically analyses texts when planning emergency response procedures • Applies appropriate strategies to construct meaning from texts to assist in planning emergency response procedures
Writing	• Develops risk registers, reports and associated documentation according to organisational requirements, using appropriate vocabulary, grammatical structure and conventions
Oral communication	• Asks questions and actively listens to gather information about potential emergency situations • Provides information during or after emergency response situations using structure and language appropriate to audience and context
Navigate the world of work	• Contributes to broader goals in emergency response contexts • Identifies legal rights and responsibilities of self and others in relation to emergency response contexts • Keeps up to date on changes to WHS laws relevant to own role and responsibilities, and considers their implications in emergency response contexts
Interact with others	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Takes a leadership role in supporting, consulting and liaising in emergency response contexts
Get the work done	• Formulates plans and monitors actions against stated goals, adjusting plans and resources to cope with contingencies • Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates several choices to determine appropriate actions and responses • Applies problem-solving processes when identifying actions required

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Skill	Description
	in emergencies and associated training needs, resolving issues in manageable parts, and identifying and evaluating options for action • Reflects on response outcomes and feedback from others in order to identify general principles and concepts that may be applicable in new emergency situations • Identifies the potential of new approaches to enhance work practices and outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBWHS510 Contribute to implementing emergency procedures.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS520 Manage implementation of emergency procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- manage the planning, implementation and review of initial response procedures for at least two different emergencies.

During the above, the candidate must:

- identify and prioritise causes and options for initial response to contain or limit potential emergencies and their impact
- liaise with specialist advisers, emergency services and/or specialist response teams as required.
-

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- commonwealth and state/territory work health and safety (WHS) legislation and how it applies to managing the implementation of initial response procedures
- organisational and workplace WHS policies and procedures relating to initial response, including:
  - identifying and reporting emergencies
  - categorising major types of potential emergencies
  - essential communication and actions in an emergency
  - reporting on response to emergency
- internal and external sources of WHS information and data, and procedures for accessing them
- organisational structure, roles and responsibilities of WHS personnel managing the implementation of initial response procedures

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- workplace emergency response equipment, including:
  - emergency alerting systems
  - emergency protection systems
  - smoke alarms, fire alarms and fire extinguishers
  - required safety wear
  - security systems
- nature of work, work site and hazards that may result in an emergency situation
- hazards arising and precautions to be taken during emergency response
- information needs of emergency response personnel during reporting, arrival and response to an emergency
- principles and priorities of fire protection and emergency response applicable to performance evidence
- accepted industry practice when responding to workplace emergencies.
-

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- workplace equipment and resources
- WHS laws, and organisational policies and procedures required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS521 Ensure a safe workplace for a work area

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.

NOTES

1. The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish a WHS management system in a work area	1.1 Locate, adapt, adopt and communicate WHS policies that define the organisation's commitment to complying with WHS laws 1.2 Identify duty holders and define WHS responsibilities for all workplace personnel in the work area according to WHS laws, policies, procedures and programs 1.3 Identify and approve financial and human resources required by the WHS management system (WHSMS) according to organisational procedures
2. Establish and maintain effective and compliant consultative arrangements for managing WHS in a work area	2.1 Work with required personnel to set up and maintain consultative arrangements according to required WHS laws 2.2 Resolve issues raised through participation and consultation arrangements according to required WHS laws and organisational protocols 2.3 Provide information about consultation and participation outcomes to required personnel according to organisational policies and procedures
3. Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in work area	3.1 Develop procedures for ongoing hazard identification, and assessment and control of associated risks 3.2 Include hazard identification at the planning, design and evaluation stages of any workplace change to ensure that new hazards are not created by proposed changes and existing hazards are controlled 3.3 Develop and maintain procedures for selecting and implementing risk controls according to the hierarchy of control measures and WHS legislative requirements 3.4 Identify inadequacies in existing risk controls according to the hierarchy of control measures and WHS legislative requirements, and promptly provide resources to enable implementation of new measures 3.5 Identify requirements for expert WHS advice, and request this advice as required, according to organisational procedures
4. Evaluate and maintain a work area WHS management system	4.1 Develop and provide a WHS induction and training program for required personnel in a work area as part of

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ELEMENTS	PERFORMANCE CRITERIA
(WHSMS)	organisation's training program 4.2 Use a system for WHS recordkeeping to allow identification of patterns of occupational injury and disease in the organisation, and to maintain a record of WHS decisions made, including reasons for decisions 4.3 Measure and evaluate the WHSMS according to organisation's quality systems framework 4.4 Develop and implement improvements to WHSMS to achieve organisational WHS objectives according to organisational procedures 4.5 Ensure compliance with WHS legislative framework to achieve, as a minimum, WHS legal requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Organises, evaluates and critiques ideas and information from WHS laws, policies, procedures and programs
Writing	• Produces WHS policies, procedures and programs using appropriate vocabulary, grammatical structure and conventions • Records WHS decisions according to organisational requirements
Oral communication	• Presents and seeks information from others using structure and language suitable for the audience • Provides information about WHS policies and procedures and on resolution of WHS issues, varying the level of technical vocabulary to suit the audience
Numeracy	• Selects from, and applies, an expanding range of mathematical and problem-solving strategies in identifying financial and human resources required to support WHS requirements
Navigate the world of work	• Monitors adherence to legal and regulatory rights and responsibilities for self and others in relation to WHS • Develops, implements and reviews WHS-related policies, procedures and processes according to legislative and organisational requirements
Interact with others	• Plays a lead role in situations requiring effective collaboration, demonstrating the ability to guide discussions and negotiate

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Skill	Description
	agreeable outcomes • Provides feedback to others in forms they can understand and use
Get the work done	• Develops plans or processes to manage relatively complex WHS management tasks, with an awareness of how they contribute to operational and strategic goals • Uses systematic and analytical processes, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • Considers whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process • Uses digital systems and tools to enter, store and retrieve relevant information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS501 Ensure a safe workplace.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS521 Ensure a safe workplace for a work area

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- establish, implement, maintain and evaluate one work health and safety management system (WHSMS) for a work area of an organisation that complies with WHS laws, and organisational policies and procedures.

During the above, the candidate must:

- establish, implement, maintain and evaluate effective and compliant consultative arrangements for managing WHS, including:
  - identifying duty holders
  - identifying and approving required resources
  - developing and implementing a training program
- establish, implement, maintain and evaluate procedures for effectively identifying hazards, and assessing and controlling risks using the hierarchy of control measures.
-

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- details of relevant WHS laws relating to ensuring a safe workplace
- WHS organisational policies, procedures, programs and practices required for the performance evidence
- hazard identification and risk-management processes
- key principles, uses and components of the hierarchy of control measures and procedures for applying it in the workplace
- organisational and WHS legislative reporting requirements.
-

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Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational WHS policies and procedures required to demonstrate the performance evidence
- WHS laws required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR201 Manage personal stress in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to understand signs and sources of stress within the broader framework of the job role and work environment.

It applies to individuals who usually work with some guidance and supervision in an environment where they are likely to encounter difficult customers and situations from time to time. It typically applies in a contact centre environment owing to the very measured, structured, high volume and potentially repetitive nature of the work, but can apply in any work environment.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop personal awareness of stress	1.1 Recognise signs and sources of stress 1.2 Acknowledge stress and difficult situations 1.3 Analyse and understand potential areas of stress in the work environment
2. Develop stress	2.1 Develop an effective understanding of a range of stress

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ELEMENT	PERFORMANCE CRITERIA
management techniques	management techniques 2.2 Use appropriate techniques to manage stressful situations effectively 2.3 Focus on areas of stress within personal control 2.4 Adopt strategies to effectively reduce, manage and deal with stress
3. Manage time	3.1 Develop and understand job role priorities 3.2 Develop techniques to support achievement of key performance indicators (KPIs) and priorities 3.3 Use appropriate time management tools and techniques 3.4 Regularly evaluate tools and techniques 3.5 Promptly identify and inform relevant personnel of any variations and difficulties affecting work requirements, through regular reviews
4. Recover from a stressful contact	4.1 Review the contact or situation 4.2 Analyse root cause/s of stressful contact or situation 4.3 Depersonalise context of contact or situation 4.4 Discuss outcomes with appropriate staff members 4.5 Prepare for next contact or situation positively 4.6 Follow up or take action where needed
5. Maintain personal stamina and resilience	5.1 Identify sources of fatigue in contact centre role 5.2 Adopt work routine and procedural strategies to minimise stress and fatigue 5.3 Monitor personal performance against performance requirements 5.4 Adapt stamina management strategies to maximise performance 5.5 Seek assistance from team members and management in managing stamina
6. Maintain work/life balance	6.1 Identify work/life priorities 6.2 Adopt strategies to support work/life priorities 6.3 Give high priority to health and wellbeing 6.4 Monitor work/life balance 6.5 Develop ability to effectively leave work behind at the end of

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ELEMENT	PERFORMANCE CRITERIA
	the day

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	3.1-3.5	• Recognises and interprets textual information to determine job role and requirements
Writing	3.3, 3.4, 3.5	• Completes time management documentation using organisational formats
Oral Communication	3.5, 4.4, 5.5	• Participates in discussions using clear language and features appropriate to audience • Uses listening and questioning techniques to request assistance and confirm understanding
Navigate the world of work	3.1, 3.2, 5.3	• Understands role requirements and identifies own responsibilities
Interact with others	3.5, 4.4, 5.5	• Establishes rapport and builds relationships with team members and others • Maintains awareness of own strengths and weaknesses to support an overall sense of wellbeing
Get the work done	1.3, 2.1, 2.4, 3.1-3.4, 4.1-4.3, 4.5, 4.6, 5.1-5.4, 6.1, 6.2, 6.4, 6.5	• Plans and organises tasks to achieve outcome within timeframes • Uses analytical skills to decide on effective techniques to manage stress and personal well-being • Uses problem-solving skills to address a range of issues, seeking advice of others, where necessary • Monitors implementation of solutions and reflects on outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR201 Manage personal stress in the workplace	BSBWOR201A Manage personal stress in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR201 Manage personal stress in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- recognise and understand potential stress in the work environment
- develop and use techniques and strategies to manage stress and stressful situations
- adopt and monitor potential sources of stress and fatigue, seeking assistance as required
- monitor own performance against performance requirements and key performance indicators (KPIs)
- use techniques to achieve work/life balance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe job role priorities and KPIs
- list internal and external sources of assistance, including escalation pathways
- outline signs and sources of existing and potential stress or difficult situations
- discuss stress management and reduction techniques
- describe time management tools and techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- time management tools

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- workplace documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR203 Work effectively with others

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.

It applies to individuals who perform a range of routine tasks using a limited range of practical skills, and a fundamental knowledge of teamwork in a defined context under direct supervision or with limited individual responsibility.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop effective workplace relationships	1.1 Identify own responsibilities and duties in relation to workgroup members and undertake activities in a manner that promotes cooperation and good relationships 1.2 Take time and resource constraints into account in fulfilling

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ELEMENT	PERFORMANCE CRITERIA
	work requirements of self and others 1.3 Encourage, acknowledge and act on constructive feedback provided by others in the workgroup
2. Contribute to workgroup activities	2.1 Provide support to team members to ensure workgroup goals are met 2.2 Contribute constructively to workgroup goals and tasks according to organisational requirements 2.3 Share information relevant to work with workgroup to ensure designated goals are met 2.4 Identify and plan strategies/opportunities for improvement of workgroup in liaison with workgroup
3. Deal effectively with issues, problems and conflict	3.1 Respect differences in personal values and beliefs and their importance in the development of relationships 3.2 Identify any linguistic and cultural differences in communication styles and respond appropriately 3.3 Identify issues, problems and conflict encountered in the workplace 3.4 Seek assistance from workgroup members when issues, problems and conflict arise and suggest possible ways of dealing with them as appropriate or refer them to the appropriate person

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1	• Identifies and interprets information to determine task requirements
Writing	2.3, 2.4	• Completes required documentation using organisational formats • Composes simple documents for others to read
Oral Communication	1.3, 3.2, 3.4	• Presents information and seeks advice using language and features appropriate to audience • Participates in discussions using listening and questioning to elicit views of others and to clarify or

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		confirm understanding
Numeracy	1.2	• Interprets information related to timeframes and resource quantities
Navigate the world of work	1.1, 2.2	• Understands responsibilities of own role and follows explicit and implicit organisational protocols and procedures
Interact with others	1.1, 1.3, 2.1-2.4, 3.1, 3.2, 3.4	• Selects and uses appropriate communication practices when seeking or sharing information Establishes and builds rapport and relationships with others to foster a culture of respect and cooperation in communications
Get the work done	1.2, 2.4, 3.3, 3.4	• Plans and organises work commitments to ensure deadlines and objectives are met • Uses formal analytical thinking techniques to recognise and respond to routine problems

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR203 Work effectively with others	BSBWOR203B Work effectively with others	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR203 Work effectively with others

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify own responsibilities in relation to the team and the organisation's requirements
- work effectively in a workgroup including:
  - supporting team members
  - using culturally appropriate communication skills
  - acting on constructive feedback
  - cooperating and contributing to team goals
  - identifying improvement opportunities
- identify problems and conflicts and address them appropriately.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the organisational standards, policies and procedures that relate to own work role
- outline team responsibilities and duties and their relationship to individual responsibilities and duties.
- summarise conflict resolution techniques.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- workplace documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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CHCCDE001 Support participative planning processes

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria New evidence requirements for assessment including volume and frequency requirements

Application

This unit describes the skills and knowledge required to provide opportunities for community groups and individuals to participate and design cooperative arrangements for addressing common concerns.

This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and under the guidance of a supervisor.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to planning processes	1.1 Identify key community stakeholders 1.2 Identify and document community strengths and key priorities to be addressed 1.3 Participate in planning to ensure key priorities are addressed 1.4 Participate in evaluating processes to ensure they are

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ELEMENT	PERFORMANCE CRITERIA
	forward looking and proactive
2. Promote and engage community participation in planning	2.1 Use appropriate interpersonal and networking skills to enlist support from key people and groups within the community
	2.2 Proactively develop and provide opportunities for community input to planning provision of services
3. Support existing community activities	3.1 Review existing community activities and resources, based on changing community priorities
	3.2 Provide support and assistance to existing community activities to obtain additional resources required for effective operation
	3.3 Provide support to community groups to monitor and evaluate processes, progress and outcomes of activities
	3.4 Provide appropriate support to community groups to become self managing in the implementation of plans

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCCDE001 Support participative planning processes

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria New evidence requirements for assessment including volume and frequency requirements

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has:

- contributed to the development of at least 1 community activity plan in collaboration with key people and groups, including supported participation of key stakeholders in planning activities on at least 3 occasions

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- relevant legislation and public policies
- social, community and youth issues
- contemporary economics and politics and their impact on community development
- community development as a social change strategy, including:
  - traditional community development approaches:
    - needs-based
    - gap-based
- principles and practices of contemporary community development approaches and techniques for mobilisation in relation to:
  - asset-based (ABCD)
  - rights-based
- funding sources and their policies and strategies for encouraging community input and participation

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCCDE004 Implement participation and engagement strategies

Modification History

Release	Comments
Release 2	This version was released in *CHC Community Services Training Package release 3.0*. Amended modification history and mapping. Equivalent outcome.
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to work with individuals or groups in specific communities and support their engagement in making decisions that affects their lives.

This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and under the guidance of a supervisor.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define the priorities of specific communities or groups	1.1 Identify and document the details of individual and group priorities of the specific community through appropriate research and stakeholder participation 1.2 Identify, by appropriate research and stakeholder

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ELEMENT	PERFORMANCE CRITERIA
	participation, preferred means of communicating with individuals and groups from specific communities
2. Undertake relevant work in the context of specific communities or groups	2.1 Use the values, priorities and structures within specific communities to define the ways of working
	2.2 Evaluate relevant community structures and utilise to maximise outcomes for individuals and groups
	2.3 Ensure work within communities is consistent with defined job role and agreed protocols
	2.4 Utilise interpersonal skills which are consistent with community practices and standards
3. Evaluate work undertaken within specific communities	3.1 Undertake appropriate evaluation of work through participation of relevant community stakeholders
	3.2 Monitor work within communities to ensure reflection of relevant values and structures
	3.3 Undertake evaluation in a manner that ensures responsiveness to community prioritises

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCCDE004 Implement participation and engagement strategies

Modification History

Release	Comments
Release 2	This version was released in *CHC Community Services Training Package release 3.0*. Amended modification history and mapping. Equivalent outcome.
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has:

- researched individual and group issues of at least 1 specific community
- engaged effectively with a range of individuals from at least 1 specific community group, validated by community acceptance over at least 3 different occasions

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- social, political, cultural and historical issues that affect or are relevant to specific communities and groups
- models of society
- critique of socialisation theory
- specific information relating to client community group, including:
  - group composition
  - specific community and group structures
  - practices and values
  - cultural preferences

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  - social issues relevant to the specific group
  - health issues relevant to the specific group
  - relevant networks, people and stakeholders
  - specific communication protocols and practices
  - strength, talents and abilities of the community
  - impact of community values and structures on individuals
- culture and diversity
- family and power
- deviance
- identity theories

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCDFV003 Promote community awareness of domestic and family violence

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence. Supersedes CHCDFV404C

Application

This unit describes the knowledge and skills required to identify gaps in existing information, services and resources and to promote community awareness of domestic and family violence issues to support prevention.

This unit applies to workers in a range of community service contexts. These workers may not be specialised family violence workers.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Identify information, resource and service requirements	1.1 Identify and review domestic violence information, resources and services available in the community
	1.2 Review relevance of existing community activities and materials based on changing community needs and organisation philosophy
	1.3 Identify gaps and inadequacies in existing information, resources and services
	1.4 Complete research to ensure that information reflects the underpinning values and philosophies of domestic violence including a domestic violence prevention focus
2. Support community participation	2.1 Support community participation in activities that promote and prevent domestic and family violence
	2.2 Use interpersonal and networking skills to enlist support from key people and groups influencing community values
	2.3 Provide opportunities for key people and groups to participate in designing and evaluating programs, policies and strategies to address changing needs
	2.4 Undertake collaborative planning to develop and document policies and strategies that address identified community needs
3. Promote domestic violence awareness	3.1 Identify and use opportunities to formally and informally communicate and promote awareness of domestic violence
	3.2 Promote service delivery and activities in a way that facilitates understanding and gains support
	3.3 Implement strategies to address identified gaps and inadequacies in information, resources and services
	3.4 Identify opportunities for community education, and clarify and evaluate with key people and groups
	3.5 Evaluate and discuss community activities with key people and groups to determine future directions

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCDFV003 Promote community awareness of domestic and family violence

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence. Supersedes CHCDFV404C

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- developed at least 1 program to promote community awareness of domestic and family violence including using communication methods suited to the specific community:
  - identified and documented specific needs
  - collaborated with at least 3 internal/external colleagues and community members
  - created a project plan that provides details of:
    - scope
    - timelines and responsibilities
    - resource requirements
    - communication requirements.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

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- legal and ethical considerations (national and state/territory) for domestic and family violence, and how these are applied in organisations and individual practice:
  - codes of conduct
  - copyright and intellectual property
  - discrimination
  - duty of care
  - human rights
  - privacy, confidentiality and disclosure
  - rights and responsibilities of:
    - workers and employers
    - individuals, families, the community and society to minimise or prevent domestic violence
  - work role boundaries – responsibilities and limitations
- general principles and practices of community development, education and consciousness raising
- domestic violence and its context, including:
  - social, historical, political and economic context of domestic violence, including types and nature of domestic violence, power and gender issues, child abuse and associated criminal issues
  - prevalence of myths, unhelpful beliefs, attitudes and practices in the broader society regarding domestic violence and their effects on individuals' rights to safety and autonomy
- underpinning values and philosophies relating to domestic violence, including:
  - all individuals have the right to be free from violence
  - the community has a responsibility to work toward the prevention of domestic violence and to demonstrate the unacceptability of all forms of domestic violence
  - all forms of domestic violence are unacceptable in any group, culture or creed
  - those who use violence should take responsibility for their behaviour and have access to programs to assist them change their behaviour to ensure the safety of their family
  - domestic violence is widespread and complex
  - domestic violence impacts on the physical, emotional, social, and financial well-being and safety of individuals in families
  - domestic violence and abuse has devastating effects on family members and results in significant social and economic costs to the community
- cultural and language groups represented within the local/regional community, and a respect for their values and beliefs
- impacts of cultural, sub-cultural, social, sexual identity, religious, gender, age, disability, language issues, etc. on attitudes towards domestic violence
- key people and groups within the community who are able to influence community values
- current theory and research knowledge in the domestic violence area
- processes used to formally and informally communicate the domestic violence prevention needs of the community
- organisation current domestic violence activities, programs and services

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- current organisation procedures, protocols and practice for promotion of services
- program planning techniques.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - current information about domestic and family violence
  - organisation policies and procedures
- modelling of industry operating conditions, including:
  - scenarios that involve interactions with other people.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCGRP001 Support group activities

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Merged CHCGROUP201C and CHCGROUP302D. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to participate in, and provide general support for, group work. It does not include the leadership or facilitation of groups.

This unit applies to individuals involved group work in a range of community service settings. They work according to established organisation procedures.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Identify the purpose of the group	1.1 Identify and determine activities which meet the group purpose with members of the group,
	1.2 Discuss and agree rules for group behaviour with all group members as a participant
	1.3 Identify, acknowledge and respect individual differences of workers and group members
	1.4 Seek, identify and accommodate goals, needs and expectations of participants according to available resources and scope of own role
	1.5 Keep records of group interactions according to organisation documentation requirements
2. Establish and maintain group relationships	2.1 Confirm role played by self and other group members
	2.2 Encourage participation of other group members
	2.3 Model clear communication and encourage group members to use clear and appropriate communication
	2.4 Ensure communication and interactions with group are appropriate to aim and purpose of group
	2.5 Implement appropriate processes to address breaches of behaviour according to organisation protocols
	2.6 Encourage participants to abide by agreed behaviours
	2.7 Promote group achievements in a way which motivates and recognises participants' efforts
3. Organise resources for group activities	3.1 Identify support and resources to achieve the objectives of the group
	3.2 Provide information to group about resources available and guidelines for their use
	3.3 Encourage cooperative approach to the use of resources
	3.4 Complete reports on use of resources according to organisation procedures

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCGRP001 Support group activities

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Merged CHCGROUP201C and CHCGROUP302D. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- participated in, and supported the activities of, at least 3 different groups, where groups comprise at least 5 members
- modelled the following communication skills when participating in groups:
  - active listening
  - questioning
  - rapport-building
  - conflict resolution
  - clarity in communication.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations for group work, and how these are applied in organisations and individual practice:
  - codes of conduct
  - discrimination
  - duty of care

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  - mandatory reporting
  - privacy, confidentiality and disclosure
  - records management
  - work role boundaries – responsibilities and limitations
  - work health and safety
- policies and procedures
- nature of groups and the way they operate at an overview level, including:
  - dynamics of groups
  - stages of group development
  - stages of change
  - styles of group leadership and decision-making
- communication techniques and how they are used within groups, including:
  - active listening and questioning
  - rapport building
  - conflict resolution
  - non-verbal communication
- nature of resources provided to groups, including:
  - information/referrals
  - facilities
  - equipment/materials
  - administrative support
  - facilitation of meetings
  - worker skills/expertise
- nature of support provided including:
  - resources managed by the organisation
  - advice, information and facilitation
  - individual or group supervision.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - organisation policies and procedures
  - group member information
- modelling of industry operating conditions, including:
  - scenarios that involve interactions with groups.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCGRP002 Plan and conduct group activities

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence. Supersedes CHCGROUP403D

Application

This unit describes the knowledge and skills required to establish, lead and participate in a groups using a collaborative, strengths-based approach.

This unit applies to any individual involved in planning and leading group activities. Groups may be formal or informal.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan group activities and resources	1.1 Review available information and identify the needs of the group
	1.2 Generate ideas for activities that respond to identified needs
	1.3 Identify, calculate and document the resources required for group activities
	1.4 Identify and follow up on the need to make

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ELEMENT	PERFORMANCE CRITERIA
	submissions for potential sources of assistance and resources within scope of own job role
	1.5 Organise resources according to organisation procedures
2. Coordinate group planning processes	2.1 Seek opportunities actively for collaborative planning and shared ownership with clients
	2.2 Solicit, analyse and prioritise information about group's needs and expectations
	2.3 Negotiate the purpose of group activities with the group allowing time and opportunity for individuals to articulate their ideas and wishes
	2.4 Translate purpose of proposed group activity into a set of documented aims and objectives based on input
	2.5 Analyse potential impact on group operation of the values and beliefs of both worker and client
	2.6 Design group strategies that promote effective group operation and take into account specific characteristics of participating clients
3. Manage group processes and conflict	3.1 Promote opportunities for open dialogue and active listening between group members
	3.2 Encourage and model sensitivity to diverse participants
	3.3 Use strategies to prevent conflict within own role, power and capacity
	3.4 Identify and reinforce the outcomes of positive conflict
	3.5 Clarify and confirm principles and practices of conflict resolution in a group and seek agreement to implement them
	3.6 Encourage acknowledgement of rights and responsibilities and perceptions of all participants in the conflict situation
	3.7 Offer opportunity to all participants for debriefing, support, mediation, consultation and facilitation

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ELEMENT	PERFORMANCE CRITERIA
4. Evaluate group activities	4.1 Ensure aims and objectives of the group activity provide the basis for evaluation and feedback
	4.2 Seek feedback from group participants on leadership style, group process, achievement of objectives, other achievements and areas for development
	4.3 Document evaluation information according to organisation procedures and distribute to relevant people

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCGRP002 Plan and conduct group activities

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence. Supersedes CHCGROUP403D

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- planned and conducted at least 3 different group activities for groups with diverse participant profiles, including:
  - identified the following resource requirements:
    - financial
    - human
    - physical
  - worked collaboratively with groups to plan activities
- facilitated at least 3 different group sessions, each with a minimum group size of 5 people, using the following communication and interpersonal skills:
  - listening
  - questioning
  - effective non-verbal communication
  - empathetic responding
  - paraphrasing
  - summarising
  - negotiation
  - techniques for maintaining group cohesion
  - conflict resolution.

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Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations for group work, and how these are applied in organisations and individual practice:
  - codes of conduct
  - discrimination
  - duty of care
  - mandatory reporting
  - privacy, confidentiality and disclosure
  - records management
  - work role boundaries – responsibilities and limitations
  - work health and safety
- principles and processes of strengths-based practice
- types and purposes of groups in the community services context
- types of resources required for group activities, including:
  - venues
  - equipment
  - information materials
  - administrative support
  - specialist expertise
- dynamics of groups and group behaviour
- processes and techniques for engaging in, and managing group planning processes
- communication techniques and how these are applied in working with groups, including:
  - collaboration
  - conflict resolution
  - different styles of group leadership
  - effective non-verbal communication
  - empathetic responding
  - listening
  - negotiation
  - paraphrasing
  - questioning
  - summarising
  - techniques for maintaining group cohesion
- relevant models including stages of group development and stages of change
- types of additional support that may be provided to groups, including:
  - information and resources (internal or external)
  - individualised services

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- referrals to further support.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - information about group needs
  - organisation policies and procedures
- modelling of industry operating conditions, including:
  - scenarios that involve groups comprising at least 5 people.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCPRP001 Develop and maintain networks and collaborative partnerships

Modification History

Release	Comments
Release 2	This version was released in *CHC Community Services Training Package release 3.0*. Correction of modification history and mapping - CHCNET301D and CHCNET404B removed
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Merged CHCNET402B/ CHCNET501C/ CHCNET503D. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to identify networking and collaboration needs and develop formal and informal partnerships to enhance service delivery and improve professional practice.

This unit applies to work in all industry sectors, and to individuals who take pro-active responsibility for improving collaboration between workers and organisations.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*

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ELEMENT	PERFORMANCE CRITERIA
1. Identify networking and collaboration needs and opportunities	1.1 Evaluate the ways in which individual and organisation performance may be improved through collaboration
	1.2 Identify and prioritise organisation and individual needs
	1.3 Identify gaps in networks and collaborative practice and identify required action to fill the gap
2. Develop collaboration strategies	2.1 Gather and review information about relevant services, organisations and key people
	2.2 Pro-actively initiate relationships with other inter and intra sectoral professionals and organisations
	2.3 Share information and resources, where possible, with other organisations to overcome duplication in service delivery
	2.4 Maintain currency and accessibility of information
	2.5 Define and document the type and level of collaboration, and negotiate with the relevant people
3. Work collaboratively	3.1 Identify opportunities that meet client, personal and organisation goals
	3.2 Plan and implement integrated projects and service delivery
	3.3 Liaise with staff from relevant organisations on a formal and informal basis
4. Represent the organisation	4.1 Promote a positive image of the organisation at available opportunities
	4.2 Communicate issues, policies and practices of the organisation in appropriate formats
	4.3 Implement confidentiality measures that protect client, organisation and network
5. Maintain and enhance networks and collaborative	5.1 Maintain networks and other work relationships to provide identifiable benefits for clients and the

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ELEMENT	PERFORMANCE CRITERIA
partnerships	organisation
	5.2 Improve and maintain networks and collaborative partnerships
	5.3 Monitor benefits to worker, organisation and client group in ongoing participation
	5.4 Evaluate strengths and weaknesses of collaborations and make recommendations for action

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCPRP001 Develop and maintain networks and collaborative partnerships

Modification History

Release	Comments
Release 2	This version was released in *CHC Community Services Training Package release 3.0*. Correction of modification history and mapping - CHCNET301D and CHCNET404B removed.
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Merged CHCNET402B/ CHCNET501C/ CHCNET503D. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- developed strategies for networking and collaboration for at least 1 organisation
- worked collaboratively with external individuals or groups in at least 3 different service delivery situations

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations for collaborative practice, including:
  - copyright and intellectual property
  - privacy, confidentiality and disclosure
- principles of networking and collaboration
- different types of networks and collaboration:
  - organisational
  - individual

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  - virtual
  - formal/informal
- benefits of networking and collaboration:
  - for clients
  - for the organisation
  - for the worker
- values, limitations and dynamics of networks and collaborative partnerships
- industry structure and interrelationships between different organisations, both public and private
- established networks in relevant area of work:
  - structure
  - key stakeholders
  - vision and purpose
  - opportunities for participation

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including information relating to peak bodies, network groups and web based network services
- modelling of industry operating conditions, including presence of situations that allow interactions with individuals and organisations

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCYTH009 Support youth programs

Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in *CHC Community Services Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. New evidence requirements for assessment.

Application

This unit describes the skills and knowledge required to devise, set up, coordinate, deliver and evaluate activities and programs for individuals and groups.

This unit applies to community services work in a range of contexts.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Identify the program required	1.1 Collect evidence to determine the need for a particular program

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
	1.2 Identify and review a range of possible programs to meet the defined needs
	1.3 Select a program type based on client needs, organisational criteria and availability of resources
2. Prepare program plan	2.1 Undertake appropriate strategic planning activities to ensure client needs are met
	2.2 Plan activities in consultation with key clients and stakeholders
	2.3 Determine operational arrangements for conducting the program and assess their feasibility
	2.4 Ensure planning activities reflect accepted good practice in working with young people
	2.5 Develop flexible implementation plans to suit a variety of contexts and to cope with contingencies
	2.6 Identify appropriate implementation and evaluation strategies in the program plan in consultation with stakeholders
3. Deliver program	3.1 Implement program in accordance with program plan, organisation guidelines and legal/statutory requirements
	3.2 Provide participants with access to a range of activities suited to their needs and interests
	3.3 Implement contingency plans and adapt program to changing needs of participants as required
	3.4 Ensure problems in program delivery are addressed promptly
4. Monitor and evaluate program	4.1 Use appropriate evaluation strategies during and after program and for revision and development
	4.2 Collect, organise and report evaluation information in a format which is accessible and meaningful to clients and stakeholders
	4.3 Prepare and present reports as required by

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
	organisational, funding and other requirements

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

- Reading – in order to collect and analyse evidence to inform program requirements.
- Writing – in order to prepare reports in line with workplace policies and procedures.

The remaining foundation skills essential to performance are explicit in the performance criteria of this unit.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Context for youth work must include one or more of the following:	• centre-based work • drop-in centres, recreational facilities • housing and residential services • outreach and home visits, street, parks • schools • online youth work, web-based, emails, discussion rooms • telephone contact

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCYTH009 Support youth programs

Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in *CHC Community Services Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. New evidence requirements for assessment.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has completed the following tasks at least once:

- collected, analysed and reviewed relevant evidence and a range of programs to determine the need for a specific program
- prepared at least one program plan, including:
  - outlining activities and actions
  - determining operational arrangements for calculating costs, space and resources
  - assessing feasibility
  - developing implementation and evaluation strategies
- supported the implementation of at least one program in a variety of contexts, adapting program to the changing needs of participants and evaluating outcomes, including:
  - using evaluation techniques and reporting outcomes to clients and stakeholders in an accessible format.

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Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role.

These include knowledge of:

- target groups relevant to the worker and the program
- a range of relevant youth activities and programs
- legal and safety requirements as they relate to activities and programs
- techniques of evaluation
- relevant funding sources
- organisational standards, policies and procedures
- techniques for writing complete and accurate reports.

Assessment Conditions

Skills must be demonstrated in the workplace.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CPCMCM8001 Plan and manage complex projects

Modification History

Release 1.

This version first released with CPC Construction, Plumbing and Services Training Package Version 1.

Replaces superseded equivalent CPCMCM7001A Plan and manage complex projects.

Application

This unit of competency specifies the outcomes required to identify, plan, control and finalise complex projects.

The unit addresses the management of projects of significant scope and duration, for example developing and implementing a major new program or service, or constructing or designing a significant new piece of infrastructure.

The environment in which the project is managed is also complex and involves managing a project team which typically includes staff with diverse skill sets. Managing complex projects also involves significant reporting requirements.

This unit supports the attainment of skills and knowledge required for competent workplace performance in organisations of all sizes. It will support senior managers in all sectors of the construction industry who must exercise the skills needed to ensure projects are planned and managed effectively in order to deliver the required outcomes on time and within budget.

The unit may be contextualised to suit the strategic context in which the unit is applied, which may be across all sectors in the construction industry provided the essential outcomes of the unit are not changed.

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

Pre-requisite Unit

Nil

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Competency Field

Management

Unit Sector

Common

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.	
1.	Identify strategic and operational needs of the project during planning phase.	1.1.	Project's strategic context and operational requirements are identified and analysed.
		1.2.	Organisation's strategic and business plans and their output requirements are identified and analysed.
		1.3.	Client requirements and impact of ***legislation and industry codes and standards*** are identified and fully explored.
		1.4.	***Risk management analysis*** is conducted and risk management plan is developed and documented.
2.	Prepare project plan.	2.1.	Precise ***specifications and terms of reference*** for the project are defined and documented.
		2.2.	Project budget is developed, specified to a level that can be used for managing sub-tasks, and documented.
		2.3.	Skills needed for successful completion of project are defined.
		2.4.	Physical and other resources required to support project are defined and documented and processes to secure them are commenced.
		2.5.	Timelines, schedules and critical path for the project are developed and documented, taking into consideration contingencies and time slippages.

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		2.6.	Reporting and communication strategy or process is defined and documented.
3.	Assemble project team and commence work.	3.1.	Appropriate project team members are secured and briefed regarding the project, their roles, levels of delegated responsibility, and outcomes to be achieved.
		3.2.	Communication processes are put in place to coordinate work and inform team members of progress.
		3.3.	Clear reporting processes for team members are communicated.
4.	Manage project.	4.1.	Project progress is monitored according to project plan requirements, using appropriate ***project management tools*** and methodologies.
		4.2.	Team members are supported and their output is managed against key performance indicators identified in project plan.
		4.3.	Corrections, changes and additions are made to project plan in light of changing circumstances to ensure project aims and outcomes are met.
		4.4.	Resourcing to support project is monitored and corrections are made to reflect changing circumstances.
		4.5.	Reporting of overall project progress is made to senior management or client as required and in line with project plan.
5.	Finalise project.	5.1.	Required handover to staff members responsible for ongoing implementation or maintenance of project products or services is conducted efficiently, effectively and in line with organisational procedures.
		5.2.	Project team members and relevant stakeholders are debriefed about conduct of project and outcomes achieved.
		5.3.	Report is prepared analysing strengths and weaknesses of project plan and conduct of project.

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6.	Use project to improve future processes.	6.1.	Learning outcomes are identified and analysed to inform future complex projects.
		6.2.	Strategic impact of project is considered and fed into the organisation's ongoing strategic planning processes.

Foundation Skills

This section describes core skills that are essential to performance and not explicit in the performance criteria. Employment skills essential to performance are explicit in the performance criteria of this unit of competency.

Skill	Performance feature
Learning skills to:	• engage in processes designed to research and update own knowledge of products, software systems and technology used in managing complex projects • reflect on and critically analyse experiences of planning and managing complex projects to determine training and development required to improve future performance of self, others and the organisation.
Numeracy skills to:	• represent and monitor projected resource costs in the form of budgets over the life of a complex project • estimate, monitor and manage the allocation of own time on project tasks and supervise the use of others' time to allocated project tasks.
Oral communication skills to:	• liaise with clients and other stakeholders on project progress using appropriate vocabulary and technical terminology.
Reading skills to:	• interpret and engage in analysis of documentation, including legislation, drawings, plans and specifications.
Writing skills to:	• organise and present data in reports and strategy documents that respond to complex project requirements and include project plans and communication strategies involving analysis and recommendations.

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Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Legislation and industry codes and standards must include:

- Australian and international standards applicable to the project
- building Acts and regulations
- infrastructure supply regulations
- National Construction Code.

Risk management analysis must include:

- analysing potential for workers' compensation claims
- assessing public liability requirements
- establishing or confirming business continuity plans
- considering changing government policy or funding arrangements
- identifying environmental obligations
- identifying and mitigating work health and safety risks
- identifying property development and maintenance requirements.

Specifications and terms of reference must include:

- defining project aims
- describing outcomes to be achieved using clear metrics
- describing all stakeholders
- describing project parameters and scope of operations.

Project management tools must include:

- critical path analysis
- Gantt or PERT charts or other industry-accepted project management tools
- in-house or proprietary software
- scheduling and reporting templates.

Unit Mapping Information

CPCMCM7001A Plan and manage complex projects

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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Assessment Requirements for CPCMCM8001 Plan and manage complex projects

Modification History

Release 1.

This version first released with CPC Construction, Plumbing and Services Training Package Version 1.

Replaces superseded equivalent CPCMCM7001A Plan and manage complex projects.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must successfully design, implement, manage and finalise two complex projects.

For each project, the person must produce a detailed project plan outlining a process and methodology for the planning, scheduling and sourcing of human and other resources. Each plan must also:

- specify how the project team members will be resourced, assembled and briefed on roles, responsibilities and deliverables
- outline processes for managing and communicating with a team of diverse skills and roles, including:
  - architects
  - lead contractors
  - mechanical engineers
  - hydraulic engineers
  - electrical engineers
- specify a process for project reporting that details frequency and format of reports
- ensure the project aligns to and supports organisational strategies and requirements.

For each project, the person must identify:

- at least one key learning outcome from the project
- where this learning could refine and improve future complex project management processes.

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Knowledge Evidence

A person demonstrating competency in this unit must be able to demonstrate knowledge of:

- processes and practices involved in developing budgets
- principles of team leadership and human resource management relating to managing others working on a complex project
- processes involved in risk management, risk analysis and planning
- legislation, codes and standards relevant to the specific project:
  - Australian standards
  - building Acts and regulations
  - infrastructure supply regulations
  - international standards
  - the National Construction Code
- reporting mechanisms relevant to updating and informing clients and other stakeholders of project progress
- roles and responsibilities of relevant building project personnel
- sustainability requirements relevant to the project:
  - energy conservation
  - water conservation
- tools and models of project management used in managing complex construction projects.

Assessment Conditions

Assessment must be conducted in the workplace or a close simulation of the workplace.

Suitable assessment of performance would require:

- equipment:
  - computer with internet and email access
  - proprietary software with spreadsheet and word processing functionality and project management capabilities
- materials:
  - current legislation, codes and standards relevant to the specific project and the jurisdiction in which the project work is taking place, including:
    - building Acts and regulations
    - infrastructure supply regulations
    - Australian standards
    - international standards
  - project documentation, including design or project briefs, drawings, specifications, construction schedules and other supporting documents
  - research resources, including product information and data.

Assessor requirements

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Assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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CPPSEC3028A Compile investigative report

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to organise and present information gathered by surveillance or factual investigation. It requires the ability to organise and evaluate gathered information and data and prepare and present reports and attachments in a format suitable for review and dissemination.

This unit may form part of the licensing requirements for persons engaged in investigative work in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency has application in a range of work roles in investigative services. Work is performed under limited supervision and competency requires some judgement and decision-making. The knowledge and skills described in this unit are to be applied within relevant legislative guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Organise information.	1.1 Investigative information is obtained within the specified time and budget constraints in accordance with client and ***legislative requirements***.
	1.2 Information is assessed for relevance and accuracy and is consistent with client terms of reference, reporting and legislative requirements.
	1.3 Investigative ***information*** is gathered, prioritised and organised with regard to continuity of evidence in accordance with ***assignment instructions***.
2 Compile investigative report.	2.1 Report is prepared presenting all relevant facts and observations from ***investigation*** in an appropriate ***format*** according to client requirements.
	2.2 Content is reviewed and additional information relating to the investigation is sought as required.
	2.3 Content uses clear and concise language is supported by information gathered and verifiable evidence.
	2.4 ***Attachments*** are relevant and consistent with references made in body of the report.
3 Complete report.	3.1 Report printing and collation is negotiated and organised to meet identified timelines.
	3.2 Report including all attachments is forwarded safely and securely to ***relevant persons*** in accordance with legislative guidelines.

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ELEMENT	PERFORMANCE CRITERIA
	3.3 ***Feedback*** is sought and any areas of client dissatisfaction promptly rectified.
	3.4 All information relating to the investigation is safely and securely maintained in accordance with client confidentiality and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- basic analysis
- complete workplace documentation and reports
- evaluate diverse or conflicting pieces of information
- identify and access relevant information from reliable sources
- information technology
- literacy skills to understand and communicate information (reading, writing, speaking, numeracy and listening)
- make discretionary decisions
- numeracy skills to estimate time to complete work tasks and resource requirements
- personal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- prioritise work tasks and complete activities within designated timeframes
- problem solving and negotiation
- questioning to check understanding
- research
- verify information for accuracy and relevance.

Required knowledge

- basic investigation techniques
- how to safeguard confidential information
- how to use business equipment to present information
- information gathering methods and techniques
- information management systems and methods
- legal and ethical obligations with regard to the gathering and distribution of information
- legislative requirements applicable to the conduct and reporting of investigations
- methods to ensure validity and reliability of gathered information

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REQUIRED SKILLS AND KNOWLEDGE

- Occupational Health and Safety (OHS) requirements
- operational principles and capabilities of investigative equipment
- reliable sources of information
- requirements for the presentation of investigative information
- standards and procedures for client service.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of: • gathering and organising relevant and accurate investigative information in a logical manner within specified time and budgetary constraints • compiling and reviewing report content to identify any gaps pertaining to the investigation and ensuring accuracy and relevance to client requirements • seeking and using client feedback to improve investigative report • safely and securely maintaining investigative information with due regard to client confidentiality and privacy.
Context of and specific resources for assessment	Context of assessment includes: • a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement. Resource implications for assessment include: • access to a registered provider of assessment services • access to a suitable venue and equipment • access to plain English version of relevant statutes and procedures • assessment instruments including personal planner and assessment record book • work schedules, organisational policies and duty statements. Reasonable adjustments must be made to assessment processes

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where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

This unit of competency should be assessed using questioning of underpinning knowledge and skills.

Guidance information for assessment

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning and written assessment should be used to assess underpinning knowledge.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Legislative requirements* may relate to**:

- applicable commonwealth, state and territory legislation which affects investigative work such as:
  - workplace safety
  - environmental issues
  - equal employment opportunity
  - industrial relations
  - anti-discrimination and diversity
- Australian standards and quality assurance
- authority to conduct investigation
- award and enterprise agreements
- evidence collection
- freedom of information
- licensing arrangements and certification requirements

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- privacy requirements
- relevant industry codes of practice
- restrictions on the use of recording devices
- surveillance and listening devices.

***Information* may include**:

- acceptable modes of enquiry
- cost schedules
- deliverables
- investigative limitations and exclusions
- maps, plans or schematics
- photographs
- sources of information and contact requirements
- summary of case history
- terms of reference
- timeframes.

Assignment instructions may include:

- assignment tasks and procedures
- assignment timeframe
- client information
- investigation purpose and objective
- methods of investigation
- reporting and documentation requirements and timeframes
- resource and equipment allocations.

***Investigation* may be**:

- factual
- surveillance.

***Format* may relate to**:

- enclosures
- hardcopy or electronic format
- length
- sequence of content
- style
- use of abbreviations
- use of appendices
- use of common industry terminology
- use of plain English.

***Attachments* may include**:

- background documents
- notes
- photographs
- physical evidence
- plans
- recordings
- sketches
- statements

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	• videos.
***Relevant persons* may include**:	• supervisor • client • police • colleagues.
***Feedback* may be sought from**:	• client feedback questionnaire • comments from supervisor, colleagues or client • formal or informal performance appraisals • personal, reflective behaviour strategies • workplace assessment.

Unit Sector(s)

Unit sector	Security

Competency field

Competency field	Investigative services

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CPPSIS3011 Produce basic maps

Modification History

Release 1.

Replaces superseded equivalent CPPSIS3011A Apply map presentation principles.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to use mapping software, such as geographic information system (GIS) functionality, to produce a basic map. The unit covers activities to prepare and process basic spatial data and produce a basic map, which includes simple marginal information and content, to meet task specifications.

The unit supports those who work under supervision in a surveying and spatial information services team, in areas such as surveying, cartography, mapping, town planning and GIS.

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

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.	
1.	Prepare to create basic map.	1.1.	***Task requirements*** are clarified with ***appropriate persons***.

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		1.2.	Equipment and software are selected according to task and organisational requirements.
2.	Compile map content.	2.1.	Map marginal information and content are prepared according to task specifications.
		2.2.	Spatial data is processed to prepare map content according to task specifications.
3.	Finalise basic map production.	3.1.	Map is produced in required format and content according to task requirements.
		3.2.	Map content and format are checked against task requirements in consultation with appropriate persons.
		3.3.	Map is finalised and documentation completed according to organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• apply datums and projections to map • read data attributes and numerical data.
Oral communication skills to:	• ask questions to clarify task requirements.
Reading skills to:	• interpret instructions in standard operating procedures • interpret spatial data, software menus and messages.
Writing skills to:	• label marginal information and map content.

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Technology skills to:	• use mapping functions of basic software to format maps that meet task specifications.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Task requirements must include:	• coordinate system • format of map • map content • marginal information • spatial data to be used • type of map.
Appropriate persons must include at least one of the following:	• experienced colleague • supervisor or line manager.

Unit Mapping Information

CPPSIS3011A Apply map presentation principles

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSIS3011 Produce basic maps

Modification History

Release 1.

Replaces superseded equivalent CPPSIS3011A Apply map presentation principles.

This version first released with CPP Property Services Training Package Version 3.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also use suitable software to produce two basic maps containing the following:

- two man-made features and two natural features and their symbology depicting data by points, lines and polygons
- data that has been geoprocessed from retrieved spatial data
- simple marginal information, including:
  - data sources
  - georeferencing system
  - legend
  - north point
  - scale.

While producing the above basic maps, the person must:

- communicate clearly when clarifying work tasks
- comply with organisational requirements regarding health and safety and completing records and documentation
- use a computer, printer and required ancillary hardware
- use basic software mapping functions to:
  - apply scale
  - change data appearance
  - change symbology
  - import simple point, line and areal data
  - label features
  - pan zoom
  - perform simple thematic mapping

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- symbolise features by attributes.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- functions of mapping software suitable for making basic maps
- key geographic feature types and how they are portrayed in mapping software, including using points, lines and polygons
- key features of coordinate systems, datums and projections
- common types of maps used for surveying and spatial information services
- organisational policies and guidelines relating to basic map production
- typical scales used on different types of maps
- typical spatial referencing systems used on different types of maps
- typical symbology used on different types of maps.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - computers and software relevant to basic map production
- specifications:
  - work task specifications
  - organisational policies, procedures and documentation relating to work health and safety when using screen-based equipment
- physical conditions:
  - access to equipped work station
- relationships with team members and supervisor:
  - working under supervision.

Timeframe:

- as specified by task and organisational requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPSIS3015 Collect basic surveying data

Modification History

Release 1.

This version first released with CPP Property Services Training Package Version 3.

Replaces superseded non-equivalent CPPSIS3015A Collect spatial data.

Application

This unit of competency specifies the outcomes required to collect basic surveying data using measurements taken in the field. Basic surveying data refers to measurements of distances, angles and height difference with accuracy of one centimetre or better. The unit covers preparing for data collection by clarifying the data collection tasks and equipment to be used, and identifying and reporting hazards. The unit also covers operating equipment to take basic surveying measurements, and performing required data reductions and computations to ensure the accuracy of collected data before leaving the field. It requires the ability to follow standard operating procedures for setting up, using, checking and storing equipment; and completing records and documentation.

The unit supports those who work under supervision in a surveying and spatial information services team, in positions relating to field data collection.

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

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of

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		conditions.	
1.	Prepare for data collection tasks.	1.1.	Data collection requirements and basic surveying tasks are clarified with ***appropriate persons***.
		1.2.	Equipment and collection method are selected to meet task requirements, and set up in consultation with appropriate persons.
		1.3.	Hazards are identified and risks controlled and reported according to organisational requirements.
2.	Carry out basic data collection tasks.	2.1.	Factors affecting equipment use and accuracy of data are identified and reported.
		2.2.	Basic surveying data is collected using selected equipment and according to manufacturer specifications, standard operating procedures, and task requirements.
		2.3.	Measurements are recorded, calculated, reduced and checked before leaving the site according to organisational requirements.
3.	Finalise data collection tasks.	3.1.	Documentation is completed and data stored according to organisational requirements.
		3.2.	Equipment is checked, and faults and problems are reported.
		3.3.	Equipment is packed up and stored according to manufacturer and organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• perform mathematical reductions.

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Oral communication skills to:	• ask questions to clarify task requirements and equipment selection.
Reading skills to:	• locate specific information in forms and standard operating procedures required for using equipment and recording collected data.
Writing skills to:	• record clear and accurate measurements, computations, and field checks.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Appropriate persons must include at least one of the following:	• experienced colleague • site personnel • supervisor or line manager.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSIS3015 Collect basic surveying data

Modification History

Release 1.

This version first released with CPP Property Services Training Package Version 3.

Replaces superseded non-equivalent CPPSIS3015A Collect spatial data.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also accurately record basic surveying data for two field projects, including data relating to the position of geographic features and their attributes, including angles, distances and height.

During the above projects, the person must collect the basic surveying data using two of the following pieces of equipment:

- automatic, digital or laser level
- electromagnetic recording equipment
- global positioning system (GPS) for:
  - determining point position
  - navigating and recording a traverse
  - collecting designated attributes for designated features
- ground penetrating radar
- total station.

In addition, while collecting basic surveying data, the person must use two of the following:

- digital or hard copy maps and images
- distance measuring
- measuring bearings or angles
- measuring vertical angles or slopes.

During the above projects, the person must also:

- communicate clearly with others to clarify work tasks and equipment selection

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- comply with organisational, legislative and manufacturer requirements to work safely and use personal protective equipment (PPE)
- comply with relevant safe work method statements (SWMS)
- follow manufacturer specifications and standard operating procedures to correctly set up, operate, pack up, and store tools and equipment
- use organisational and industry procedures and proformas to accurately collect and record measurements and data.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- accepted organisational standards for recording surveying metadata
- attributes associated with a dataset
- organisational and industry policies and procedures relating to collecting, recording and storing surveying data
- organisational and industry procedures relating to work tasks specified in the performance evidence, including equipment use
- spatial data collection procedures for equipment used, as specified in the performance evidence
- work health and safety procedures relating to data collection activities.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - as specified in the performance evidence
- specifications:
  - standard operating procedures and documentation relating to data collection tasks
- relationships with team members and supervisor:
  - working under supervision.

Timeframe:

- as specified by task and organisational requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPSIS4026 Digitally enhance and process image data

Modification History

Release 1.

Replaces superseded non-equivalent CPPSIS4026A Read and interpret image data.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to enhance and process image data using digital techniques. The unit covers using remote sensing software to manipulate, enhance, classify and process data to reveal geographic patterns and relationships and improve resolution. Image data can be digital, multispectral scanner, or radar. Platforms can be aircraft, unmanned aerial vehicles or satellites at low to high altitudes. The unit requires assessing the survey area and project specifications to determine the types and possible sources of image data to meet requirements.

The unit supports those who work in a spatial information services team in support positions, such as image analyst, geographic information system (GIS) analyst, GIS officer, or cartographer.

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

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of

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			conditions.
1.	Identify image data.	1.1.	Project specifications, survey area and types of image data requirements are determined in consultation with ***appropriate persons.***
		1.2.	Possible sources of image data are identified to meet project specifications.
		1.3.	Constraints of different types and formats of image data are identified in relation to project specifications.
2.	Process image data.	2.1.	Image data is accessed and analysed using digital techniques to clarify features and properties according to project specifications.
		2.2.	Ground control targets for photogrammetric mapping are checked to enhance image data.
		2.3.	Image data is processed, analysed and classified according to organisational procedures to achieve project specifications.
3.	Finalise digital image enhancement tasks.	3.1.	Data image problems are identified and resolved using enhancement techniques according to organisational requirements.
		3.2.	Information from data images is used to meet project specifications, and documentation is completed according to organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	• conduct research to identify image data sources.
Numeracy skills to:	• calculate scale of image data

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	• solve problems relating to area, height, depth, dimension, direction and position in actual operational activity and virtual representation.
Oral communication skills to:	• ask questions to clarify data image requirements.
Reading skills to:	• interpret graphical and technical information, including shapes and patterns within digital images.
Writing skills to:	• record clear and accurate measurements and computations.
Technology skills to:	• use a computer and software to manipulate and enhance image resolution.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Appropriate persons must include at least one of the following:	• client • experienced colleague • supervisor or line manager.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSIS4026 Digitally enhance and process image data

Modification History

Release 1.

Replaces superseded non-equivalent CPPSIS4026A Read and interpret image data.

This version first released with CPP Property Services Training Package Version 3.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also use remote sensing applications to digitally enhance, process and classify two of the following types of image data for two different projects:

- digital aerial photographs
- digital terrestrial images
- images from an unmanned aerial vehicle
- light detection and ranging (LiDAR)
- satellite images.

One of the above projects must have a built environment focus, and the other a natural environment focus.

While digitally enhancing and processing the above image data, the person must:

- analyse project specifications to clarify types of image data required and to identify possible sources of suitable image data
- apply ground controls to aerial photographs
- calculate information in digital and hard copy image data to measure and identify scale
- communicate clearly with others to clarify and discuss work tasks
- comply with industry-accepted standards for processing remotely sensed data
- comply with legislative and organisational requirements relating to data privacy and information copyright
- comply with organisational requirements relating to health and safety when using screen-based equipment, and completing records and documentation
- georeference images
- identify and resolve constraints and problems relating to image data
- identify ground controls, including targets for horizontal and vertical control

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- use software applications to access, analyse and enhance image data.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- basic properties and characteristics of image data used in spatial applications
- key features of spectral signatures, discriminant functions, supervised and unsupervised clustering, and ground trothing
- organisational policies and guidelines relating to equipment use, health and safety, and accessing and formatting image data and copyright
- photogrammetric control requirements relating to three-dimensional (3-D) model image data
- possible sources of image data
- set-out and format requirements for image data
- techniques for enhancing image resolution, including basic interpolation.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - computer and software with image enhancement functionality
- specifications:
  - task specifications
  - organisational policies and procedures relating to:
    - work health and safety
    - data privacy and information copyright
- physical conditions:
  - access to equipped workstation
- relationships with team members and supervisor:
  - working in a team.

Timeframe:

- as specified by project requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPSIS4035 Apply GIS software to solve spatial data problems

Modification History

Release 1.

Replaces superseded equivalent CPPSIS4035A Apply GIS software to problem-solving techniques.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to use geographic information system (GIS) software applications to integrate data and solve spatial data problems. The unit covers setting up hardware and GIS software applications and using features, such as spatial overlay techniques, to solve problems and test and validate the cartographic integrity of data. The unit also covers producing reports based on analysing basic spatial data and archiving the data. The unit requires the ability to use entity and attribute queries to generate results for presenting spatial data, and using univariate statistics to explore datasets.

The unit supports those who work in support positions in a spatial information services team in areas such as field work coordination, data collection and administration.

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

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of

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			conditions.
1.	Query spatial data.	1.1.	Task requirements are clarified with ***appropriate persons***.
		1.2.	GIS software and equipment are set up and checked to ensure correct operation and functionality.
		1.3.	Spatial datasets are accessed, interpreted and manipulated to ensure they are in acceptable format to meet task requirements.
		1.4.	Entities and attributes are used to display spatial information, and entity and attribute queries are used to generate summary results.
		1.5.	Query results are used to present spatial data graphically according to organisational requirements.
		1.6.	Entity and attribute queries are applied when using univariate statistics to explore the dataset.
		1.7.	Routine spatial data problems or irregularities are identified and resolved in consultation with appropriate persons.
2.	Solve spatial data problems.	2.1.	Existing spatial and aspatial data is adjusted to integrate with new data according to organisational requirements.
		2.2.	Spatial techniques and tools are used to combine spatial layers data to solve problems, highlight selected features, and improve visual aspects.
		2.3.	Spatial overlay techniques are used to solve problems and generate results relating to spatial task in consultation with appropriate persons.
		2.4.	Cartographic integrity is tested and validated to solve accuracy and quality problems.
3.	Produce reports based on basic spatial data analysis.	3.1.	Map or plans are integrated into reports according to task requirements.
		3.2.	Results, summary statistics and graphs from mapping application are incorporated into reports according to organisational requirements.

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4.	Archive data.	4.1.	Spatial dataset to be archived is checked for completeness and manipulated where necessary, according to organisational requirements.
		4.2.	***Metadata*** is created according to organisational requirements.
		4.3.	Archived spatial data is stored in a secure location, and details are recorded according to organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	**Performance feature**
Learning skills to:	• conduct research to access spatial updates.
Numeracy skills to:	• apply understanding of height, depth, breadth, dimension and position to actual operational activity and virtual representation • check accuracy of cartographic tolerances and measurements • interpret statistics.
Oral communication skills to:	• ask questions to clarify task requirements.
Reading skills to:	• interpret graphical information in vectors and rasters • interpret technical information from maps and imagery.
Writing skills to:	• use organisational templates to integrate existing and new data.
Technology skills to:	• enter data into database or document using a computer and software • operate a range of GIS software systems.

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Problem-solving skills to:	• identify errors by cross-referencing validation results.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Appropriate persons must include at least two of the following:	• colleague • end user • supervisor or line manager • supplier.
Metadata must include at least four of the following:	• availability • conditions of use • coordinate system • currency • custodian • data accuracy • data description • date of acquisition • licence • quality • source • spatial data acquisition methodologies • version control.

Unit Mapping Information

CPPSIS4035A Apply GIS software to problem-solving techniques

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSIS4035 Apply GIS software to solve spatial data problems

Modification History

Release 1.

Replaces superseded equivalent CPPSIS4035A Apply GIS software to problem-solving techniques.

This version first released with CPP Property Services Training Package Version 3.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also use geographic information system (GIS) software applications to integrate data and solve spatial data problems for two different tasks.

While undertaking the above tasks, the person must:

- combine spatial layers data, including:
  - raster, including aerial and terrestrial photography and satellite imagery in digital format
  - vector overlay
- comply with organisational requirements for documentation and reporting relating to:
  - audit trails
  - naming standards
  - templates
  - version control
- comply with organisational requirements to work safely when using the equipment specified in the assessment conditions
- comply with legal and ethical requirements for producing reports based on spatial data analysis
- display spatial information using entities and attributes, including:
  - arcs
  - circles
  - colour
  - hatch
  - layer
  - level

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  - lines, including type and width
  - symbology
  - text
- manage and manipulate a range of spatial data, including:
  - digital
  - hard copy
  - image
  - text
  - raster
  - vector
- operate a range of GIS software to perform entity and attribute queries and explore datasets
- use geospatial techniques, including:
  - buffer
  - clip
  - dissolve
  - intersect
  - merge union
  - overlay.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- legal requirements for accessing, manipulating, reporting and archiving digital and hard copy spatial data, including data privacy and information copyright
- methods for using univariate statistics and charting, including:
  - arithmetic mean, median and mode
  - histograms that illustrate the concepts of normal and other distributions
  - maximum and minimum
  - range
  - standard deviation
  - variance
- methods for validating test results to identify systematic distortions in accuracy of information
- printing and image formats for map production
- querying and browsing techniques for obtaining information from databases and solving problems
- spatial data storage technology
- spatial overlay techniques
- key features of spatial reference systems.

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Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - computer with access to GIS software applications
  - printer and other hardware necessary for work tasks
- specifications:
  - organisational policies and procedures relating to:
    - work health and safety
    - data privacy and information copyright
- physical conditions:
  - access to equipped work station
- relationships with team members and supervisor:
  - working in a team.

Timeframe:

- as specified by task and organisational requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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DEFFOR005 Compile and submit electronic media forensic documentation

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to compile and submit documentation relating to electronic forensic investigation. It includes completing forms, compiling reports and returns, compiling statements, affidavits and statutory declarations, compiling statements of evidence, compiling exhibit registers and logs, and completing the day-to-day paperwork required in the area of electronic forensics.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS and the completion and submission of documentation relating to electronic forensic investigations.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing routine tasks in a range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Maintain documentation	1.1 Compile and maintain accurate, complete, legible and comprehensible documentation including notes. and associated records relating to cases/jobs/tasks. 1.2 Ensure appropriate handling of documentation to the security level of the document concerned.
2. Handle documentation	2.1 Submit documentation such as notes, reports and associated records. 2.2 Store/archive notes and associated records at the conclusion of proceedings.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	**3**	4	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFFOR005 Compile and submit electronic media forensic documentation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- preparing, completing and submitting statements, reports, task files, logs and other forensic documentation including at least two of:
  - handwritten notes
  - forensic reports
  - legal reports
  - sketch plans
  - photographs
  - scale plans
  - video/audio tapes
  - digital voice records
  - task logs
  - witness statements
  - external reports
  - exhibit registers
  - exhibit logs
  - photocopies of published research/supporting materials
  - database and case management system entries
  - reports, including statements, statutory declarations and affidavits
- preparing exhibits including at least two of:
  - sketch and scale plans
  - photographs
  - digital voice records
  - task logs

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  - reports
  - photocopies of published research/supporting materials
  - database and case management system entries
- information technology skills
- organisational skills
- gathering, recording, collating, analysing and re-evaluating techniques
- maximising the potential evidentiary value of the electronic media forensic documentation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- quality system requirements relating to note taking and preparation of task files/reports
- organisational policy and procedural requirements for the reporting of findings to clients/stakeholders
- approved formats of forms, case files and reports

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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FWPCOT2236 Fall trees manually (basic)

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2236 Fall trees manually (basic), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess and manually fall small trees with a low level of complexity and to complete operator maintenance.

Basic trees typical to the scope of this unit may include the following characteristics:

- lean and distribution of the crown weight does not create a complex situation to assess or fell
- small dimensions relative to local forest size distribution
- no excessive lean
- no visible damage or defect
- species that are not prone to free splitting and adverse reactions during felling
- single stem or non-complex multi-stems
- diameter of tree is less than chainsaw bar length
- grown on terrain and slope that does not add significant complexity to the operation

The unit applies to those in a forest, agricultural, local council, emergencies services and other government agency environment. With the exception of minor forest produce, it is not relevant to commercial harvesting operations.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

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Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for felling	1.1 Identify and adhere to work specifications and site environmental protection measures relevant to felling basic trees in line with organisational requirements and relevant regulations 1.2 Review and check job requirements with appropriate personnel 1.3 Select tools and equipment appropriate to work requirements and check for operational effectiveness according to manufacturer recommendations 1.4 Identify trees to be retained and felled 1.5 Establish and maintain communication with others according to WHS requirements
2. Prepare for felling	2.1 Review location and stability for conditions likely to affect felling activities 2.2 Identify and report site environmental conditions to appropriate personnel 2.3 Identify and control potential and existing risks and hazards 2.4 Monitor and exclude location and activity of other personnel on the work site
3. Assess tree and plan felling	3.1 Assess limitations of own skills in safely felling trees, identify trees considered outside own skill level and seek assistance from appropriate personnel where required 3.2 Confirm that tree is safe to fell 3.3 Visually assess tree for felling characteristics, defects and stresses 3.4 Assess and check required falling direction and possible deviation 3.5 Plan sequence of cuts to fell tree according to standard felling procedures 3.6 Select suitable escape route and clear of growth and other obstacles according to environmental care principles and statutory requirements
4. Apply tree felling techniques	4.1 Fell individual trees using selected cutting techniques according to WHS and job requirements 4.2 Adjust cutting technique in response to movement and condition of tree

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ELEMENTS	PERFORMANCE CRITERIA
	4.3 Use planned escape route when tree starts to fall and monitor the fall and movement of tree on ground until determined stable 4.4 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen 4.5 Identify and implement procedures for removal of trees that are hung-up 4.6 Dispose of waste materials in line with environmental and operational requirements
5. Maintain equipment	5.1 Inspect equipment on completion of trimming and cutting activities 5.2 Identify damaged saws and cutting attachments for repair or replacement according to organisational requirements and manufacturer recommendations 5.3 Remove, clean, adjust or replace chain and other components according to manufacturer recommendations 5.4 Maintain tools and equipment according to WHS requirements and manufacturer recommendations

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• estimate tree dimensions, including height, length, diameter and volume • complete routine calculations and report on size, length, diameter of felled trees.
Oral communication skills to:	• select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • interpret hand signals with other operators to ensure safe tree felling

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' maintenance recommendations.

Writing skills to:	• complete accurate basic records for tree felling process, equipment faults and maintenance requirements.

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Planning and organising skills to:	• identify an unsafe tree • efficiently and logically sequence the stages of preparation for and felling of trees using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2236 Fall trees manually (basic)

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2236 Fall trees manually (basic)

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2236 Fall trees manually (basic), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- comply with applicable federal, state or territory legislative and regulatory requirements and codes of practice including WHS, environmental and organisational policies and procedures relevant to felling trees at a basic level
- comply with organisational policies and procedures relevant to felling trees manually at a basic level
- comply with applicable licensing or certification requirements relevant to felling trees manually
- effectively communicate and use safe working practices, including maintaining an awareness of activity by other personnel in the work area
- assess site conditions, by applying environmental protection measures, detecting hazards and own skill level for felling trees at a basic level
- conduct a tree assessment
- identify structural defects and stresses in trees and the impact on felling, including exclusion of trees from hand felling due to hazardous and difficult situations for assessment, monitoring and safe falling including a crown that contains dead or broken material, entanglement or malformation
- plan a felling sequence for individual trees and preparing surroundings including escape route

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- fell basic trees using a appropriate cuts safely without damage to personnel, equipment and surrounding environment
- identify trees that are hung up
- select, prepare and maintain chainsaw equipment including recognising faults, problems and malfunctions
- assess, plan and safely operate chainsaw equipment to manually fell trees at a basic level in forest, rural and community environments
- use tree felling techniques including scarf cutting , back cutting to provide hinge-wood and the use of wedges to assist in controlling falling direction.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Workplace health and safety (WHS) requirements including:
  - PPE and clothing
  - safety equipment
  - first aid equipment
  - firefighting equipment
  - hazard and risk control procedures
  - fatigue management procedures
  - appropriate signage
  - elimination of hazardous materials and substances procedures
  - safe forest practices, including required actions relating to fire
  - techniques for manual handling, including shifting, lifting and carrying
- types and purposes of cuts to fell trees, including scarf cutting and back cutting to provide hinge-wood and maintain control of tree
- typical tree defects and how these affect tree felling activities:
  - shakes
  - insect defects
  - knots and resin pockets
  - pipe
  - drysides
- identifying trees:
  - that contain hazards and are deemed unsafe to fell
  - considered outside own skill level
  - trees where cuts made may lead to loss of control of tree in felling
- hazards and related risks and the impact on felling trees of:
  - uneven and unstable terrain
  - unsafe trees
  - fires
  - overhead and underground services

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  - excavations
  - traffic
  - structures
  - hazardous materials
  - insects and animals
  - other personnel and machinery
- methods used to remove trees that are hung up and procedures for removal
- methods for assessing chain condition
- environmental protection measures to follow when felling trees related to:
  - native vegetation
  - soil and water
  - heritage and archeological artefacts
  - flora and fauna
  - geomorphologic features
  - landscape
  - external site pollution
  - recreational opportunities
  - regeneration opportunities
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- key features of these varying environmental conditions and their effects on basic tree felling activities:
  - general forest lean
  - ground growth
  - ground hazards and obstacles
  - ground slope
  - gullies
  - presence and density of seed and habitat trees
  - water courses
  - wet and adverse weather conditions
  - wind speed and direction
- the use of types of tools and equipment for felling trees manually, and the procedures for their safe use, operation and maintenance including:
  - warning signs
  - chainsaw and components
  - PPE and clothing
  - first aid equipment
  - maintenance requirements
  - support tools.

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Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace of a forest environment that contains small trees with a low level of falling complexity
- PPE and clothing including:
  - safety helmet
  - safety gloves
  - protective footwear
  - eye protection
  - hearing protection
  - high visibility clothing
  - leg protection (trousers or chaps)
- materials and equipment including;
  - warning signs
  - chainsaw and components
  - first aid equipment
  - maintenance tools and equipment
  - support tools
  - manufacturers' instructions for use and maintenance of equipment
  - radio or communication device
  - fire fighting equipment (if prescribed)
- specifications and work instructions, including
  - information and instructions relevant to tree-felling operations, including processing location details and trees to be felled and retained
  - policy and procedures for work health and safety (WHS)
  - risk assessment plan
  - general and specific environmental requirements
  - relevant state or territory logging code of practice
  - emergency and evacuation procedures
  - fire protocols
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2237 Maintain chainsaws

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2237A Maintain chainsaws, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to maintain engine or electrically operated hand-held chainsaws. It includes sharpening chains and completing routine and frequently required service requirements as well as periodic servicing. Work is completed in a variety of work settings including a forest environment, agricultural, workshop, arboretum and horticultural settings.

The unit applies to chainsaw operators.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for chainsaw maintenance	1.1 Select appropriate personal protective, maintenance and repair equipment and check for operational effectiveness in line with manufacturer's recommendations.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Plan repair and maintenance activities in line with manufacturer's instructions and recommendations and organisational requirements
2. Complete chainsaw maintenance	2.1 Follow organisational safety procedures to lock out equipment. 2.2 Complete routine and frequently required service requirements on chainsaws in line with manufacturer's instructions and organisational requirements 2.3 Complete periodic service requirements on chainsaws in line with manufacturer's recommendations and organisational requirements 2.4 Check chain for bluntness or damage. 2.5 Remove, sharpen, adjust and replace chain and other components in line with manufacturer's recommendations. 2.6 Identify, diagnose, tag and report chainsaw faults, malfunctions or irregular operation for repair or replacement. 2.7 Reassemble serviced chainsaw components, check for operational effectiveness, tag and store.
3. Complete maintenance records and clean up	3.1 Complete, process and maintain records and reports in line with organisational procedures. 3.2 Clear and clean work area and tools, and dispose of and recycle waste materials in line with environmental protection practices.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate ratios and measure quantities of oils and fuels.

Reading skills to:	• interpret:
	  • workplace health and safety procedures
	  • work orders
	  • manufacturer’s instructions and maintenance recommendations.

Writing skills to:	• complete basic accurate records of repairs, maintenance activities and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence stages of repair and maintenance work.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2237A Maintain chainsaws

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2237 Maintain chainsaws

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2237A Maintain chainsaws, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement. This is the first release of this unit in the new standards format.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete these routine and frequently required service requirements on chainsaws in line with manufacturer's instructions:
  - removing, checking and cleaning air filter for damage and penetration of foreign material
  - cleaning saw body, air intake vents and cooling fins
  - cleaning chain brake
  - inspecting chain and guide bar
  - checking screws and nuts for tightness
  - checking safety devices
  - filling fuel tanks and chain oil tanks
- complete these types of periodic service requirements on chainsaws in line with manufacturer's instructions:
  - replacing drive sprocket
  - cleaning or replacing and setting spark plug
  - checking and replacing fuel filter
  - checking chain brake, oil system, flywheel assembly, anti-vibration system, muffler and spark arrestor
  - inspecting and replacing starter cord and starter spring

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  - matching pitches and gauges of cutting components
  - dressing and cleaning cutter bar
  - cleaning fly wheel
  - removing and cleaning exhaust and fire screen
- complete these activities to check and sharpen chain saw chains in line with manufacturer's instructions:
  - inspecting and adjusting chain
  - inspecting and replacing chain that is worn, damaged or incorrectly sharpened
  - sharpening chain types and setting of depth gauges.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- types, purpose, features and operation of chainsaws for which repairs are completed
- features and names of different parts of chainsaws
- purpose, features and operation of tools and equipment used to repair and maintain chainsaws
- specifications and types of bars, chains and sprockets
- differences between frequent and periodic chainsaw maintenance requirements
- techniques for:
  - removing chains and other chainsaw components
  - assessing chain condition
  - sharpening chains to specified requirements
  - reassembling chainsaw components
- hazards for maintaining chainsaws and methods to minimise associated risks:
  - loud noise and exhaust fumes
  - mechanical vibration
  - handling hazardous substances
  - cuts and hot surfaces
  - rotating parts
- organisational procedures specific to repairing and maintaining chainsaws:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection practices for repairing and maintaining chainsaws:
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
  - disposing of hazardous substances.

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Assessment Conditions

The following resources must be made available:

- engine or electrically operated hand-held chainsaws
- tools and equipment used to repair and maintain chainsaws
- consumable chainsaw parts, oil and fuel
- personal protective equipment suitable for repairing and maintaining chainsaws including:
  - Safety boots
  - Safety helmet
  - Cut resistant leg protection
  - First aid kit
  - Hearing protection
  - High visibility clothing
  - Eye protection
  - Apron
  - Chain mesh gloves
- manufacturers' instructions and recommendations for repair and maintenance of chainsaws
- template documents for recording repairs, maintenance activities and equipment faults.
- organisational procedures for repairing and maintaining chainsaws.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2239 Trim and cut felled trees

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit describes the outcomes required to trim and cut felled trees with a chainsaw and to complete operator maintenance. It applies to situations where the production of timber is not the primary focus of the activity.

The unit applies to a forestry worker, chainsaw operator, forest harvester, harvesting technician and arboriculture worker.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trimming	1.1 Review work order and where required check with appropriate

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and cutting	personnel 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness 1.3 Plan trimming and cutting activities in line with work order and environmental conditions
2. Visually assess felled trees	2.1 Assess tree location and stability for conditions likely to affect safety of trimming and cutting activities 2.2 Visually assess tree for defects and identify stresses within tree 2.3 Mark trees too dangerous to cut safely and refer to appropriate personnel
3. Plan cutting	3.1 Move or stabilise tree for safe cutting in line with site procedures 3.2 Select cutting pattern to optimise time and manageable removal of sections 3.3 Identify options for utilisation of product 3.4 Plan cutting sequence to maintain control of cut sections and minimise cutting problems 3.5 Select cutting positions considering tree stresses 3.6 Clear debris from work area to allow safe access and prevent saw damage and personal injury
4. Use chainsaw to trim and cut trees	4.1 Monitor location and movement of other personnel and modify work to ensure safety 4.2 Establish and maintain communication to ensure safety 4.3 Secure tree section on each side of planned cut; evaluate and control potential movement 4.4 Operate chainsaw to cut tree and limbs and adjust cutting technique in response to movement and condition of tree and limbs 4.5 Prepare cut sections for removal from the site
5. Complete equipment maintenance	5.1 Follow organisational safety procedures to lock out equipment 5.2 Check chain for bluntness or damage 5.3 Remove, sharpen, adjust and replace chain and other components in line with manufacturer recommendations 5.4 Record and report trimming and cutting records, equipment faults

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Numeracy	• Plan time-efficient cutting patterns and sequences • Complete routine calculations and report on size, length and diameter of cut trees
Oral communication	• Ask open and closed questions and actively listen to clarify contents of work plans

Reading	• Interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers maintenance recommendations

Writing	• Complete accurate basic records for tree trimming and cutting processes, equipment faults and maintenance requirements
Get the work done	• Efficiently and logically sequence the stages of preparation for and cutting of trees using work order to guide activities

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPCOT2239 Trim and cut felled trees Release 3	FWPCOT2239 Trim and cut felled trees Release 2	Minor edits to achieve consistency with wording in another FWPHAR unit; and enable flexibility of the unit application	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2239 Trim and cut felled trees

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit.

There must be evidence that, on at least one occasion, the individual has:

- safely and efficiently used a chainsaw to complete these activities:
  - trim and cut hardwood or softwood trees
  - delimb trees
  - trim branches
  - trim burls and other small growths
- used the following cutting techniques:
  - bridging cuts
  - swinging cuts
  - side bind cuts
  - boring
  - wedge cut
  - ripping cuts
- trimmed and cut trees in varied weather conditions
- completed the following maintenance activities on a chainsaw:
  - sharpening
  - refuelling
  - inspection, identification and replacement of bar, chain, drive sprockets
  - bar oil checks and top up

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- air filter, check, clean and replacement
- cleaning of saw body, air intake vents and cooling fans
- fitting spare chain and tension chain.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental protection measures including:
  - action to limit the impact of noise, wind speed and direction, fallen trees, ground slope, ground hazards and obstacles, general forest lean
  - action to limit the impact to ground growth, canopy, density of trees
  - action to limit the impact on flora, fauna and habitat
  - soil and water protection
- cleaning plant, tools and equipment
- disposing of, recycling and reusing timber and other waste
- key features of these varying site conditions and effects on tree cutting and trimming activities:
  - ground growth
  - ground hazards and obstacles
  - ground slope
- key features of these varying weather conditions and effects on tree cutting and trimming activities:
  - dry, wet and adverse weather conditions
  - low and moderate wind speed and direction
- typical tree defects and how they affect tree cutting activities:
  - splits
  - falling damage
  - fire damage
  - insect infestation
  - pipe
  - shake
  - twist
  - knots and resin pockets
  - the presence of foreign bodies such as stakes and nails
- typical tree stresses and how they affect tree cutting activities:
  - tension (fibres being stretched)
  - compression (fibres being squashed)
  - neutral fibres
- range of chainsaw cutting techniques:
  - bridging cuts

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  - swinging cuts
  - side bind cuts
  - delimbing
  - boring
  - wedge cut
  - ripping cuts
- cutting patterns used to optimise time and recovery of product from trees
- cutting sequences used to maintain control of cut sections and minimise cutting problems
- purpose, features, operation and basic non-specialist repair and maintenance of chainsaws
- methods for assessing chain condition
- organisational procedures specific to tree trimming and cutting activities:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting tree cutting outcomes, equipment faults and maintenance requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - chainsaws
  - chainsaw fuel and oil containers
  - support tools appropriate for work tasks (hammer, wedges, logging tape, cant hook and/or breaking bar)
  - mobile plant and equipment appropriate for work tasks (wood chipper and/or loaders)
  - maintenance tools and equipment for chainsaws
  - personal protective equipment suitable for cutting trees and maintaining chainsaws
- specifications:
  - manufacturer's instructions for use and maintenance of equipment
  - work order with specific instructions for tree cutting activities
  - template reports for recording tree cutting outcomes, equipment faults and maintenance requirements
  - organisational procedures for tree trimming and cutting activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2253 Fell trees manually (basic)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess and fell basic trees manually using a chainsaw, and to complete routine operator chainsaw maintenance.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and distribution of the crown weight does not create a complex situation to assess, place the cut or fall
- no excessive lean
- no visible damage or defect
- uniform in structure
- species that are not prone to free splitting and adverse reactions during felling
- single stem or non-complex multi-stems
- small or medium diameter that can be safely felled using standard and basic felling techniques
- site characteristics that do not add significant complexity to the operation.

The unit applies to individuals who fell basic trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

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Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for felling	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operation of chainsaws 1.4 Identify, assess and determine felling requirements of trees to be felled according to work order or instruction 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Assess site conditions and surroundings	2.1 Inspect site for conditions likely to affect safe implementation of felling activities 2.2 Identify and report site environmental conditions to appropriate personnel 2.3 Determine fall zone and implement control measures to minimise risks and hazards in the zone according to safe work procedures 2.4 Monitor location and activity of other personnel on the worksite and implement control measures according to workplace safety procedures
3. Assess tree and plan felling	3.1 Identify trees considered outside own skill level, and seek assistance from appropriate personnel where required 3.2 Assess tree visually to identify felling characteristics, defects and stresses within tree 3.3 Confirm that tree is safe to fell 3.4 Assess and check required felling direction and possible deviation

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Plan sequence of cuts to fell tree according to workplace felling procedures 3.6 Identify suitable escape routes, and clear routes of growth and other obstacles according to environmental care, workplace and regulatory requirements
4. Apply tree felling techniques	4.1 Fell individual trees using selected cutting techniques according to current Australian Standards and industry codes of practice 4.2 Adjust cutting technique in response to movement and condition of tree 4.3 Use planned escape route when tree starts to fall, and monitor the fall of the tree until all movement has stopped 4.4 Delay movement back into the felling area until all tree material, including material from adjacent tree crowns, has fallen or is stable enough to allow safe access back into the felling area 4.5 Report trees that are hung-up to appropriate personnel according to workplace procedures 4.6 Dispose of waste materials according to environmental and workplace requirements
5. Maintain chainsaw and cutting attachments	5.1 Follow workplace health and safety procedures and manufacturer instructions to lock out equipment 5.2 Inspect chainsaw on completion of activities 5.3 Inspect for damage to chainsaw and cutting attachments, and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**

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Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length and diameter of felled trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2253 Fell trees manually (basic)	FWPCOT2236 Fall trees manually (basic)	Changes to Application Updated and added new Performance Criteria Reworded Elements Updated Foundation Skills, Performance Evidence Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2253 Fell trees manually (basic)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of four basic trees following workplace policy and procedures and current workplace health and safety legislation and regulations.

In completing this work, the individual must demonstrate that, for each tree, the felling technique was consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

There must also be evidence that in felling each tree, the individual has made a standard scarf cut facing the direction of intended fall. In performing this cut, the individual must have ensured that:

- the scarf cut includes a top cut angled at 45° and a depth of 1/4 of the tree diameter and a horizontal flat bottom cut that meets precisely with the lowest part of the top cut
- the back cut is parallel to and above the scarf line by 1/10 of the tree diameter
- a minimum 10% of the tree diameter remains uncut, leaving hinge wood.

There must also be evidence that, on at least one occasion, the individual has inspected and carried out routine maintenance on one chainsaw and its cutting attachments according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree felling operations
- hazards and risks related to felling trees with chainsaws, and methods to minimise associated risks:
  - physical conditions of the site
  - unsafe/hazardous trees

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    - fire and other emergency situations
    - overhead and underground services
    - nearby structures
    - standing vegetation in the intended direction of fall
    - falling branches
    - weather conditions
    - impediments of escape routes
    - vehicle and traffic access
    - people on or near worksite
    - machinery on or near worksite
    - carrying and transporting a chainsaw
    - user fatigue
- hazards related to maintaining chainsaws, and methods to minimise associated risks
- features of unsafe/hazardous basic trees and defects of trees and how they affect tree felling activities
- characteristics of basic trees
- methods used to identify basic trees:
    - that contain hazards and are deemed unsafe to fell
    - that are considered outside own skill level
    - where cuts made may lead to loss of control of tree in felling
- types and purposes of cuts to fell basic trees, including scarf cutting and back cutting using different methods to provide hinge wood and wedges to maintain control of tree
- methods for assessing chain condition
- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- workplace procedures specific to felling trees with chainsaws:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures
    - communication reporting lines
    - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for felling trees with chainsaws:
    - protection of natural and cultural assets
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials
    - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - PPE required in tree felling operations
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to tree felling and chainsaw operations
  - access to site emergency procedure
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2254 Maintain chainsaws

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to maintain fuel or electrically powered hand-held chainsaws. The unit includes completing routine maintenance service as well as periodic maintenance servicing and chain sharpening.

The unit applies to individuals who maintain chainsaws for or as part of arboriculture, forestry, horticulture, agriculture, conservation and land management, local government, emergency services and other government agency operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for chainsaw maintenance	1.1 Determine maintenance requirements from work order or instruction and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm safety and environmental requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with chainsaw maintenance activities 1.4 Plan chainsaw maintenance activities according to manufacturer and workplace requirements 1.5 Consult with team members and other appropriate personnel to ensure that chainsaw maintenance activities are coordinated effectively with others in the workplace 1.6 Obtain tools and equipment needed for the chainsaw maintenance activities, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment
2. Complete chainsaw maintenance	2.1 Follow workplace safety procedures and manufacturer instructions to lock out equipment 2.2 Complete routine and frequently required service requirements on chainsaws according to manufacturer instructions and workplace requirements 2.3 Complete periodic service requirements on chainsaws according to manufacturer recommendations and workplace requirements 2.4 Check chain for bluntness or damage 2.5 Remove, sharpen, adjust and replace chain and other components according to manufacturer requirements 2.6 Identify, diagnose, tag and report chainsaw faults, malfunctions or irregular operation for repair or replacement 2.7 Reassemble serviced chainsaw components, check for operational effectiveness, apply lock-out tag as required and store
3. Complete maintenance records and clean up	3.1 Clear and clean work area according to workplace procedures 3.2 Clean, inspect for serviceability and store tools and equipment 3.3 Dispose of, recycle or reuse waste materials according to workplace requirements and environmental protection practices 3.4 Complete, process and maintain records and reports according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans
Numeracy	• Calculate ratios and measure quantities of oils and fuels

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2254 Maintain chainsaws	FWPCOT2237 Maintain chainsaws	Clarified Application Updated and added new Performance Criteria Added new knowledge items Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2254 Maintain chainsaws

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on one occasion, the individual has:

- completed the routine and frequently required service requirements for one chainsaw according to manufacturer instructions
- completed the periodic service requirements for one chainsaw according to manufacturer instructions
- checked and sharpened at least two chains according to manufacturer instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types, purpose, features and operation of chainsaws
- features and names of different parts of fuel powered and electrically powered chainsaws
- purpose, features and operation of tools and equipment used in chainsaw maintenance activities
- specifications and types of bars, chains and sprockets
- differences between frequent and periodic chainsaw maintenance requirements
- techniques for:
  - removing chains and other chainsaw components
  - assessing chain condition
  - sharpening chains to specified requirements
  - reassembling chainsaw components
  - assessing battery condition, if applicable, and visually inspecting state of electrical cords and plugs for electrically powered chainsaws
- hazards associated with maintaining chainsaws, and methods to minimise associated risks:
  - noise
  - fumes

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    - mechanical vibration
    - hazardous substances
    - cuts
    - burns
    - rotating parts
    - electric shock for electrically powered chainsaws
- workplace procedures specific to maintaining chainsaws:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
    - communication reporting lines
    - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection practices relevant to maintaining chainsaws:
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials
    - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - fuel or electrically powered hand-held chainsaws
    - tools and equipment used to maintain chainsaws
    - consumable chainsaw parts, oil and fuel
    - PPE required in chainsaw maintenance activities
- specifications:
    - access to work order or instruction detailing chainsaw maintenance activities to be carried out by operator
    - access to workplace safety and environmental policies and procedures applicable to chainsaw maintenance activities
    - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2256 Trim and cut felled trees

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to trim and cut felled trees with a chainsaw and complete operator maintenance.

The unit applies to individuals who trim and cut felled trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and industry codes of practice that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trimming and cutting felled trees	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental requirements for the task

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with trimming and cutting felled trees 1.4 Plan trimming and cutting activities according to work order or instruction and environmental conditions 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment
2. Assess felled trees visually	2.1 Inspect site for conditions likely to affect safe implementation of trimming and cutting activities 2.2 Identify and report site environmental conditions to supervisor 2.3 Assess felled tree visually to identify defects and stresses within felled tree 2.4 Mark felled trees too dangerous to cut safely, and refer to appropriate personnel
3. Plan cutting felled trees	3.1 Move or stabilise felled tree for safe cutting according to workplace procedures 3.2 Select cutting pattern to optimise time and ensure efficient removal of sections 3.3 Identify options for utilisation of product 3.4 Plan cutting sequence to maintain control of cut sections and minimise cutting problems 3.5 Select cutting positions, considering felled tree stresses 3.6 Clear debris from work area to allow safe access and prevent saw damage and personal injury
4. Use chainsaw to trim and cut felled trees	4.1 Monitor location and movement of other personnel, and modify work to ensure safety 4.2 Establish and maintain communication with team members to ensure safety 4.3 Secure felled tree section on each side of planned cut as required, and evaluate and control potential movement

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Operate chainsaw to cut felled tree and limbs, and adjust cutting technique in response to movement and condition of felled tree and limbs 4.5 Apply retrieval techniques for stuck, pinched or jammed part of chainsaws 4.6 Prepare cut sections for removal from site
5. Complete equipment maintenance	5.1 Follow workplace safety procedures and manufacturer instructions to lock out equipment 5.2 Check chain for bluntness or damage 5.3 Remove, sharpen, adjust or replace chain and other components according to manufacturer recommendations 5.4 Report trimming and cutting records, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPCOT2256 Trim and cut felled trees	FWPCOT2239 Trim and cut felled trees	Minor changes to Application, Performance	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Criteria and Knowledge Evidence Added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2256 Trim and cut felled trees

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed, planned and conducted the trimming and cutting of six felled trees using a chainsaw and demonstrated three or more cut types from the list below:
  - bridging cuts
  - swinging cuts
  - side bind cuts
  - boring cuts
  - wedge cuts
  - ripping cuts
  - step cuts.

In performing this work, there must be evidence that the individual has:

- followed workplace policies and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to trimming and cutting felled tree operations
- checked and sharpened or changed a saw chain post trimming and cutting operation on one occasion according to manufacturer instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental protection measures suitable for a worksite where trimming and cutting operations are performed:
  - noise control
  - protection of flora, fauna and habitat

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  - protection of soil
  - protection of water
  - disposal, recycling and reuse of waste
  - cleaning of plant, equipment and tools
  - protection of adjacent land uses and fixed assets
  - vehicle control
  - access restrictions
  - fire prevention
  - protection of cultural heritage
- hazard control measures suitable for a worksite where trimming and cutting operations are performed, related to:
  - trees and other vegetation
  - ground conditions
  - noise
  - fire and other emergency situations
  - vehicle and traffic access
  - foot access
  - plant, tools and equipment
  - weather conditions
  - adjacent land uses
  - dangerous goods
- tree defects and how they affect tree cutting activities:
  - splits
  - falling damage
  - fire damage
  - insect infestation
  - pipe
  - shake
  - twist
  - knots and resin pockets
  - the presence of foreign bodies such as stakes and nails
- felled tree stresses and how they affect tree cutting activities:
  - tension (fibres being stretched)
  - compression (fibres being squashed)
  - neutral fibres
- chainsaw cutting techniques:
  - bridging cut
  - swinging cut
  - side bind cut
  - boring cut

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  - wedge cut
  - ripping cut
  - step cut
- cutting patterns used to optimise time and recovery of product from felled trees
- cutting sequences used to maintain control of cut sections and minimise cutting problems
- purpose and procedures for routine operator maintenance of chainsaws
- procedures used to free a pinched or stuck chainsaw
- methods for assessing chain condition
- workplace procedures specific to felled tree trimming and cutting activities:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - reporting felled tree cutting outcomes, equipment faults and maintenance requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable felled trees to trim and cut
  - PPE required in trimming and cutting felled trees
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to trimming and cutting operations and chainsaw use
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3259 Operate a four wheel drive on unsealed roads

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3259 Operate a four wheel drive on unsealed roads, which was first released with FPI11 Forest and Forest Products Training Package Version 1.0. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to safely operate a four wheel drive (4x4) vehicle on unsealed roads.

The unit applies to operating a 4x4 vehicle in a variety of work settings with different terrains.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify four-wheel	1.1 Access, interpret and apply information relevant to

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ELEMENTS	PERFORMANCE CRITERIA
drive specific terms and terminology	operating a four-wheel drive vehicle on unsealed roads. 1.2 Identify the structural and handling differences between a conventional two-wheel drive vehicle and a four-wheel drive vehicle. 1.3 Identify four-wheel drive techniques.
2. Conduct checks of 4x4 vehicle and equipment	2.1 Perform pre-start checks. 2.2 Secure loads in line with organisational, workplace safety and environmental requirements. 2.3 Select suitable navigation aids where necessary. 2.4 Advise passengers of any special safety precautions to be taken when traversing rough terrain. 2.5 Check that tyre pressure is suitable for terrain and that it is changed as required in line with organisational procedures. 2.6 Select and access maintenance equipment prior to departure after considering the contextual issues.
3. Prepare for 4x4 operations	3.1 Identify and follow work health and safety (WHS), environmental, and organisational requirements relevant to operating a 4x4 vehicle. 3.2 Determine type of operation and ensure safe operating conditions. 3.3 Establish communication with others and choose the required safety mechanisms in line with organisational requirements.
4. Operate 4x4 vehicle on unsealed terrain types	4.1 Continually monitor the track to identify hazards, assess risks, and select the best route in line with WHS and environmental requirements. 4.2 Identify situations where the engagement of four-wheel drive is required and engage front hubs or centre differential lock where fitted. 4.3 Use appropriate range, gear, speed, driving and braking technique to negotiate a range of terrain types while maintaining control of vehicle at all times. 4.4 Check brakes and undercarriage after negotiating varying terrain. 4.5 Park and shut down 4x4 vehicle in line with manufacturer specifications and organisational requirements.
5. Operate 4x4 vehicle on	5.1 Inspect intended 4x4 vehicle path prior to negotiation of slope.

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ELEMENTS	PERFORMANCE CRITERIA
a steep slope	5.2 Use appropriate range, gear, speed, driving and braking technique to negotiate a steep slope, while maintaining control of vehicle. 5.3 Use control braking to ascend and descend, and avoid skidding. 5.4 Maintain traction in line with requirements of 4x4 vehicle. 5.5 Apply appropriate automatic and manual techniques when 4x4 vehicle cannot proceed any further on a steep slope due to traction problems.
6. Perform maintenance and minor repairs on 4x4 vehicles	6.1 Perform operational maintenance and minor repairs as detailed in the vehicle operator manual and report vehicle defects to the appropriate person. 6.2 Demonstrate safe use of a jack to support a 4x4 vehicle while changing a tyre under relevant road terrains and conditions within the operating environment 6.3 Clean and store 4x4 vehicle and equipment after use in line with manufacturer specifications and organisational procedures. 6.4 Document maintenance and minor repairs in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• correctly adjust tyre pressure and follow operating instructions on instruments for checking, repairing and operating a four wheel drive vehicle • estimate the impact of shape of terrain on driving conditions • estimate time of a journey, water depth and fuel consumption.
Reading skills to:	• follow instructions in safety and equipment manuals when checking and operating four wheel drive vehicle • interpret diagrams on equipment or in operational manuals.
Problem solving skills to:	• identify problems and equipment faults in four wheel drive vehicles and demonstrate appropriate response procedures • identify potential hazards and operational faults when driving four wheel drive vehicles and demonstrate appropriate response procedures • demonstrate appropriate response procedures to driving conditions when driving four wheel drive vehicles.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3259 Operate a four wheel drive on unsealed roads

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3259 Operate a four wheel drive on unsealed roads

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3259 Operate a four wheel drive on unsealed roads, which was first released with FPI11 Forest and Forest Products Training Package version 1.0. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow applicable workplace safety, environmental and regulatory requirements and codes of practice relevant to operating a 4x4 vehicle
- follow organisational policies and procedures relevant to operating a 4x4 vehicle, including:
  - own work role and responsibilities
  - procedural manuals
  - quality and continuous improvement
  - WHS, emergency and evacuation procedures
  - recording and reporting requirements
  - equipment use, maintenance and storage requirements
  - environmental management requirements
- communicate and work safely with others in rough terrain when operating a 4x4 vehicle
- perform pre-start checks of vehicle and equipment suitable to different terrains by checking loads and tyre pressure, selecting navigation aids and advising passengers of safety precautions
- operate safely, a 4x4 vehicle, on unsealed road conditions and different terrain types, including negotiating steep slopes, by identifying hazards and assessing risks
- use appropriate range, gear, speed, driving and braking techniques safely when operating a 4x4 vehicle on a steep slope

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- demonstrate safe use of a jack to support a 4x4 vehicle while changing a tyre under relevant road terrains and conditions within the operating environment
- park and shut down 4x4 vehicle in line with ***manufacturer specifications*** and organisational requirements
- perform and document operational maintenance as permitted by vehicle operator handbook.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- four wheel drive operational information
- structural differences between conventional two wheel drive and a four wheel drive including:
  - recovery hooks and mounting features
  - purpose and use of front wheel hubs
  - factors affecting tyre size, fitment, rating and pressure
- applicable regulations, standards, codes of practice and established safe practices relevant to the operating a 4x4 vehicle
- road rules, regulations, permit and licence requirements of the relevant state or territory
- environmental protection requirements including the safe disposal of waste material
- prestart checks for 4 x 4 vehicle on:
  - fuel, either diesel, gas or petrol
  - water
  - oil
  - brake and transmission fluid levels
  - battery water levels and electrolyte checks
  - tyres
  - belts
  - leads
  - hydraulic lines and connections
  - air cleaners
  - brakes
  - off-road safety equipment
  - traction devices
- Types of communication equipment including:
  - personal location beacon (PLB)
  - flares
  - markers
  - phone
  - radio
  - V-Sheet

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- safe operating conditions for a 4 X 4 vehicle
  - interpreting weather conditions to determine suitability for driving
  - determining food, water, PPE (sunglasses, high-visibility vest, etc.) and clothing requirements for journey
  - selecting routes to minimise damage to the environment
  - on and off-road conditions
  - traffic pattern and density
  - visibility
  - loading of four-wheel drive, including techniques to reduce overloading
- types of environmental risks and hazards associated with operating a 4x4 vehicle on unsealed roads including:
  - rocks and other unexpected obstacles
  - damage to vehicle
  - tidal influences
  - fire in vehicle
  - faulty brakes
  - leaking fuel
  - faulty steering mechanism on vehicle
  - animals and objects in vehicle path
  - crocodiles and snakes in some areas
  - windy or foggy sections of terrain
  - steep slopes
  - side slopes
  - slippery surfaces
  - land slides
  - overhead tree limbs
  - black ice
  - towing trailers
  - other vehicles
  - fallen trees, limbs and logs
  - icy terrain
  - flooded terrain
  - oil on road
  - parked vehicles on road
  - pedestrians on or near the road
  - poor visibility
- 4x4 driving techniques in different terrains including:
  - smooth
  - rough
  - uneven

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  - slippery
  - wet
  - boggy
  - sandy
  - steep or hilly
  - rock
  - icy
  - snow
  - mud, including:
    - brown clay
    - black silt
    - salt pan mud
    - red
  - hard ground
  - water
- operational knowledge of a 4x4 vehicle, including controls, instruments, indicators and their use
- tyre management principles for checking, changing and maintenance
- workplace communication channels and protocols
- techniques for travelling in convoy
- problem identification and resolution strategies, and common fault-finding techniques relevant to safely operating a four wheel drive vehicle
- types of tools and equipment relating to a 4x4 vehicle, and procedures for their safe use and maintenance
- maintenance equipment including spares and fluids
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace offering conditions including different terrain on unsealed roads and steep slopes
- materials and equipment relevant to undertaking work applicable to this unit, including manual or automatic four-wheel drive or all-wheel drive
- specifications and work instructions relevant to workplace requirements and the safe operation of four wheel drive vehicles
- personal protective equipment required for operating a four wheel drive on unsealed roads
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

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Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3212 Fall trees manually (intermediate)

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3212 Fall trees manually (intermediate), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess, plan and safely carry out manual tree-felling operations using a chainsaw.

This unit covers the felling procedures for trees with a level of complexity that requires significant tree assessment and practical felling skills.

Persons competent in this unit should be able to effectively fell most trees except very large trees, and/or those with significant defects and/or characteristics that cause excessive complexity.

It applies to trees that have a diameter greater than the bar length of the chainsaw.

Trees typical to the scope of this unit may include the following characteristics:

- lean and weight distribution, which can be assessed and readily adapted to falling direction with the use of wedges and/or control with hinge-wood
- various dimensions relative to local forest size distribution
- limited visible damage or defect
- species prone to free splitting and adverse reactions during felling
- single or multi-stems
- diameter of tree greater than chainsaw bar length
- grown on terrain and slope that can add complexity to the operation

The unit applies to a non-production environment, including forest, rural and community environments.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction

Pre-requisite Unit

Nil

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Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for felling	1.1 Identify and comply with applicable work health and safety (WHS), environmental, legislative and organisational requirements relevant to felling trees 1.2 Identify and adhere to site environmental protection measures according to relevant legislation and regulations 1.3 Review and check job requirements with appropriate personnel 1.4 Sharpen and adjust chainsaw or change components according to manufacturer recommendations 1.5 Assess tree and determine felling requirements 1.6 Identify and control potential and existing risks and hazards in the work area 1.7 Identify trees to be retained and felled 1.8 Establish and maintain communication with others according to WHS requirements
2. Visually assess site conditions and surroundings	2.1 Review terrain and slope to determine if they add complexity to the operation 2.2 Assess general factors affecting felling requirements and detect and control specific forest or site risks and hazards
3. Assess tree and plan felling	3.1 Visually assess tree for felling characteristics 3.2 Confirm tree is safe to fell 3.3 Select tools and equipment appropriate to work requirements and check for operational effectiveness according to manufacturer recommendations 3.4 Identify trees to be felled for size, significant defects and any characteristics causing excessive complexity 3.5 Assess and progressively plan tree-felling sequence for individual trees 3.6 Assess and check required falling direction and possible deviation 3.7 Plan sequence of cuts to fell tree according to standard felling

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	procedures 3.8 Assess limitations of own skills in safely felling trees, identify trees considered outside own skill level and seek assistance from appropriate personnel where required 3.9 Monitor and exclude location and activity of other personnel on the work site
4. Apply tree-felling techniques	4.1 Select suitable escape route and clear of growth and other obstacles according to environmental care principles and statutory requirements 4.2 Fell individual trees using planned techniques according to site requirements, at a safe distance from other personnel in the work area 4.3 Adjust cutting technique in response to movement and condition of tree 4.4 Use planned escape route when tree starts to fall and monitor the fall and movement of tree on ground until determined stable 4.5 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen 4.6 Identify and implement procedures for removal of trees that are hung-up 4.7 Dispose of waste materials in line with environmental and operational requirements 4.8 Detect, rectify and report blunt or damaged saw chain according to workplace procedures 4.9 Monitor chainsaw for operational effectiveness and record and report faults, malfunctions and problems according to workplace procedures

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the *performance criteria.*	
Numeracy skills to:	• measure and record tree height, length and diameter • estimate, measure and compare height, size and distance relevant to tree felling • calculate product mass of individual trees and determine fall zone
Oral communication skills to:	• select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • interpret hand signals with other operators to ensure safe tree

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	felling

Reading skills to:	• interpret:
	  • workplace health and safety, industry standards and regulations for felling trees and other relevant tree felling procedures
	  • work orders
	  • manufacturers' maintenance recommendations.

Writing skills to:	• complete forms to record WHS considerations for felling trees • report equipment faults and request maintenance of equipment. • complete log book requirements
Planning and organising skills to:	• identify an unsafe tree. • efficiently and logically sequence the stages of preparation for and felling of trees using work order to guide activities.
Problem solving skills to:	• plan and apply the hierarchy of risk control • review and identify work requirements • recognise own limitations in conditions and trees for felling • identify problems and equipment faults and demonstrate appropriate response procedures

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3212 Fall trees manually (intermediate)

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3212 Fall trees manually (intermediate)

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3212 Fall trees manually (intermediate), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- comply with applicable federal, state or territory legislative and regulatory requirements and codes of practice including WHS, environmental and organisational policies and procedures relevant to felling trees at an intermediate level
- comply with organisational policies and procedures relevant to felling trees manually at an intermediate level
- comply with applicable licensing and certification requirements relevant to felling trees at an intermediate level
- effectively communicate and use safe working practices, including maintaining an awareness of other personnel activity in the work area
- assess site conditions, by applying environmental protection measures, detecting hazards and own skill level for felling trees at an intermediate level
- conduct a tree assessment
- identify structural defects and stresses in trees and the impact on felling, including exclusion of trees from hand felling due to hazardous and difficult situations for assessment, monitoring and safe falling including a crown that contains dead or broken material, entanglement or malformation
- plan a felling sequence for individual trees and preparing surroundings including escape route
- fell intermediate trees using appropriate cuts safely without damage to personnel, equipment and surrounding environment
- identify trees that are hung up

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- select, prepare and maintain chainsaw equipment including recognising faults, problems and malfunctions
- assess, plan and safely operate chainsaw equipment to manually fell trees at an intermediate level in forest, rural and community environments
- use tree felling techniques including scarf cutting , back cutting to provide hinge-wood and the use of wedges to assist in controlling falling direction
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Workplace health and safety (WHS) requirements including:
  - PPE and clothing
  - safety equipment
  - first aid equipment
  - firefighting equipment
  - hazard and risk control procedures
  - fatigue management procedures
  - appropriate signage
  - elimination of hazardous materials and substances procedures
  - safe forest practices, including required actions relating to fire
  - techniques for manual handling, including shifting, lifting and carrying
  - types and purposes of cuts to fell trees, including scarf cutting and back cutting to provide hinge-wood and maintain control of tree
- typical tree defects and how these affect tree felling activities:
  - shakes
  - insect defects
  - knots and resin pockets
  - pipe
  - drysides
- Identifying trees:
  - that contain hazards and are deemed unsafe to fell
  - considered outside own skill level
  - trees where cuts made may lead to loss of control of tree in felling
- hazards and related risks and the impact on felling trees of:
  - uneven and unstable terrain
  - unsafe trees
  - fires
  - overhead and underground services
  - excavations

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  - traffic
  - structures
  - hazardous materials
  - insects and animals
  - other personnel and machinery
- methods used to remove trees that are hung up and procedures for removal
- methods for assessing chain condition
- environmental protection measures to follow when felling trees related to:
  - native vegetation
  - soil and water
  - heritage and archeological artefacts
  - flora and fauna
  - geomorphologic features
  - landscape
  - external site pollution
  - recreational opportunities
  - regeneration opportunities
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- key features of these varying environmental conditions and their effects on intermediate tree felling activities:
  - general forest lean
  - ground growth
  - ground hazards and obstacles
  - ground slope
  - gullies
  - presence and density of seed and habitat trees
  - water courses
  - wet and adverse weather conditions
  - wind speed and direction
- the use of types of tools and equipment for felling trees manually, and the procedures for their safe use, operation and maintenance including:
  - warning signs
  - chainsaw and components
  - PPE and clothing
  - first aid equipment
  - maintenance requirements
  - support tools
  -

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Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace of a forest environment with trees typical to the scope of this unit
- relevant personnel for the purposes of communicating information
- PPE and clothing including:
  - Safety helmet
  - Safety gloves
  - Protective footwear
  - Eye protection
  - Hearing protection
  - High visibility clothing
  - Leg protection (trousers or chaps)
- materials and equipment including;
  - warning signs
  - chainsaw and components
  - first aid equipment
  - maintenance tools and equipment
  - support tools
  - manufacturers' instructions for use and maintenance of equipment
  - radio or communication device
  - fire fighting equipment (if prescribed)
- specifications and work instructions, including
  - information and instructions relevant to tree-felling operations, including processing location details and trees to be felled and retained
  - policy and procedures for work health and safety (WHS)
  - risk assessment plan
  - general and specific environmental requirements
  - applicable state or territory logging code of practice
  - emergency and evacuation procedures
  - fire protocols

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3213 Fall trees manually (advanced)

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3213 Fall trees manually (advanced), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess, plan and safely carry out manual tree-felling operations using a chainsaw.

This unit covers the felling procedures for trees with a level of complexity that requires significant tree assessment and advanced practical felling skills.

Persons competent in this unit should be able to effectively fell trees of any size, species and condition, including those with significant defects and characteristics that cause excessive felling complexity, that are deemed safe to fell.

Trees typical to the scope of this unit may include the following characteristics:

- lean and weight distribution that adds significant complexity yet can be assessed and adapted to site requirements
- larger dimensions relative to local forest size distribution
- substantial lean
- damage or defect that requires complex felling techniques
- multi-legged, hollow butts, culls and stags
- species prone to free splitting and adverse reactions during felling
- single or complex multi-stems
- diameter of tree greater than chainsaw bar length
- grown on terrain and slope that can add significant complexity to the operation

The unit applies to a non-production environment, including forest, rural and community environments.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction

Pre-requisite Unit

Nil

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Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for felling	1.1 Identify and comply with applicable work health and safety (WHS), environmental, legislative and organisational requirements relevant to felling trees 1.2 Identify and adhere to site environmental protection measures according to relevant legislation and regulations 1.3 Review job requirements and check with appropriate personnel 1.4 Select tools and equipment appropriate to work requirements and check for operational effectiveness according to manufacturer recommendations 1.5 Sharpen and adjust chainsaw or change components according to manufacturer recommendations 1.6 Identify and control potential and existing risks and hazards in the work area 1.7 Identify trees to be felled as being safe to fell 1.8 Establish and maintain communication with others according to OHS requirements
2. Visually assess site conditions and surroundings	2.1 Review terrain and slope to determine if they add significant complexity to the operation 2.2 Assess general factors affecting felling requirements and detect and control specific forest or site risks and hazards 2.3 Assess and progressively plan tree-felling sequence for individual trees
3. Assess tree and plan felling	3.1 Locate and visually assess tree for felling characteristics 3.2 Confirm tree is safe to fell 3.3 Assess and check required falling direction and possible deviation 3.4 Plan sequence of cuts to fell tree according to standard felling procedures 3.5 Assess limitations of own skills in safely felling trees, identify trees considered outside own skill level and seek assistance from

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	appropriate personnel where required 3.6 Monitor and exclude location and activity of other personnel on the work site
4. Apply tree-felling techniques	4.1 Select suitable escape route and clear of growth and other obstacles according to environmental care principles and statutory requirements 4.2 Fell individual trees using planned techniques according to site requirements, at a safe distance from other personnel in the work area 4.3 Adjust cutting technique in response to movement and condition of tree 4.4 Use planned escape route when tree starts to fall and monitor the fall and movement of tree on ground until determined stable 4.5 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen 4.6 Identify and implement procedures for removal of trees that are hung-up 4.7 Dispose of waste materials in line with environmental and operational requirements 4.8 Detect, rectify and report blunt or damaged saw chain according to workplace procedures 4.9 Monitor chainsaw for operational effectiveness and record and report faults, malfunctions and problems according to workplace procedures

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the *performance criteria.*	
Numeracy skills to:	• measure and record tree height, length and diameter • estimate, measure and compare height, size and distance relevant to tree felling • calculate product mass of individual trees and determine fall zone
Oral communication skills to:	• select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • interpret hand signals with other operators to ensure safe tree felling
Reading skills to:	• interpret: • workplace health and safety, industry standards and

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	regulations for felling trees and other relevant tree felling procedures • work orders • manufacturers maintenance recommendations
Writing skills to:	• complete forms to record WHS considerations for felling trees • report equipment faults and request maintenance of equipment. • complete log book requirements
Planning and organising skills to:	• identify an unsafe tree. • efficiently and logically sequence the stages of preparation for and felling of trees using work order to guide activities.
Problem solving skills to:	• plan and apply the hierarchy of risk control • review and identify work requirements • recognise own limitations in conditions and trees for felling • identify problems and equipment faults and demonstrate appropriate response procedures

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3213 Fall trees manually (advanced)

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3213 Fall trees manually (advanced)

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3213 Fall trees manually (advanced), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- comply with applicable federal, state or territory legislative and regulatory requirements and codes of practice including OHS, environmental and organisational policies and procedures relevant to felling trees at an advanced level
- comply with applicable licensing or certification requirements relevant to felling trees manually at an advanced level
- effectively communicate and use safe working practices, including maintaining an awareness of other personnel activity in the work area
- assess site conditions, by applying environmental protection measures, detecting hazards and own skill level for felling trees at an advanced level
- conduct a tree assessment
- identify structural defects and stresses in trees and the impact on felling, including exclusion of trees from hand felling due to hazardous and difficult situations for assessment, monitoring and safe falling including a crown that contains dead or broken material, entanglement or malformation
- plan a felling sequence for individual trees and preparing surroundings including escape route
- fell advanced trees using appropriate cuts safely without damage to personnel, equipment and surrounding environment

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- identify trees that are hung up
- select, prepare and maintain chainsaw equipment including recognising faults, problems and malfunctions
- assess, plan and safely operate chainsaw equipment to manually fell trees at an advanced level in forest, rural and community environments
- use tree felling techniques including scarf cutting , back cutting to provide hinge-wood and the use of wedges to assist in controlling falling direction

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace health and safety (WHS) requirements including:
  - PPE and clothing
  - safety equipment
  - first aid equipment
  - firefighting equipment
  - hazard and risk control procedures
  - fatigue management procedures
  - appropriate signage
  - elimination of hazardous materials and substances procedures
  - safe forest practices, including required actions relating to fire
  - techniques for manual handling, including shifting, lifting and carrying
- types and purposes of cuts to fell trees, including scarf cutting and back cutting to provide hinge-wood and maintain control of tree
- typical tree defects and how these affect tree felling activities:
  - shakes
  - insect defects
  - knots and resin pockets
  - pipe
  - drysides
- Identifying trees:
  - that contain hazards and are deemed unsafe to fell
  - considered outside own skill level
  - trees where cuts made may lead to loss of control of tree in felling
- hazards and related risks and the impact on felling trees of:
  - uneven and unstable terrain
  - unsafe trees
  - fires
  - overhead and underground services
  - excavations
  - traffic

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  - structures
  - hazardous materials
  - insects and animals
  - other personnel and machinery
- methods used to remove trees that are hung up and procedures for removal
- methods for assessing chain condition
- environmental protection measures to follow when felling trees related to:
  - native vegetation
  - soil and water
  - heritage and archeological artefacts
  - flora and fauna
  - geomorphologic features
  - landscape
  - external site pollution
  - recreational opportunities
  - regeneration opportunities
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- key features of these varying environmental conditions and their effects on advanced tree felling activities:
  - general forest lean
  - ground growth
  - ground hazards and obstacles
  - ground slope
  - gullies
  - presence and density of seed and habitat trees
  - water courses
  - wet and adverse weather conditions
  - wind speed and direction
- the use of types of tools and equipment for felling trees manually, and the procedures for their safe use, operation and maintenance including:
  - warning signs
  - chainsaw and components
  - PPE and clothing
  - first aid equipment
  - maintenance requirements
  - support tools
  -

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Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace of a forest environment with trees typical to the scope of this unit
- relevant personnel for the purposes of communicating information
- PPE and clothing including:
  - safety helmet
  - safety gloves
  - protective footwear
  - eye protection
  - hearing protection
  - high visibility clothing
  - leg protection (trousers or chaps)
- materials and equipment including;
  - warning signs
  - chainsaw and components
  - first aid equipment
  - maintenance tools and equipment
  - support tools
  - manufacturers' instructions for use and maintenance of equipment
  - radio or communication device
  - fire fighting equipment (if prescribed)
- specifications and work instructions, including
  - information and instructions relevant to tree-felling operations, including processing location details and trees to be felled and retained
  - policy and procedures for work health and safety (WHS)
  - risk assessment plan
  - general and specific environmental requirements
  - applicable state or territory logging code of practice
  - emergency and evacuation procedures
  - fire protocols

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3215 Perform complex 4x4 operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3215 Perform complex 4x4 operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to perform complex four-wheel drive (4x4) vehicle operations, including operations over rugged terrain and water crossings.

The unit applies to those who operate a four wheel drive in forest and timber processing environments.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for complex 4x4 operations	1.1 Identify and assess types of water crossings and terrain being accessed for safe operating conditions. 1.2 Check that 4x4 vehicle being used is appropriate to conditions and operationally effective in line with manufacturer

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	specifications. 1.3 Identify appropriate range of personal protective equipment (PPE) to be carried for the trip conditions. 1.4 Establish communication with others and choose required safety mechanisms in line with organisational requirements.
2. Prepare 4x4 vehicle for water crossing	2.1 Place cover securely across the front of the vehicle when required by water depth. 2.2 Protect electrical connectors, battery terminals and electrical components. 2.3 Check wheel hubs to engage/lock position. 2.4 Select appropriate gear for water crossing. 2.5 Allow vehicle to cool down before entering water
3. Negotiate water crossing	3.1 Assess hazards and risks associated with water crossings. 3.2 Determine safety of water crossing. 3.3 Establish and select entry and exit points for crossing in line with current flow and risk assessment. 3.4 Access water crossing to determine depth of water at intended crossing point. 3.5 Monitor the track continually to identify hazards and assess risks. 3.6 Perform water crossing by maintaining a constant bow wave.
4. Perform check of vehicle operations on completion of water crossing	4.1 Drain water from 4x4 vehicle back into the water crossing. 4.2 Dry brakes off by gentle application while moving. 4.3 Check engine oils for contamination. 4.4 Check air cleaner elements for water intrusion and assess air intake operational effectiveness. 4.5 Check differential and gear box oils after prolonged periods in the water.
5. Operate vehicle in rugged terrain	5.1 Determine intended route prior to departure. 5.2 Inspect intended vehicle path prior to negotiation of rugged terrain. 5.3 Identify potential hazards and risks when operating vehicle in rugged terrain and ensure appropriate response can be applied 5.4 Inspect, position and secure vehicle load to maximise traction for 4x4 driving. 5.5 Set vehicle controls in line with manufacturer specifications

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	and for operation in the rugged terrain. 5.6 Negotiate terrain in line with requirements for specific driving conditions.
6. Recover vehicle from loss of traction while ascending	6.1 Determine intended route backwards. 6.2 Use correct brake and engine techniques to reverse vehicle. 6.3 Ensure vehicle comes to a safe stop.
7. Perform post-trip tasks	7.1 Notify relevant personnel of trip completion. 7.2 Carry out maintenance on allocated vehicle. 7.3 Record and report activity in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure, estimate and calculate time required to complete the task • time to complete the task • determine if vehicle has sufficient fuel for the task.
Initiative and enterprise skills to:	• apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities.
Problem-solving skills to:	• identify faults and issues associated with performing complex 4x4 operations, and identify solutions.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3215 Perform complex 4x4 operations

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3215 Perform complex 4x4 operations

Modification History

Release	Comment
1	Replaces equivalent FPIFGM3215 Perform complex 4x4 operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- follow applicable legal and regulatory requirements, and codes of practice relevant to performing complex 4x4 operations
- follow organisational policies and procedures relevant to performing complex 4x4 operations
- assess the safety and potential hazards of planned water and rugged terrain crossings including consideration of:
  - assessment of water speed and depth
  - underwater hazards
  - debris in water
  - rocks and other unexpected obstacles
  - variable water depth and width of crossing
  - risk of vehicle being swept down the waterway
  - tidal influences
  - wet and iced terrain
  - flooded terrain
  - fire in vehicle
  - faulty brakes

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  - leaking fuel
  - faulty steering mechanism on vehicle
  - animals and objects in vehicle path
  - crocodiles and snakes in some areas
  - windy or foggy sections of terrain
  - steep slopes
  - slippery surfaces
  - land slides
  - tree limbs
  - black ice
  - trailers
- safely perform 4x4 operations over rugged terrain and water crossings in line with the conditions and 4x4 operating requirements
- select correct gear/range to negotiate terrain
- engage and disengage freewheel hubs in line with driving conditions
- identify safe locations for entry into and out of a waterway
- identify and prepare supplies and resources appropriate to the journey
- use correct techniques to safely stop and start on steep terrain
- use and maintain relevant tools, machinery and equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable regulations, standards, codes of practice and established safe practices relevant to the full range of processes when performing complex 4x4 operations
- environmental risks and hazards, organisational and site standards, requirements, policies and procedures for performing complex 4x4 operations
- road rules, regulations, permit and licence requirements of the relevant state or territory
- operational knowledge of 4x4 vehicle, including controls, instruments and indicators, and their use
- environmental protection requirements relating to 4x4 operations in rugged terrain
- organisational and site standards, requirements, policies and procedures for performing complex 4x4 operations
- road rules, regulations, permit and licence requirements of the relevant state or territory
- operational knowledge of 4x4 vehicle, including controls, instruments and indicators and their use
- four-wheel drive techniques, including to safely cross water and operate 4x4 vehicle in rugged terrain
- vehicle maintenance requirements following water crossings
- established communication channels and protocols
- vehicle problem identification and common vehicle fault-finding techniques

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- common vehicle operating problems and appropriate operator response in line with organisational and manufacturer requirements
- types of tools and equipment, and procedures for their safe use and maintenance.

Assessment Conditions

The following resources must be made available:

- manual or automatic or all wheel drive (AWD) four-wheel drive
- access to a water crossing and rugged terrain with safe entry into and out of a waterway, shallow run-ins and a firm base
- locations that minimise the impact on the environment
- personal protective equipment required for performing complex 4x4 operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3216 Fell trees manually (intermediate)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess, plan and safely carry out manual felling of intermediate trees using a chainsaw. This unit covers the felling procedures for trees with a level of complexity that requires significant tree assessment and practical felling skills.

Individuals competent in this unit should be able to effectively fell most trees, except advanced trees and/or those with significant defects and/or characteristics that cause excessive complexity.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and weight distribution that can be assessed and readily adapted to falling direction with the use of wedges and/or controlled with hinge wood of a larger size than typical for the local environment
- limited visible damage or defect
- multi-stems
- forward lean, backward lean or side lean
- small or medium size diameter trees that can be safely felled with intermediate felling techniques
- dead trees with minimal visible damage or defects that do not add significant complexity to the cutting technique
- various dimensions relative to other trees when working in a forest environment
- in local site conditions that add additional complexity to the felling operation, including site conditions that impact the working position of the operator or the natural direction of fall of the tree.

The unit applies to individuals who fell intermediate trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management (FGM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for felling	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with felling intermediate trees 1.4 Identify, assess and determine felling requirements of trees to be felled according to work order or instruction 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment
2. Assess site conditions and surroundings	2.1 Inspect site for conditions likely to affect safe implementation of felling activities 2.2 Identify and report site environmental conditions to appropriate personnel 2.3 Determine fall zone and implement control measures to minimise risks and hazards in the zone according to safe work procedures 2.4 Monitor location and activity of other personnel on the work site, and implement control measures according to workplace safety procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Assess tree and plan felling	3.1 Identify trees considered outside own skill level, and seek assistance from appropriate personnel where required 3.2 Assess tree visually to identify felling characteristics 3.3 Confirm tree is safe to fell 3.4 Assess trees and site to determine complexity of felling requirements 3.5 Assess and progressively plan tree-felling sequence for individual trees 3.6 Assess and check required felling direction and possible deviation 3.7 Plan sequence of cuts to fell tree according to standard felling procedures 3.8 Assess need, safety and suitability of an industry approved technique and associated equipment to control tree fall 3.9 Identify suitable escape routes, and clear growth and other obstacles according to environmental care principles and workplace procedures
4. Apply tree-felling techniques	4.1 Apply an industry approved technique and equipment to ensure that the tree falls in the direction of the scarf cut 4.2 Fell individual trees using planned and appropriate techniques according to the current Australian Standard and industry code of practice at a safe distance from other personnel in the work area 4.3 Adjust cutting technique in response to movement and condition of tree 4.4 Maintain accuracy of cuts and consistency with the cutting technique 4.5 Use planned escape route when tree starts to fall, and monitor the fall of the tree until all movement has stopped 4.6 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen or is stable enough to allow safe access back into the felling area 4.7 Identify procedures for removal of trees that are hung-up if safe to do so 4.8 Dispose of waste materials according to environmental and operational requirements
5. Maintain chainsaw	5.1 Follow workplace health and safety procedures and manufacturer

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and cutting attachments	instructions to lock out equipment 5.2 Inspect chainsaw on completion of activities 5.3 Inspect for damage to chainsaw and cutting attachments, and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations if required 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Read workplace documentation and correctly identify work requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length and diameter of felled trees

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPFGM3216 Fell trees manually (intermediate)	FWPFGM3212 Fall trees manually (intermediate)	Reworded and added new Performance Criteria Added a new Element	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Updated Foundation Skills, Performance Evidence, Knowledge Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3216 Fell trees manually (intermediate)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of six intermediate trees. This must include demonstration of:

- two different scarf cutting techniques
- two different back cutting techniques, which must be for either forward leaning, side leaning or back leaning trees
- applying, on one occasion, an industry approved technique, such as the use of wedges, to ensure that the tree falls in the direction of the scarf cut.

The scarfing methods must be selected from the following:

- Standard
- Humboldt
- 90 degree scarf
- V scarf.

In performing all cuts, the individual must have complied with the following criteria:

- direction – the scarf must be in the direction of the desired fell
- depth – the depth of the scarf is 1/4 to 1/3 of the diameter of the tree
- size (width) of opening – 2/3 across the front of the tree
- top and bottom scarf cuts – the two cuts should meet without overcutting or undercutting, the scarf line is level and the scarf line is at 90 degrees to the intended direction of fall
- back cut height – the back cut is level and above the scarf line by about 1/10 of the tree diameter
- hinge wood thickness is about 1/10 of the tree diameter.

In completing this work, the individual must demonstrate that, for each tree, the felling technique was consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

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There must also be evidence that the individual has inspected and carried out routine maintenance on one occasion on one chainsaw and its cutting attachments according to manufacturer requirements.

This work must comply with workplace policy and procedures and current workplace health and safety legislation and regulations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree felling operations
- hazards and risks related to felling trees with chainsaws, and methods to minimise associated risks:
  - physical conditions of the site
  - unsafe/hazardous trees
  - fire and other emergency situations
  - overhead and underground services
  - nearby structures
  - standing vegetation in the intended direction of fall
  - falling branches
  - weather conditions
  - impediments of escape routes
  - vehicle and traffic access
  - people on or near worksite
  - machinery on or near worksite
  - carrying and transporting a chainsaw
  - user fatigue
- hazards related to maintaining chainsaws, and methods to minimise associated risks
- features of unsafe/hazardous intermediate trees and defects of trees and how they affect tree felling activities
- types and purposes of cuts to fell intermediate trees:
  - scarf cuts
  - back cuts using different methods to provide hinge wood and wedges to maintain control of tree
- characteristics of intermediate trees
- methods used to identify intermediate trees:
  - that contain hazards and are deemed unsafe to fell
  - that are considered outside own skill level
  - where cuts made may lead to loss of control of tree in felling
- methods used to remove trees that are hung up, and procedures for removal
- methods for assessing chain condition

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- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- workplace procedures specific to felling trees with chainsaws:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures
  - communication reporting lines
  - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for felling trees with chainsaws:
  - protection of natural and cultural assets
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
  - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - tools and equipment to fell trees
  - PPE required in tree felling operations
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to tree felling and chainsaw operations
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3217 Fell trees manually (advanced)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess, plan and safely carry out manual felling of advanced trees using a chainsaw. This unit covers the felling procedures for advanced trees with a level of complexity that requires significant tree assessment and advanced practical felling skills.

Individuals competent in this unit should be able to effectively fell trees of any size, species and condition, including those with significant defects and characteristics that cause excessive felling complexity, that are deemed safe to fell.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and weight distribution that adds significant complexity yet can be assessed and adapted to site requirements
- large diameter trees, but not exclusively, that can be safely felled with complex felling techniques heavy forward lean
- lean in a direction away from the fall zone or side-leaning to the available fall zone
- damage or defect that requires complex felling techniques, including trees with visible lightning damage, burnt out trees and those with fire damaged butts
- hung up trees that can be removed safely
- multi-legged, hollow butts, culls and stags
- species prone to free splitting and adverse reactions during felling
- complex multi-stems
- terrain, slope and environment that can add significant complexity to the operation.

The unit applies to individuals who fell advanced trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

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Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management (FGM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for felling	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with felling advanced trees 1.4 Identify, assess and determine felling requirements of trees to fell according to work order or instruction 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Assess site conditions and surroundings	2.1 Inspect site for conditions likely to affect safe implementation of felling activities 2.2 Identify and report site environmental conditions to appropriate personnel 2.3 Determine fall zone and implement control measures to minimise risks and hazards in the zone according to safe work procedures 2.4 Monitor location and activity of other personnel on the work site, and implement control measures according to workplace safety procedures
3. Assess tree and plan felling	3.1 Identify trees considered outside own skill level, and seek assistance from appropriate personnel where required

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.2 Assess tree visually to identify felling characteristics 3.3 Assess trees and site to determine complexity of felling requirements 3.4 Confirm tree is safe to fell 3.5 Assess and progressively plan tree-felling sequence for individual trees 3.6 Assess and check required felling direction and possible deviation 3.7 Plan suitable escape routes, and clear routes of growth and other obstacles according to environmental care, workplace and regulatory requirements 3.8 Plan sequence of cuts to fell tree according to standard felling procedures 3.9 Assess need, safety and suitability of an industry approved technique and associated equipment to control tree fall 3.10 Confirm planned escape route according to workplace procedures
4. Apply tree-felling techniques	4.1 Fell individual trees using planned and appropriate techniques according to current Australian Standards and industry codes of practice at a safe distance from other personnel, machinery, infrastructure and other assets in the work area 4.2 Apply an industry approved technique and equipment to ensure that the tree falls in the direction of the scarf 4.3 Adjust cutting technique in response to movement and condition of tree 4.4 Use planned escape route when tree starts to fall, and monitor the fall of the tree until all movement has stopped 4.5 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen or is stable enough to allow safe access back into the felling area 4.6 Identify procedures for removal of trees that are hung-up if safe to do so 4.7 Dispose of waste materials according to environmental and operational requirements
5. Maintain chainsaw	5.1 Follow workplace health and safety procedures and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and cutting attachments	manufacturer instructions to lock out equipment 5.2 Inspect chainsaw on completion of activities 5.3 Inspect for damage to chainsaw and cutting attachments, and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length and diameter of felled trees

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPFGM3217 Fell trees manually (advanced)	FWPFGM3213 Fall trees manually (advanced)	Updated Application Reworded and added new Performance Criteria	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Added a new Element Updated Foundation Skills, Performance Evidence, Knowledge Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3217 Fell trees manually (advanced)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of six advanced trees following workplace policies and procedures and current workplace health and safety legislation and regulations.

In completing this work, the individual must demonstrate that, for each tree, the felling technique used was appropriate and consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

There must also be evidence that the individual has inspected and carried out routine maintenance on one chainsaw and its cutting attachments on one occasion according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree felling operations
- hazards and risks related to felling trees with chainsaws, and methods to minimise associated risks:
  - physical conditions of the site
  - unsafe/hazardous trees
  - fire and other emergency situations
  - overhead and underground services
  - nearby structures
  - standing vegetation in the intended direction of fall
  - falling branches
  - weather conditions

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  - impediments of escape routes
  - vehicle and traffic access
  - people on or near worksite
  - machinery on or near worksite
  - carrying and transporting a chainsaw
  - user fatigue
- hazards related to maintaining chainsaws, and methods to minimise associated risks
- features of unsafe/hazardous advanced trees and defects of trees and how they affect tree felling activities
- types and purposes of cuts to fell advanced trees:
  - scarf cut
  - back cut using different methods to provide hinge wood and wedges to maintain control of tree
- characteristics of advanced trees
- methods used to identify advanced trees:
  - that contain hazards and are deemed unsafe to fell
  - that are considered outside own skill level
  - where cuts made may lead to loss of control of tree in felling
- methods used to remove trees that are hung up, and procedures for removal
- methods for assessing chain condition
- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- workplace procedures specific to felling trees with chainsaws:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures
  - communication reporting lines
  - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for felling trees with chainsaws:
  - protection of natural and cultural assets
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
  - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - tools and equipment to fell trees
  - PPE required in tree felling operations
  - communication system
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to tree felling and chainsaw operations
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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HLTAID002 Provide basic emergency life support

Modification History

Release	Comments
Release 4	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 3	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Changes to evidence requirements relative to revised scope of unit.

Application

This unit describes the skills and knowledge required to recognise and respond to life-threatening emergencies in line with the Australian Resuscitation Council (ARC) Guidelines.

This unit applies to all workers who may be required to provide an emergency response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation
	1.2 Identify, assess and minimise immediate hazards to health and safety of self and others
	1.3 Assess the casualty and recognise the need for first aid response
	1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with ARC guidelines
	2.2 Provide first aid in accordance with established first aid principles
	2.3 Display respectful behaviour towards casualty
	2.4 Obtain consent from casualty where possible
	2.5 Use available resources and equipment to make the casualty as comfortable as possible
	2.6 Operate first aid equipment according to manufacturer's instructions
	2.7 Monitor the casualty's condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services
	3.2 Report details of incident to workplace supervisor as appropriate
	3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID002 Provide basic emergency life support

Modification History

Release	Comments
Release 4	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 3	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Changes to evidence requirements relative to revised scope of unit.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

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  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting, including:
  - demonstrated safe manual handling techniques
  - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - choking and airway obstruction
  - respiratory distress, including asthma
  - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC Guidelines relevant to provision of CPR and first aid
  - safe work practices to minimise risks and potential hazards
  - Infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations, including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements
  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- considerations when providing basic emergency life support, including:
  - airway obstruction due to body position

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  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
- principles and procedures for first aid management of the following scenarios:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - cardiac conditions, including chest pain
  - chocking and airway obstruction
  - respiratory distress, including asthma
  - shock
  - stroke
- basic anatomy and physiology relating to:
  - considerations in provision of first aid for specified conditions
  - chest
  - how to recognise a person is not breathing normally
  - response/consciousness
  - upper airway and effect of positional change

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandage
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form
- wound dressing

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Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

In addition hold current first aid certificate HLTAID003 or higher.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation
	1.2 Identify, assess and manage immediate hazards to health and safety of self and others
	1.3 Assess the casualty and recognise the need for first aid response
	1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
	2.2 Provide first aid in accordance with established first aid principles
	2.3 Display respectful behaviour towards casualty
	2.4 Obtain consent from casualty where possible
	2.5 Use available resources and equipment to make the casualty as comfortable as possible
	2.6 Operate first aid equipment according to manufacturer’s instructions
	2.7 Monitor the casualty’s condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services
	3.2 Report details of incident to workplace supervisor as appropriate
	3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
	4.2 Participate in debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Performance Evidence

e candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:

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  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
  - conducted a visual and verbal assessment of the casualty
  - demonstrated safe manual handling techniques
  - post-incident debrief and evaluation
  - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - choking and airway obstruction
  - envenomation, using pressure immobilisation
  - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
  - respiratory distress, including asthma
  - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC Guidelines relevant to provision of CPR and first aid
  - safe work practices to minimise risks and potential hazards
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements

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  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- considerations when providing first aid including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
  - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
  - abdominal injuries
  - allergic reaction
  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - burns
  - cardiac conditions, including chest pain
  - choking and airway obstruction
  - crush injuries
  - diabetes
  - dislocations
  - drowning
  - envenomation
  - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
  - eye and ear injuries
  - fractures
  - febrile convulsions
  - head, neck and spinal injuries
  - minor skin injuries
  - needle stick injuries
  - poisoning and toxic substances
  - respiratory distress, including asthma
  - seizures, including epilepsy
  - shock
  - soft tissue injuries, including strains and, sprains
  - stroke

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  - unconsciousness
- basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest
  - response/consciousness
  - upper airway and effect of positional change
  - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandages
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form for written reports
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID005 Provide first aid in remote situations

Modification History

Release	Comments
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Minor changes to formatting to improve readability.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the New Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment, including use of contextualised remote scenarios.

Application

This unit describes the skills and knowledge required to provide first aid response and emergency life support to a casualty in a remote and/or isolated situation.

The unit applies to workers who may be required to prepare for and provide a first aid response in locations beyond the reach of timely medical assistance.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to a remote emergency situation	1.1 Plan for isolated travel or work if required, accounting for expected contingencies
	1.2 Recognise an emergency situation
	1.3 Identify, assess and manage immediate hazards to health and safety of self and others
	1.4 Assess the casualty and recognise the need for first aid response
	1.5 Assess the situation and evaluate options for medical assistance
	1.6 Evaluate options for transporting casualty or waiting for medical assistance in relation to environmental issues, risks, transport availability and casualty condition
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
	2.2 Provide first aid in accordance with established first aid principles
	2.3 Display respectful behaviour towards casualty
	2.4 Obtain consent from casualty where possible
	2.5 Use available resources and equipment to make the casualty as comfortable as possible
	2.6 Operate first aid equipment according to manufacturer’s instructions
	2.7 Monitor the casualty’s condition and respond in accordance with first aid principles
3. Manage the incident	3.1 Seek assistance from others present to manage incident circumstances
	3.2 Establish communication links with emergency response services and convey incident details
	3.3 Report details of casualty condition, changes in

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
	condition, management and responses
	3.4 Assist in the evacuation of the casualty by following directions given by emergency response services as required
	3.5 Maintain confidentiality of records and information in line with statutory and/or organisational policies
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
	4.2 Participate in debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID005 Provide first aid in remote situations

Modification History

Release	Comments
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Minor changes to formatting to improve readability.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the New Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment, including use of contextualised remote scenarios.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

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  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least three simulated first aid scenarios contextualised to the candidate's remote and/or isolated situation:
  - demonstrated safe manual handling techniques
  - conducted a visual and verbal secondary survey assessment of the casualty
  - assessed vital signs, including respirations, pulse and temperature
  - post-incident debrief and evaluation
  - provided an accurate verbal and written report of the incident
- Applied first aid response in a remote situation for the following:
  - allergic reaction
  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - choking and airway obstruction
  - envenomation, using pressure immobilisation
  - environmental impacts, including hypothermia, hyperthermia, dehydration and heat stroke
  - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
  - head, neck and spinal injuries, using immobilisation principles
  - respiratory distress, including asthma
  - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC guidelines relevant to provision of CPR and first aid
  - safe work practices to minimise risks and potential hazards
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:

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  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements
  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- considerations when providing first aid, including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
  - how to conduct a visual and verbal secondary survey assessment
  - assessment and interpretation of vital signs, including respirations, temperature and pulse
- principles and procedures for first aid management of the following scenarios, contextualised to the candidate's remote and/or isolated situation:
  - abdominal injuries
  - allergic reaction
  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - burns
  - cardiac conditions, including chest pain
  - choking and airway obstruction
  - crush injuries
  - diabetes
  - dislocations
  - drowning
  - envenomation
  - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
  - eye and ear injuries
  - febrile convulsions
  - fractures
  - head, neck and spinal injuries
  - minor skin injuries
  - needle stick injuries

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  - poisoning and toxic substances
  - respiratory distress, including asthma
  - seizures, including epilepsy
  - shock
  - soft tissue injuries, including sprains and strains
  - stroke
  - unconsciousness
- remote considerations in the provision of first aid, including:
  - typical hazards and strategies for preparing supplies to address contingencies
  - management options relating to transporting casualty, including aero-medical evacuation
  - how to identify and prepare areas for safe evacuation, including aero-medical evacuation
  - how and when to access emergency response services
  - communication systems, equipment and methods available in remote situations
  - priorities of management in first aid when dealing with life-threatening conditions
  - specific considerations contextualised to alpine, desert, marine, rural/remote settings and tropical environments
- basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest
  - response/consciousness
  - upper airway and effect of positional change
  - considerations in provision of first aid for specified conditions, including specific considerations for remote settings

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

- Assessment resources must include:
  - adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
  - adrenaline auto-injector training device
  - AED training device
  - placebo bronchodilator and spacer device
  - roller bandages
  - thermometer
  - triangular bandages
  - workplace First Aid kit suitable for remote locations

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- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID006 Provide advanced first aid

Modification History

Release	Comments
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Minor changes to formatting to improve readability.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of embedded content from HLTFA412A Apply First Aid. New evidence requirements for assessment. Removal of pre-requisite unit.

Application

This unit describes the skills and knowledge required to provide an advanced first aid response, including management of the incident and other first aiders, until the arrival of medical or other assistance.

The unit applies to workers who may be required to provide, coordinate and manage a first aid response across a range of complex situations, including community and workplace settings.

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Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation
	1.2 Identify, assess and manage immediate hazards to health and safety of self and others
	1.3 Assess the casualty and recognise the need for first aid response
	1.4 Assess the situation and seek assistance from emergency response services
	1.5 Deploy resources to appropriate locations as required in line with workplace procedures
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
	2.2 Provide first aid in accordance with established first aid principles
	2.3 Display respectful behaviour towards casualty
	2.4 Obtain consent from casualty where possible
	2.5 Use available resources and equipment to make the casualty as comfortable as possible
	2.6 Operate first aid equipment according to manufacturer’s instructions
	2.7 Monitor the casualty’s condition and respond in accordance with first aid principles

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
3. Coordinate first aid activities until arrival of medical assistance	3.1 Identify available resources required and establish communication links with appropriate personnel, emergency management services and medical assistance as appropriate
	3.2 Deploy correct amount of required resources to appropriate locations in an effective manner to ensure timely arrival
	3.3 Document the provision of resources and recommend modifications as required
	3.4 Monitor the condition of casualties in accordance with first aid principles and workplace procedures
	3.5 Coordinate evacuation of casualties according to relevant evacuation procedures
	3.6 Arrange support services for personnel involved in the incident in accordance with relevant principles and procedures
4. Communicate details of the incident	4.1 Accurately convey incident details to emergency response services
	4.2 Report details of incident in line with organisational policies
	4.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies
5. Evaluate the incident and own performance	5.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
	5.2 Participate in debriefing to address individual needs
	5.3 Evaluate management of the incident and develop an action plan in consultation with relevant parties
	5.4 Review contingency planning to identify and select alternative management principles and procedures as required

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID006 Provide advanced first aid

Modification History

Release	Comments
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome.
Release 2	Minor changes to formatting to improve readability.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of embedded content from HLTFA412A Apply First Aid. New evidence requirements for assessment. Removal of pre-requisite unit.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- followed DRSABCD in line with ARC guidelines, including:

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  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - performed at least 2 minutes of Bag-valve-mask ventilation and at least 2 minutes of compression during a two rescuer procedure on an adult resuscitation manikin placed on the floor
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed the prompts of a Automated External Defibrillator (AED)
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
  - demonstrated safe manual handling techniques
  - conducted a visual and verbal secondary survey assessment of the casualty
  - assessed vital signs (respirations, pulse and temperature)
  - communicated effectively with a first aid team providing direction and coordination of other first aiders
  - post-incident debrief and evaluation
  - provided an accurate verbal and written report of the incident
- applied first aid procedures for the following:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - choking and airway obstruction
  - conducted a basic triage for multiple casualty incident
  - envenomation (using pressure immobilisation)
  - fractures, sprains and strains (using arm slings, roller bandages or other appropriate immobilisation principles)
  - head, neck and spinal injuries (using immobilisation principles)
  - respiratory distress - including asthma
  - seizures - including epilepsy
  - shock
- located and interpreted workplace policies and procedures

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Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC guidelines relevant to provision of CPR and first aid
  - guidelines of Australian national peak clinical bodies
  - safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - capabilities of emergency management services
  - consent
  - duty of care requirements
  - importance of debriefing
  - own skills and limitations
  - legal requirements of administration of medication and the rights and responsibilities of the First Aider in the workplace regarding medication
  - privacy and confidentiality requirements
  - respectful behaviour towards a casualty
- considerations when providing first aid including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - assessment and interpretation of vital signs, including respirations, temperature and pulse
  - chain of survival
  - how to conduct a visual and verbal secondary survey assessment of casualty
  - priorities of management in first aid when dealing with life-threatening conditions
  - procedures for dealing with casualties who are aged or infirmed
  - procedures for dealing with major and minor accidents in the workplace
  - procedures when providing first aid to children
  - standard precautions
- principles and procedures for first aid management of the following scenarios, including complications:
  - abdominal injuries
  - allergic reaction

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    - anaphylaxis
    - basic care of a wound
    - bleeding control
    - burns, including thermal, chemical, friction and electrical
    - cardiac conditions, including chest pain
    - choking and airway obstruction
    - crush injuries
    - diabetes
    - drowning
    - emergency childbirth
    - envenomation
    - environmental impact including hypothermia, hyperthermia, dehydration and heat stroke
    - eye and ear injuries
    - febrile convulsions
    - head, neck and spinal injuries
    - levels of consciousness
    - needle stick injuries
    - poisoning and toxic substances
    - respiratory distress, including asthma
    - seizures, including epilepsy
    - shock
    - skin injuries
    - soft tissue musculoskeletal, including injuries including sprains, strains, dislocations and fractures
    - stroke
    - substance misuse, including common drugs and alcohol, including illicit drugs
- basic anatomy and physiology relating to:
    - how to recognise a person is not breathing normally
    - chest, skeleton, joints and muscles
    - response/level of consciousness
    - upper airway and effect of positional change
    - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

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- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device.
- bag-valve-mask
- eye patch
- placebo bronchodilator and spacer device
- roller bandages
- thermometer
- triangular bandages
- workplace first Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID007 Provide advanced resuscitation

Modification History

Release	Comments
Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome
Release 2	Updated mapping information.
Release 1	This version was released in HLT Health Training Package release 1.0 and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of embedded content from HLTFA404C. Removal of analgesic gases. New evidence requirements for assessment. Removal of prerequisite unit.

Application

This unit describes the skills and knowledge required to use specialised equipment in the provision of resuscitation in line with the Australian Resuscitation Council (ARC) guidelines.

This unit applies to workers who may be required to use specialised equipment to provide resuscitation in a range of complex situations, include community and workplace settings.

Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory Work Health and Safety Regulatory Authority.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and manage immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for advanced resuscitation response 1.4 Assess the situation and seek assistance from emergency response services where required
2. Perform advanced resuscitation	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with ARC guidelines 2.2 Provide supplemental oxygen 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Monitor casualty condition and rectify issues preventing adequate treatment
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident in line with organisational policies 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 4.2 Participate in debriefing to address individual needs 4.3 Check, maintain and clean equipment ready for future use

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID007 Provide advanced resuscitation

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Release 5	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 4	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 3	Updated mapping information. Equivalent outcome
Release 2	Updated mapping information.
Release 1	This version was released in HLT Health Training Package release 1.0 and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of embedded content from HLTFA404C. Removal of analgesic gases. New evidence requirements for assessment. Removal of prerequisite unit.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

The demonstrated evidence is performed in line within state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures.

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- Followed DRSABCD in line with ARC guidelines, including:
  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - performed at least 2 minutes of bag-valve-mask ventilation and at least 2 minutes of compression on an adult resuscitation manikin placed on the floor
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed the prompts of an Automated External Defibrillator (AED)
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- conducted a visual and verbal secondary survey assessment of the casualty
- assessed vital signs (respirations, pulse and temperature)
- responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
  - demonstrated safe manual handling techniques
  - clearing the airway using a suction device
  - post-incident debrief and evaluation
  - provided an accurate verbal and written report of the incident
- selected and inserted an oropharyngeal airway adjunct
- administered oxygen to an unconscious/conscious casualty, including:
  - selected and prepared correct oxygen equipment
  - administered oxygen safely at correct flow rate
- monitored and coordinated maintenance of resuscitation equipment
  - dismantling
  - storage
  - disposal
  - cleaning and decontamination
  - checking and diagnosis of faults
- located and interpreted workplace policies and procedures
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

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- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC guidelines relevant to provision of CPR
  - guidelines of Australian national peak clinical bodies
  - safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace or community considerations including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - capabilities of emergency management services
  - consent
  - duty of care requirements
  - importance of debriefing
  - legal requirements of administration of medication and the rights and responsibilities of the First Aider in the workplace regarding medication
  - own skills and limitations
  - privacy and confidentiality requirements
  - respectful behaviour towards a casualty
- considerations when performing resuscitation including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - assessment and interpretation of vital signs (respirations, temperature and pulse)
  - benefits, contraindications and complications with the use of an oropharyngeal airway
  - chain of survival
  - how to conduct a visual and verbal secondary survey assessment
  - standard precautions
- considerations when providing supplementary oxygen, including:
  - benefits, contraindications and complications of providing oxygen to a casualty and of providing suction during the application of advanced resuscitation techniques
  - complications with the use of a bag-valve-mask device and suitable strategies to minimise these
  - selection and operation of oxygen masks and other appropriate delivery devices
- basic anatomy, physiology and toxicology as it relates to the provision of advanced resuscitation, including:
  - basic electrical activity associated with normal and abnormal heart rhythm
  - how to recognise a person is not breathing normally
  - relevant organs of the cardio pulmonary system and their operation

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  - response/level of consciousness
  - upper airway and effect of positional change
- methods for cleaning, replenishing, recharging and maintaining resuscitation and oxygen equipment including:
  - actions to rectify problems
  - procedures to ensure operational readiness
  - storage, cleaning, decontamination and safe disposal of consumables
  - troubleshooting to identify minor and major faults
  -

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- airway model suitable for insertion of an oropharyngeal airway
- Automated External Defibrillator (AED) training device.
- bag-valve-mask
- oropharyngeal airway adjunct
- oxygen resuscitation system with oxygen cylinder
- selection of oxygen masks with tubing; nasal cannula, therapy mask, resuscitation mask with oxygen port
- thermometer
- suction device
- workplace incident, injury, trauma or illness record or other appropriate workplace incident report form.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTWHS006 Manage personal stressors in the work environment

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements.

Application

This unit describes the skills and knowledge required to maintain health and wellbeing by preventing and managing personal stress.

This unit applies to work in a range of health and community services settings, in particular work roles that operate in high stress situations and circumstances.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
1. Develop strategies to manage personal stress	1.1 Recognise sources of stress in own job role 1.2 Recognise triggers and own response to stress 1.3 Identify strategies to effectively prevent, reduce and manage stress 1.4 Identify internal and external options and resources for

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	additional support
	1.5 Develop a personal stress management plan that responds to identified stressors and triggers
2. Implement stress management strategies	2.1 Use strategies from personal stress management plan that address personal triggers and stressors
	2.2 Organise own workload to minimise stress and inform relevant personnel of any variations and difficulties affecting work requirements
	2.3 Identify and adopt strategies to balance work/life priorities
3. Evaluate stress reducing strategies	3.1 Monitor and review effectiveness of stress management strategies
	3.2 Adjust strategies not meeting the desired outcome and recognise when additional resources and/or support is needed
	3.3 Access internal or external options and resources for additional support to meet desired outcomes of the stress management plan

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to *performance.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTWHS006 Manage personal stressors in the work environment

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- developed, implemented and reviewed 1 personal stress management plan that includes identified sources, triggers and responses to stress
- used strategies from personal stress management plan to manage 2 stressful situations in the workplace involving colleagues and/or clients

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- sources of stress and how they manifest in health and/or community services work environment including:
  - complex client behaviour (emotional, aggressive, cognitive deficit, non-compliance)
  - grief and loss experienced by workers
  - exposure to stressful working conditions and stressful incidents
- work planning and prioritisation techniques e.g. time management strategies
- legal rights relating to the Fair Work Act
- services available for referral, both within the organisation and in the community e.g. informal/formal debriefing sessions and/or workplace counselling

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- self-care techniques including:
  - impact of exercise, diet and nutrition on physical health
  - work/life balance strategies
  - complementary and alternative health options

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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ICTICT103 Use, communicate and search securely on the internet

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to connect to the internet, securely send and receive emails, search the internet using web browsers and interact securely and in a socially responsible manner with a range of different internet sites.

It applies to individuals who use business technology to perform a range of routine tasks in the workplace or home office with limited responsibility.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Connect to and access the internet	1.1 Connect to internet via existing internet connection and confirm functionality 1.2 Open internet browser and set home page of personal choice by setting internet options 1.3 Ensure internet browser software security 1.4 Adjust display of the internet browser to suit personal requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Modify toolbar to meet user and internet browser needs 1.6 Access a particular website, note privacy and other conditions of use, and retrieve data 1.7 Use socially responsible behaviour when sharing information on the internet 1.8 Enter uniform resource locator (URL) in address line of internet browser
2. Use email for communications	2.1 Open email application package, create new email message and add addressees 2.2 Compose text of an email message according to organisational guidelines, and spell check and edit text as required 2.3 Create and add an automatic signature for the user 2.4 Attach files to email message where required 2.5 Determine and set priority and send email message 2.6 Reply to and forward a received message using available features 2.7 Open and save an attachment to the relevant folder 2.8 Search for, sort and save email message using available settings 2.9 Adjust email accounts to restrict and quarantine possible email security problems 2.10 Print email message as required
3. Search the internet	3.1 Review organisational guidelines on internet access 3.2 Open internet application and locate and access a search engine on the internet, and define search expressions based on data required 3.3 Enter appropriate key words into the search engine to locate desired information 3.4 Refine a search depending on outcomes of original search 3.5 Save search expression results and present them in a report according to information requirements 3.6 Create a bookmark within the internet browser or a link for the required web page for the key results 3.7 Save key results in a bookmark folder 3.8 Modify internet browser options for printing and print a

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ELEMENT	PERFORMANCE CRITERIA
	web page 3.9 Close internet browser
4. Access and use consumer specific sites on the internet	4.1 Identify, access and review information specific sites to gain consumer information 4.2 Identify and use internet application sites to lodge details and gain access and information 4.3 Access and use online forms on the internet
5. Undertake online transactions	5.1 Access online transaction site 5.2 Ensure security of transaction site 5.3 Enter required information into fields on merchant's website 5.4 Ensure pop-up dialog boxes, prompts or feedback mechanisms are completed 5.5 Enter, check and make changes to preferred transaction options 5.6 Complete online transaction 5.7 Record and archive receipts according to business processes 5.8 Close down and leave transaction process
6. Conduct an advanced search	6.1 Use search tools and advanced search features 6.2 Use Boolean search techniques when required to enhance the search 6.3 Use multiple or meta-search tools with a range of key words 6.4 Use search engines particular to a field of knowledge to refine the outcome 6.5 Access related virtual community sites and newsgroups, and note their objectives and operational arrangements 6.6 Conduct a search with domain names to refine the search
7. Use information that has been located	7.1 Cross reference information found by using several websites to determine accuracy of information 7.2 Check date that website was last updated or properties of website to determine currency of information 7.3 Determine website authority by looking at copyright statements, privacy statements and organisational information 7.4 Save and print information found in different file forms

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 1.6, 2.1, 2.6-2.8, 3.1, 3.2, 4.1-4.3, 5.1, 5.2, 5.4, 5.5, 6.5, 7.1-7.3	• Interprets textual information and instructions to efficiently undertake the task
Writing	2.1-2.3, 3.5, 5.3, 5.4, 5.7	• Uses required format to accurately enter information specific to requirements • Composes short and specific messages using format, grammar and language appropriate to audience
Navigate the world of work	1.7	• Understands main responsibilities and boundaries of own role
Get the work done	1.1-1.8, 2.1, 2.3-2.10, 3.2-3.9, 4.1-4.3, 5.1-5.8, 6.1-6.6, 7.4	• Plans routine tasks with familiar goals and outcomes, taking limited responsibility for decisions regarding sequencing • Understands the purpose and specific functions of common digital tools used in work contexts • Recognises and responds to common operational problems when using web browsers • Takes responsibility for routine low-impact decisions within familiar situations • Implements basic security requirements related to own tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT103 Use, communicate and search securely on the internet	ICAICT103A Use, communicate and search securely on the internet	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT103 Use, communicate and search securely on the internet

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- connect to and access the internet
- send and receive emails
- secure internet access and email communications
- use search tools to locate information
- use different internet search techniques
- research and select appropriate website
- undertake online transactions
- assess the accuracy, currency, authority and reliability of the site and information located.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must :

- list basic technical terminology related to reading help files and prompts
- describe the basics of copyright and privacy statements
- explain different types of messages that occur, including error messages and messages to install plug-ins
- list different types of search engines and web browsers
- list procedures for using email applications
- list procedures for evaluating and assessing the authority, reliability and authenticity of information
- outline internet search functions
- describe internet speed and traffic loads related to times of accessing the internet
- describe the makeup and structure of internet addresses

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- list organisational guidelines on internet and email use (web etiquette or netiquette)
- describe business process related to online transactions
- describe web browser update techniques
- explain what key words and bookmarks are used for.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a personal computer or digital device with internet
- search engines currently used in industry
- organisational policies on internet usage.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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ICTICT214 Operate application software packages

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to identify, select and operate commercial software packages, including a word-processing and a spreadsheet application package.

It applies to individuals who utilise different software applications within a small to large office environment to produce diverse documents.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate software packages	1.1 Set up workstation according to work health and safety standards and organisational requirements 1.2 Determine word-processing software task requirements 1.3 Determine spreadsheet software task requirements 1.4 Determine software application according to task requirements 1.5 Identify document purpose, audience and presentation requirements and clarify with required personnel
2. Use word-processing software	2.1 Identify document purpose, audience and presentation requirements and clarify with required personnel 2.2 Determine text-based business document style guide

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ELEMENT	PERFORMANCE CRITERIA
	requirements 2.3 Finalise documents using software and technical functions and formatting according to task requirements 2.4 Name, save and print to a Portable Document Format (PDF) according to task requirements
3. Use spreadsheet software	3.1 Identify document purpose, audience and presentation requirements and clarify with personnel as required 3.2 Enter formulas and functions and customise spreadsheet settings according to task requirements 3.3 Name, save and print to PDF document according to task requirements
4. Use third application software package	4.1 Select software application package according to task requirements 4.2 Determine purpose, audience and presentation requirements 4.3 Use technical functions, other data and formatting to finalise document 4.4 Name, save and print to PDF document according to task requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Adds, subtracts, multiplies and divides whole numbers and decimals, identifying and selecting formulas and functions to use • Applies order of operations in calculations
Oral communication	• Clarifies work requirements using required language, questioning and active listening techniques
Reading	• Interprets textual information and determines organisational standards and job requirements • Identifies and applies symbols, icons and text associated with applications software
Writing	• Enters both written and verbally received information and data into a format applicable to software application • Selects vocabulary, syntax, terminology, labelling and naming conventions applicable to program
Planning and	• Plans routine tasks with goals and outcomes, taking some limited

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Skill	Description
organising	responsibility in decisions regarding sequencing
Self-management	• Follows routine procedures in using digital technology and enters, stores and retrieves information directly applicable to own role
Technology	• Identifies and evaluates purposes, specific functions and key features of basic digital systems and tools • Operates digital systems and tools in completing routine tasks and adapting some functions

Unit Mapping Information

Supersedes and is equivalent to ICTICT203 Operate application software packages.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTICT214 Operate application software packages

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- produce three workplace documents using three different software packages including word processing, spreadsheets and one additional software application package on at least one occasion.

In the course of the above, the candidate must:

- apply workplace health and safety (WHS) principles and responsibilities
- follow organisational requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational application software packages
- technical terminology applicable to reading help files and responding to system help prompts
- industry standard business practices applicable to preparing reports using
- features and functions of commercial computing packages and of the industry standard software
- functions and features of Portable Document Formats (PDFs)
- import and export software functions
- document linking functions
- WHS principles and responsibilities
- purpose of input and output devices.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- required hardware device
- industry standard software
- documents detailing organisational style guide and policy
- data required in developing software application documents.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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LGACOM502B Devise and conduct community consultations

Modification History

LGACOM502B Release 2: Layout adjusted. Range statement edited.

LGACOM502B Release 1: Primary release.

Unit Descriptor

This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be

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consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Devise consultation strategies	1.1. A range of consultation strategies is identified and assessed for suitability. 1.2. ***Interested and affected parties*** are identified. 1.3. ***Resources*** required to conduct consultation are assessed. 1.4. ***Consultation strategies*** are chosen that ***enable and encourage relevant groups*** or individuals to be involved. 1.5. ***Legislative*** and council requirements are reviewed to ensure strategies meet all criteria.
2. Conduct consultations	2.1. ***Information*** is prepared that is clear, accurate and appropriate to the needs of all parties. 2.2. All people involved in conducting the consultations are briefed on the process of consultation and the parties involved. 2.3. ***Information is presented*** to affected parties at an appropriate time and place. 2.4. ***Access and equity*** requirements are implemented in the consultations. 2.5. Measures to expedite community consultation are taken to ensure consultation occurs within an identified time frame. 2.6. Consultation is undertaken in an orderly manner to ensure all viewpoints are canvassed.
3. Record, analyse and report on results	3.1. Public consultation responses and processes are formatted to enable informed decision making to proceed. 3.2. Appropriate suggestions for improvement are incorporated into design parameters. 3.3. Summaries of responses and adopted amendments are provided to interested parties to ensure public consultation is recognised. 3.4. Other issues raised during consultation are directed to relevant department or person to respond to community concern. 3.5. An accurate report on community consultation that includes recommendations is prepared to enable informed decision making to occur.

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ELEMENT	PERFORMANCE CRITERIA
	3.6. The overall effectiveness of the consultation process is reviewed and evaluated and action is taken where necessary.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- consultation, presentation, negotiation and report writing
- research
- planning and organising
- information gathering and analysis

Required Knowledge

- relevant council policies and procedures
- relevant legislation, including planning and anti-discrimination
- relevant sections of local government act
- access and equity issues
- strategies for consultation
- codes of conduct and ethics

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to devise and conduct community consultations where: • consultation ensures council's image or reputation is maintained or enhanced • community consultation produces valid and useful information

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Context of assessment	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the workplace environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence should be gathered over a period of time in a range of actual or simulated management environments.
Resource implications	Access to a range of real or simulated consultation processes including: • public and community meetings and forums • surveys and door knocks • appropriate communications equipment and aids such as overhead projectors and computer-based presentations

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Interested and affected parties may include:	• community groups • other authorities • individuals • emergency authorities (police, fire and ambulance) • private sector business interests • special interest groups • experts
Resources may include:	• human

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	• financial • locations
Consultation strategies may include:	• public meetings • phone-ins • questionnaires • informal gatherings • door knocks • council meetings
Enabling and encouraging relevant groups to be involved may include:	• physical accessibility • diverse language needs • culture, including Indigenous, youth and non-English speaking background • physical environment • number of people
Legislation may include:	• local government • anti-discrimination • planning
Information may include:	• written and oral records • anecdotes • reports • instructions • directions from supervisor or management • interviews • formal and informal team meetings •
Access and equity may include:	• subject matter • manner in which consultations are conducted • physical accessibility • community profile • •
Presentation of information may include:	• graphics • models • computer animations • video displays • overhead transparencies • handouts • display plans • interpreter service

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Unit Sector(s)

Common

Competency field

Competency Field

co-requisite unit/s

Co-requisite Unit/s

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LGAEHRH604B Develop and implement environmental health education promotion and awareness strategies

Modification History

LGAEHRH604B Release 2: Layout adjusted.

LGEEHRH604B Release 1: Primary release.

Unit Descriptor

This unit covers the development and delivery of environmental health awareness programs.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop environmental health education, promotion and awareness strategies	1.1 Goals and objectives for health education, promotion and awareness are established. 1.2 Information to assist in health needs analysis is identified, researched and collated. 1.3 Health surveys that identify ***public health needs*** are developed. 1.4 Existing services and strategies are reviewed and evaluated to ensure relevance. 1.5 Community networks are established and maintained to ensure broad exposure to local development needs.
2. Implement environmental health education, promotion and awareness strategies	2.1 Appropriate health education, promotion and awareness programs are developed based on community development needs and in accordance with council policy. 2.2 Programs are implemented using appropriate educational, promotional and awareness activities. 2.3 Health education, ***promotion*** and awareness ***programs*** are monitored and evaluated to assess performance against goals and objectives of the program.
3. Undertake entrepreneurial programs	3.1 The opportunity for an ***entrepreneurial program*** is identified from the market place. 3.2 The ***viability*** of a program is assessed by ***internal and external consultation***. 3.3 Reports are prepared for council with recommendations and supporting information. 3.4 The program is implemented and monitored to ensure objectives are met within budget, resources and time limitations. 3.5 The program is reviewed and assessed using consumer response and internal audits.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- program planning
- consulting with public
- budget management

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- presenting to public

Required Knowledge

- council structure, services and relevant policies
- health services
- health education policy
- promotional strategies

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated
Critical aspects of evidence to be considered	Goals and objectives of programs are achieved.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completing workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Competency must be demonstrated in all Elements across a range of variables relevant to council's size, location and strategic plan.
Resource implications	Access to a workplace or simulated case study that provides relevant equipment and materials such as videotapes and pamphlets.

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Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Public health needs may include special requirements of:	• ethnic or minority groups • demographic groups
Promotion programs may include:	• immunisation • nutrition • smoking • sun smart • mosquito control • sexually transmitted diseases • council • public health plan • public health policy • personal skill development • community action strengthening • supportive environments • reorienting services • behavioural and environmental adaptation • community development
Entrepreneurial programs may include:	• videotapes • slide tapes • hard copy • pamphlets • books • software • badges • ties • stickers • professional consultancy
Viability may include:	• profit or loss • break-even • community value
Internal and external consultation may include:	• staff • councillors • schools • police

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- experts
- community
- parents
- funding organisations
- relevant agencies, including welfare agencies
- regional groups
- hospitals
- medical institutes
- church groups
- industry and professional expertise
- government departments

Unit Sector(s)

Health and Environment

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LGAEHRR504C Implement public environmental health education programs

Modification History

LGAEHRR504C Release 2: Layout adjusted.

LGAEHRR504C Release 1: Primary release.

Unit Descriptor

This unit covers the development and delivery of public environmental health education, promotion and awareness strategies, including campaigns and programs.

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

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance within councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of council staff, elected members and management in protecting and managing the natural and built environment must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the

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Unit of Competency	Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop environmental health education, promotion and awareness strategies	1.1 Goals and objectives for health education, promotion and awareness are established in accordance with ***council requirements***. 1.2 Information to assist in needs analysis is identified, researched and collated. 1.3 Health surveys that identify ***community health needs*** are developed. 1.4 Existing services and strategies are reviewed and evaluated to ensure relevance. 1.5 Community networks are established and maintained to ensure broad exposure to local development needs.
2. Implement environmental health education, promotion and awareness strategies	2.1 Appropriate ***health education, promotion and awareness programs*** are developed and implemented based on community development needs and in accordance with council policy. 2.2 Programs are implemented using appropriate educational, promotional and awareness activities and responding to state ***legislative requirements***. 2.3 Health education, promotional and awareness programs are monitored and evaluated in conjunction with the community to assess performance in relation to program goals and objectives.
3. Undertake marketing programs	3.1 Opportunity for a ***marketing*** program is identified from the market place. 3.2 ***Viability*** of a program is assessed by ***internal and external consultation***. 3.3 Reports are prepared for management and council with recommendations and supporting information. 3.4 Marketing program is implemented and monitored to ensure objectives are met within budget, resource and time limitations. 3.5 Program is reviewed and assessed using consumer response and internal audits.

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Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- information gathering and research
- survey design
- cooperative and professional communication and interaction with a wide range of stakeholders
- problem solving and conflict management
- well developed and effective written communication
- implementation of promotional strategies
- program planning
- networking
- implementation of public consultation strategies
- implementation of program evaluation strategies
- participation in public presentations
- budget management
- monitoring own work and adjusting to meet agreed standards and expectations
- engaging in activities that promote own ongoing learning requirements, which may include maintaining current knowledge of legislation and common law
- using technology relevant to the job/role, which may include the use of computers and other relevant office technology

Required Knowledge

- council structure and services
- relevant council procedures
- relevant legislation and standards
- principles of positive interaction with diverse groups within the community
- community consultation and information strategies
- local health services and relevant professionals
- council's health education policy
- current and potential health issues affecting the community

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the performance criteria. The unit's skill and knowledge requirements must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the

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	performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to: • establish and maintain community networks • establish appropriate goals for health education, promotion and awareness in accordance with council requirements • develop, implement and evaluate appropriate health education, promotion and awareness programs • market, implement and monitor programs to ensure objectives are met • report, review and assess programs
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials, including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Competency must be demonstrated in all elements across a range of variables relevant to council's size, location and strategic plan.
Resource implications	Access to a workplace or simulated case studies that provide relevant equipment and materials, such as: • videotapes • pamphlets • health legislation • council policies and procedures

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Council requirements may include:	• council policies, procedures and guidelines

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	• strategic, business and management plans • local ordinances, laws and by-laws • state legislation
Community health needs may include special requirements of:	• ethnic or minority groups • demographic groups
Health education, promotion and awareness programs may include:	• immunisation • nutrition • smoking • sun smart • health effects of climate change, such as heat stress • mosquito control • sexually transmitted diseases • council • public health plan • public health policy • media releases • personal skill development • community action strengthening • supportive environments • reorienting services • behavioural and environmental adaptation • community development
Legislative requirements may include:	• federal • state or territory • local government

Marketing may include:	• preparation and use of materials, such as:
	  • audiovisual materials
	  • pamphlets and books
	  • software
	  • badges
	  • ties
	  • stickers
	• professional consultancy
	• online support

Viability may include:	• profit or loss • break-even • community value
Internal and external consultation may include:	• staff • councillors • schools

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- police
- experts
- community
- parents
- funding organisations
- regional groups
- relevant agencies, including welfare agencies
- hospitals
- medical institutes
- church groups
- industry and professional expertise
- government departments
- marketing departments and consultants
- media developers

Unit Sector(s)

Health and Environment

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LGAPLEM403A Attend requests for building and planning information and advice

Modification History

LGAPLEM403A Release 2: Layout adjusted.

LGAPLEM403A Release 1: Primary release.

Unit Descriptor

This unit covers responding to and prioritising requests for building and planning information and advice.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Identify nature and type of service requests**	1.1 ***Requests*** are assessed to establish if they are within the ***jurisdiction and ability*** of the building or planning area of relevant authority and are then referred as appropriate. 1.2 Requests are assessed to establish necessity for compliance with statutory requirements. 1.3 Time required to service requests is established to identify if an immediate response will satisfy requirements. 1.4 Requests requiring additional research are prioritised and recorded to ensure important matters are finalised promptly.
2 **Research information relevant to service requests**	2.1 Accurate ***research*** and action are undertaken in priority order to obtain required information or result. 2.2 Sources of relevant information are correctly identified. 2.3 ***Information*** is collated to enable preparation of a satisfactory ***response*** to the request. 2.4 ***Professional advice*** is identified and incorporated where appropriate. 2.5 Affected relevant authorities are consulted.
3 **Determine suitable response**	3.1 Response is prepared within statutory constraints and levels of authority that protects council interests. 3.2 Response facilitates discussion and consultation so that client expectations can be satisfied. 3.3 Relevant form of response is selected within council policies and procedures.
4 **Communicate information and advice**	4.1 Written information and advice provided are clear and concise to minimise the need for follow-up action. 4.2 Verbal advice is presented clearly and in a courteous manner so that the need for follow up is minimised. 4.3 Advice given is recorded according to council procedures. 4.4 Discretionary advice on major issues is made available according to council policy and procedures.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

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Required Skills

- telephone, face-to-face and front counter customer service
- interpersonal
- written and verbal communication strategies within a multicultural/diverse community context
- research and calculations

Required Knowledge

- relevant building and planning legislation requirements
- council development control, planning and customer service policies and practices
- relevant environmental legislation and practices
- council building and planning application procedures
- materials and construction techniques

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Accurate, timely and courteous advice is provided. All relevant building and planning requirements are met.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

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Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables depending on council work flow and planning cycle as long as the critical aspects of evidence can be demonstrated.
Resource implications	Access to a workplace or case study that encompasses such resources as: • copies of relevant building and planning legislation • examples of council policies and procedures • reports and council records • experts such as building surveyors, engineers and town planners

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Requests may include:	• verbal (face-to-face or telephone) • written • complaints • technical advice • problems • information • copies of plans • property enquiries • access to council records
Jurisdiction and ability may include:	• freedom of information • copyright • council policy • relevant building and planning legislation • state acts and policies
Research may include:	• literature survey • obtaining telephone information • checking council records • statutory controls
Information may include:	• written records • oral • anecdotes • reports • instructions

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- directions from supervisor or management
- formal and informal interviews
- team meetings
- reports from other services
- agencies
- specialists
- experts
- media

Response may include:

- verbal
- written

Professional advice may include:

- statutory authorities
- building surveyors
- engineers
- town planners

Unit Sector(s)

Planning Units

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LGAPLEM404A Prepare and present geographic information systems data

Modification History

LGAPLEM404A Release 2: Layout adjusted.

LGAPLEM404A Release 1: Primary release.

Unit Descriptor

This unit covers designing, generating and producing information to meet user requirements.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Identify presentation requirements**	1.1 Presentation requirements are determined in consultation with end user. 1.2 Extent, content and intended use of output are considered in recommending presentation format and medium.
2 **Format and present data**	2.1 Relevant data elements are assembled. 2.2 Procedures are designed for formatting data into compatible format. 2.3 ***Data formats*** are selected to meet customer requirements. 2.4 Information is presented to meet user requirements using suitable media in an attractive, informative and useable manner. 2.5 Information is presented in line with appropriate Australian standards.
3 **Ensure customer satisfaction**	3.1 Work is completed in line with council ***quality requirements*** **.** 3.2 Feedback is sought from customer regarding satisfaction with information and presentation. 3.3 Any areas of dissatisfaction are resolved in line with council policies and procedures. 3.4 Customer feedback is analysed and used as a quality improvement tool.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- layout and design
- attention to detail
- consultation and negotiation with customers

Required Knowledge

- display principles including colour, composition, layout, text and line style, appropriate scale, media, font types and sizes, legends and projectives
- use of software and hardware such as GIS, CAD, desktop publishing, desktop mapping,

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multimedia, graphic animation, plotters, printers and terminals
- Australian standards: drawing
- council policies relevant to information presentation

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Customer requirements are met. Presentation is in line with Australian standards.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation third-party reports from experienced practitioners completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that provides resources, including: • relevant software and hardware such as GIS, CAD, desktop publishing, desktop mapping, spreadsheets, word processing, multimedia, graphic animation, plotters, printers and terminals

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Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Data formats may include:

- hard copy
- digital graphic output
- spreadsheets
- databases
- word processing documents
- maps
- sticky labels
- desktop published documents

Quality requirements may include:

- percentage rework
- allowable time frame durations

Unit Sector(s)

Planning Units

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LGAPLEM501A Achieve an efficient and sustainable use of natural resources

Modification History

LGAPLEM501A Release 2: Layout adjusted.

LGAPLEM501A Release 1: Primary release.

Unit Descriptor

This unit covers identifying, implementing and monitoring strategies for sustainable resource use.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Assess resource availability**	1.1 Data on ***resources*** where council can influence use are identified and collated in a comprehensive manner. 1.2 Targeted resources are defined in-house and/or in the local government area by type, amount and degree of availability.
2 **Assess current resource utilisation**	2.1 Reliable measurable indicators of resource utilisation are identified to provide data on resource consumption. 2.2 Measurement is undertaken accurately and comprehensively. 2.3 Comparisons are made against identified practice from a variety of sources and accepted standards of performance.
3 **Develop strategies for efficient resource usage**	3.1 The potential for efficient resource usage is identified. 3.2 A practical feasibility analysis is carried out on opportunities and options for minimisation in the local context. 3.3 Strategies are selected and prioritised based on effectiveness, efficiency and availability of resources. 3.4 Personnel responsible for strategy implementation are identified. 3.5 Strategies are presented at appropriate organisational level for endorsement and are referred to appropriate personnel for implementation.
4 **Monitor and review effectiveness of ways to reduce resource usage**	4.1 Regular data is collected and analysed to provide accurate measures of performance. 4.2 Comparisons are made with strategy objectives to ***assess*** effectiveness. 4.3 Changes to implementation strategy are made as required in a timely manner to ensure outcomes are achieved or alternatives are introduced. 4.4 ***Information*** obtained during monitoring and review is used to develop new strategies that are based on accumulated knowledge and experience. 4.5 Information is shared on a regular basis with other councils and relevant agencies.

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Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- data gathering
- analytical
- budget cycle
- program planning, review and monitoring
- evaluation processes
- presentation

Required Knowledge

- environmental issues
- principles of ecologically sustainable development
- impacts on the environment of overuse of resources
- state of the environment reports
- relevant legislation
- available resources
- minimisation of resource usage
- community needs and expectations
- regulations, standards and policies
- training requirements
- community information
- community demographics
- council policies and protocols

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Comprehensive data of local relevant resources. Relevant data gathered from a variety of sources. Analysis of data to indicate options for sustainable use of resources.

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	Evidence of consultation with appropriate stakeholders to gain support for identified strategies. Clear and accessible reports that provide practical strategies. Evidence of review and monitoring of strategies. Material prepared and disseminated to community and other stakeholders.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to natural resources which form the focus of the assessment, including: • water • land • soil • rock • air. • Access to previously collected data from sources including: • surveys • government reports • academic research • the Internet

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in

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the Performance Criteria is detailed below.

Resources may include:

- water
- energy
- timber
- soil, sand and rock
- ores
- air

Assessment may include:

- audits, such as energy audits
- surveys

Information may include:

- Internet information
- state of the environment reports
- new technology developments related to sustainability
- results of monitoring and research

Unit Sector(s)

Planning

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LGAPLEM506A Improve community knowledge and skills in environmental management practices

Modification History

LGAPLEM506A Release 2: Layout adjusted.

LGAPLEM506A Release 1: Primary release.

Unit Descriptor

This unit covers identifying, implementing and reviewing methods for improving community knowledge and skills in environmental management practices.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Identify the demographic composition of the community, and of interest groups and organisations in the community**	1.1 Demographic ***data on community*** is gathered and collated. 1.2 Community interest groups and organisations are identified. 1.3 Data is analysed to identify the composition and characteristics of the local community.
2 **Identify community need for information, skills and opportunities for involvement in environmental management practices**	2.1 Relevant information to assist ***community knowledge , skills*** and opportunities for community involvement in environmental management is identified, researched and collated. 2.2 Links with community interest groups, organisations and the broader community are established to identify information, skills and opportunities. 2.3 Community needs and opportunities for community involvement are established. 2.4 Gaps between expectations and current environmental management practices in the community are identified. 2.5 The need for modification or improvement of existing environmental practices in the community is identified. 2.6 New areas that require the implementation of environmental management practices in the community are identified.
3 **Identify and assess the effectiveness of methods for creating and raising community awareness of environmental management practices**	3.1 Data on the effectiveness of various methods is gathered and analysed in the context of known community data and environmental management targets. 3.2 ***Criteria*** for determining the range and effectiveness of methods are determined, based on known information. 3.3 Criteria are applied to known methods in order to determine relative effectiveness. 3.4 Specialist knowledge and skills are applied to determine the most suitable methods in the community.
4 **Implement appropriate methods to improve community awareness, skills and involvement in community environmental management**	4.1 Financial resources are identified within budget cycles to support the achievement of required outcomes. 4.2 Personnel are identified, trained and assigned to tasks so that strategy requirements for skills and knowledge are met. 4.3 Physical facilities and equipment are identified and procured within budget cycles. 4.4 Prioritised methods are implemented appropriately by identified staff. 4.5 Improvement in community awareness of environmental

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ELEMENT	PERFORMANCE CRITERIA
practices	issues is achieved in accordance with local policy, procedures and relevant legislative requirements.
5 **Monitor and review levels of community awareness**	5.1 Regular data is collected and analysed to provide accurate measures of performance. 5.2 Comparisons are made with required outcomes to assess effectiveness. 5.3 Recommendations are made for changes to methods and systems. 5.4 Changes to methods and systems are made to ensure outcomes are achieved. 5.5 Information obtained during monitoring and review is used to develop new methods and systems that are based on accumulated knowledge and experience.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- collecting and analysing quantitative and qualitative data
- community consultation
- community education
- presenting information to diverse individuals or groups
- programming activities
- program planning, implementation and review
- budgeting
- evaluating

Required Knowledge

- environmental issues
- community needs and expectations
- council structure, services, policies and procedures
- training requirements and networks
- community development strategies
- native title

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Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	A range of relevant environmental management practices are identified and documented. Community consultation is carried out and documented. Resources are identified within budget cycle. Topics are prioritised relevant to community expectations, identified outcomes and resource constraints. A variety of methods to improve community knowledge, skills and opportunities for involvement is activated. Monitoring and review process is carried out and results are documented.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to relevant data sets including: • Australian Bureau of Statistics • community profiles • real or simulated community consultation processes such as workshops

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- forums
- participation in community events

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Data on community may include:

- Australian Bureau of Statistics data
- community profiles
- information gathered from community groups and organisations

Community knowledge may include:

- methods of information distribution
- methods for suggesting improvements in systems
- local authority environmental management policies and practices
- other organisation's environmental management policies and practices
- community education techniques
- networks
- environmental management expertise

Community skills may include:

- composting
- mulching
- worm farming
- waste sorting
- community education
- action learning
- media skills
- building materials
- energy efficiency (e.g. solar and water)
- vegetation
- handling and disposing of toxins

Criteria may include:

- the range of education and marketing methods used
- consistency of involvement
- level and quality of training provided
- level and quality of involvement from each section of the community
- funding and resources required to support the involvement
- quality and level of benefit derived from involvement
- goals for involvement

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- available resources and funds

Unit Sector(s)

Planning

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LGAPLEM606B Develop ecologically sustainable land management systems

Modification History

LGAPLEM606B Release 2: Layout adjusted.

LGAPLEM606B Release 1: Primary release.

Unit Descriptor

This unit covers developing, implementing and monitoring ecologically sustainable land management systems.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify current land uses, condition and practices	1.1 Existing data is collated and reviewed to identify current land uses, condition and practices. 1.2 Need for additional information is assessed as required.
2 Undertake a land capability study	2.1 Information needs to assess land capability are determined. 2.2 Suitable methods to collate information on land capability are established. 2.3 Information on land capability is collected from primary and secondary sources using objective and best practice techniques. 2.4 Data to identify major characteristics of land capability is analysed, collated and tabulated. 2.5 A clearly written and illustrated report is prepared on land capability with clearly documented conclusions supported by available evidence.
3 Develop optional land management strategies	3.1 Information on land capability, condition and uses is assessed to identify evidence of inappropriate practices. 3.2 Local, regional and national significance factors are considered in the review of land capability. 3.3 Preferred land use options are established. 3.4 Areas of degradation requiring urgent attention are classified. 3.5 Appropriate land uses are clearly established based on an assessment of land capability, planning zone modifications and existing conditions.
4 Develop action plans for identified land management strategies	4.1 Action plans to implement strategies are prepared that set priorities, time lines and relevant responsibilities. 4.2 Draft strategy documentation is prepared that clearly presents all data and recommendations. 4.3 Draft strategy is released for public comment and provides adequate time for considered input. 4.4 Final strategy and action plan are prepared incorporating public and expert input to assist in achieving strategy objectives.
5 Implement strategies to achieve ecologically sustainable land	5.1 Educational packages are developed to inform land owners of preferred strategies for land use. 5.2 An appropriate protocol for council staff is prepared. 5.3 Cooperative and consultative arrangements are established

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ELEMENT	PERFORMANCE CRITERIA
management	with other land management authorities, landowners and adjacent council.
	5.4 Action plans based on endorsed strategies are implemented in accordance with agreed time lines and budget.
6 Monitor and review the effectiveness of land management strategies	6.1 Regular data is collected and analysed to provide accurate measures on performance.
	6.2 Comparisons are made with strategy objectives to assess effectiveness.
	6.3 Changes to strategy are made as required to ensure outcomes are achieved.
	6.4 Information obtained during monitoring and review is used to develop new ***strategies*** that are based on accumulated knowledge and experience.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- data collection
- analytical
- presentation
- policy planning
- program planning
- monitoring
- consultation with diverse community and relevant authorities
- budgeting and budget cycle

Required Knowledge

- agricultural and forestry practices
- land capabilities and economics
- land management practices
- council structure and services
- council planning
- relevant organisations
- relevant legislation, including native title

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Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to: • collect and analyse information on land capability and sustainable practices • write and illustrate appropriately a report on land capability and sustainability challenges and opportunities • produce action plans with time lines and responsibilities for identified priorities • develop and disseminate educational materials • put in place, monitor and review processes and reports • account for the relationship to native title
Context of assessment	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the workplace environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence should be gathered over a period of time in a range of actual or simulated management environments.
Resource implications	Access to a workplace or simulated case study that includes access to: • an appropriate land area

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- real or simulated consultation processes
- real or simulated data systems
- council staff
- relevant technical information

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Strategies may include:

- formalised land use incentive programs
- financial incentives and disincentives

Unit Sector(s)

Land Management

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MARF006 Observe personal safety and social responsibility

Modification History

Release 2. ISC upgrade. KE amended to better align with the STCW.

Release 1. New unit of competency.

Application

This unit involves the skills and knowledge required to contribute to the safety management system processes where there is responsibility for own work outputs.

This unit applies to people working in the maritime industry requiring a Certificate of Safety Training.

This unit has links to legislative and certification requirements.

Pre-requisite Unit

Not applicable.

Competency Field

F - Operational Quality and Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and conduct work safely	1.1 Individual rights and responsibilities on board a vessel are interpreted and fulfilled
	1.2 Work is planned in accordance with work health and safety (WHS)/occupational health and safety (OHS) legislation and

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			safety management system requirements
		1.3	Work is carried out according to established performance standards
		1.4	Hazards are identified as part of work planning and work processes
		1.5	Identified hazards are addressed prior to starting work
		1.6	Inadequacies in control measures are reported according to the safety management system
		1.7	Incidents and injuries are reported according to organisational procedures
		1.8	WHS/OHS housekeeping is undertaken in own work area
2	**Contribute to WHS/OHS participation processes**	2.1	WHS/OHS representatives and committees are supported to undertake their roles and responsibilities
		2.2	WHS/OHS issues are raised according to organisational procedures
		2.3	Contributions to WHS/OHS meetings, vessel inspections or other consultative activities are provided in a constructive manner to improve safety
3	**Contribute to hazard identification, risk assessment and risk control activities**	3.1	Vessel is checked for hazards using itemised checklists according to the safety management system
		3.2	Identified hazards and inadequacies in risk controls are reported according to the safety management system
		3.3	Contributions to risk assessments are made
		3.4	Input is provided to development and implementation of control measures, with reference to the hierarchy of control
		3.5	Where relevant, procedures and precautions for entry into pump room, fuel tanks or other confined spaces on a vessel are correctly followed
4	**Participate in controlling WHS/OHS emergency situations**	4.1	Scale of the emergency situation is correctly recognised
		4.2	Prompt, accurate and clear information is given on raising alarm
		4.3	Initial action is taken to control/confine emergency according to organisational procedures, taking account of the nature

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		and scope of the emergency
	4.4	Emergency response procedures are implemented
5 Complete WHS/OHS records	5.1	WHS/OHS records for vessel are correctly completed
	5.2	Legal requirements for the maintenance of records of occupational injury and disease are followed

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Individual rights and responsibilities include one or more of the following:	• avoiding and preventing harassment of others • avoiding drug and alcohol abuse on board vessel • implementing appropriate precautions to avoid contributing to the spread of the human immunodeficiency virus infection/acquired immunodeficiency syndrome (HIV/AIDS) and other communicable diseases • maintaining appropriate standards of hygiene and cleanliness • providing a good example to others as a responsible, fair, sympathetic, and equitable member of the shipboard team • respecting the religious and cultural habits of crew members
Hazards include one or more of the following:	• contact with chemicals and hazardous substances • contaminants • contact with electricity

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- contact with plant and marine life
- dangerous organisms
- equipment operation and maintenance
- falls, trips and slips
- exposure to heat, cold and water
- hitting or being hit by stationary or moving objects
- immersion in water without a personal flotation device (PFD)
- ladders
- manual handling
- noise
- poor housekeeping and lack of deck space
- repetitive movements and awkward postures
- smoking and alcohol
- unventilated holds
- weather and water conditions
- working in confined spaces
- working with inappropriate clothing
- working with knives

Emergency situations include one or more of the following:

- beaching with and without heavy surf
- chemical spills
- collisions
- disabled vessel
- electrocution
- falling or being dragged overboard
- fire
- flood
- grounding
- hull damage
- immersion in water
- injuries associated with dangerous organisms (such as bites, stings, poisoning)
- injuries associated with machines, vehicles, vessels, diving
- loss of rudder
- lost or fouled propeller
- rescue activities
- rough weather and heavy seas
- vessel capsize

WHS/OHS records include one or more of the

- accident reports
- incident reports

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following:

- injury reports
- hazard reports

Unit Mapping Information

This is a new unit. This unit is equivalent to MARF3002A Observe personal safety and social responsibility.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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Assessment Requirements for MARF006 Observe personal safety and social responsibility

Modification History

Release 2. ISC upgrade. KE amended to better align with the STCW.

Release 1. New unit of competency.

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:

- applying the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is, elimination of risk, substitution, engineering controls, administrative controls and personal protective equipment)
- communicating with crew and others as appropriate about WHS/OHS matters
- conforming to established emergency response procedures for initial and follow-up action
- keeping accurate records/minutes of discussions with consultation forums on WHS/OHS matters
- identifying WHS/OHS training needs of crew
- interpreting and following information on WHS/OHS legislation, safety management system, organisational procedures, written job instructions, specifications, standard operating procedures, charts, lists, and other applicable reference documents
- investigating incidents according to organisational procedures
- keeping records for monitoring the effectiveness of practices and procedures with respect to the safety of the vessel
- maintaining incident records according to standard workplace procedures
- obtaining results of safety audits according to organisational procedures
- participating in consultation forums
- participating in safety drills
- reporting and documenting the processes and outcomes of WHS/OHS requirements
- scheduling meetings with the relevant consultation forums to discuss WHS/OHS matters.

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:

- applicable commonwealth, state or territory WHS/OHS legislation, regulations, codes of practice, standards
- dangers of drug and alcohol abuse

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- difference between hazards (something or a source or situation with the potential to harm life or health) and risks (chance of something occurring that will result in injury or damage)
- fatigue management and the importance of adequate rest
- handling and stowage of dangerous, hazardous and harmful substances and liquids
- hazard identification procedures such as vessel inspections and review of WHS/OHS data
- hierarchy of control and its application
- international measures for accident prevention at sea, including the International Labour Organization (ILO) Conventions
- legal rights and responsibilities of management, crew and others as appropriate
- location of escape routes
- location and use of fire fighting equipment
- nature of common hazards for example chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- organisation specific information including:
  - hazards of the particular work environment
  - hazard identification procedures relevant to hazards in the organisation
  - designated person for raising WHS/OHS issues
  - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries and WHS/OHS issue resolution, consultation, use of personal protective equipment and emergency response
  - potential emergency situations, alarms and signals, and required response
- personal protective equipment requirements, including use, storage and maintenance
- principles of basic risk assessment
- potential emergency situations, alarms and signals, and required response
- purpose of Safe Data Sheets (SDS)
- roles and responsibilities of:
  - employees, supervisors and managers in the organisation
  - safety representatives and committees
- safety signs and their meanings, including signs for:
  - personal protective equipment
  - emergency equipment
  - dangerous goods class signs
- sources of WHS/OHS information within in the organisation with knowledge of external sources of WHS/OHS information
- specific hazards, such as sharps and radiation
- standard emergency signals, alarms and required responses.

Assessment Conditions

Assessors must satisfy National Vocational Education and Training Regulator (NVR)/Australian Quality Training Framework (AQTF) assessor requirements.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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.

Resources for assessment must include access to:

- tools, equipment, machinery, materials and personal protective equipment currently used in industry
- applicable documentation such as legislation, regulations, codes of practice, workplace procedures and operational manuals
- range of relevant exercises, case studies and/or simulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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MARF008 Prevent and fight fires on board a vessel

Modification History

Release 2. ISC upgrade. KE amended to better align with the STCW and working effectively as part of a team included in KE and PE.

Release 1. New unit of competency.

Application

This unit involves the skills and knowledge required to prevent fires and to respond effectively to any fire emergency on board a vessel.

This unit applies to deck and engine workers working in the maritime industry requiring a Certificate of Safety Training.

This unit has links to legislative and certification requirements.

Pre-requisite Unit

Not applicable.

Competency Field

F - Operational Quality and Safety

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Actively prevent fire	1.1 Fire hazards (pre-conditions for fire) on board a vessel are identified and rectified according to workplace procedures
	1.2 Onboard procedures for preventing fire are accessed and

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			implemented
2	**Prepare response to fire**	2.1	Location and class of fire is identified
		2.2	Alarm is raised
		2.3	Condition of firefighting equipment and systems in work area is monitored according to planned maintenance schedules
		2.4	Realistic drills and musters are practised to ensure pre-incident readiness of response personnel
		2.5	Appropriate protective clothing and equipment including self contained breathing apparatus (SCBA) is made ready
		2.6	All available means to limit the spread of fire and smoke are employed
		2.7	Appropriate pump/s and ancillary equipment are readied to support firefighting operations
		2.8	Extinguishing media/agent is selected according to the class/classes of fire
3	**Combat fire**	3.1	Threats to life or health are identified within the emergency area
		3.2	Activities and tactics to combat the fire are selected so that the safety of the vessel and all on board is not compromised
		3.3	Fire is located and access is gained in the safest and most timely manner
		3.4	Fire is attacked using the extinguishing media/agent and application techniques appropriate to the class and size of fire
		3.5	SCBA is donned and used correctly while undertaking fire extinguishment and rescue
		3.6	Effectiveness of combat activities and tactics is evaluated and altered as required
		3.7	Communication is maintained to ensure safety and efficiency of firefighting operation
4	**Complete post-fire activities**	4.1	Fire watch is maintained to prevent further outbreak
		4.2	Equipment is restored to operational condition

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4.3 Fire scene is preserved prior to investigation, if appropriate

4.4 Information relating to the incident is provided as part of fire debriefing session

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Fire hazards must include:

- accommodation
- cargo areas
- engine rooms
- electrical distribution systems
- fuel handling systems
- galleys
- lack of maintenance
- laundry
- poor housekeeping
- smoking
- stores areas

Classes of fire must include:

- A Carbonaceous Solids
- B Flammable Liquids
- C Flammable Gases
- D Combustible Metals
- E Energised Electrical Equipment

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	• F Cooking Oils and Fats
Firefighting equipment and systems must include:	• hoses • fixed fitted detection and suppression systems • foam applicators • international ship-to-shore connection • nozzles • portable and semi-portable extinguishers • stretchers/ropes and lines
Protective clothing and equipment must include:	• head protection /helmet • hand protection /gloves • radiant heat protection /coat • foot protection/ boots • firefighter outfit as per current Fire Safety Systems Code (as applicable) • SCBA
Extinguishing media/agent must include:	• extinguishing powder • foam • gaseous extinguishing agents • water
Firefighting activities must include:	• boundary control • containing the spread of fire • evacuation of casualties from heated smoke filled environments • extinguishment • overhaul/fire watch
Firefighting tactics must include:	• combination of attack • cooling the fuels • direct offensive (attack team) • direction of attack • exclusion of oxygen – smothering • indirect defensive (fixed system) • interrupting the chemical chain reaction • removal of fuels - starvation

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Restoring equipment must include:	• cleaning • re-stowing • recharging according to Australian Standards • servicing

Unit Mapping Information

This is a new unit. This unit is equivalent to MARF3005A Prevent and fight fires on board a vessel.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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Assessment Requirements for MARF008 Prevent and fight fires on board a vessel

Modification History

Release 2. ISC upgrade. KE amended to better align with the STCW and working effectively as part of a team included in KE and PE.

Release 1. New unit of competency.

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:

- applying extinguishing media to fire
- applying safe working practices at all times
- assisting in the setting up and use of foam making equipment
- correctly donning and using self contained breathing apparatus (SCBA) while undertaking fire extinguishment and rescue in a heated smoke filled compartment
- entering and moving through a compartment filled with high expansion foam with the aid of a lifeline and without breathing apparatus
- extinguishing a fire with a fire blanket
- logging SCBA wearers correctly on a control board
- operating charged hose-lines and nozzles
- operating portable firefighting extinguishers
- performing after-use maintenance on SCBA
- working effectively with team members when responding to a fire.

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:

- action to be taken:
  - in an emergency
  - on board ship
- alarms and signals during onboard emergencies
- chemistry of fire, including the fire tetrahedron and its relationship to materials typically found on vessels
- classification of fire and applicable extinguishing agents
- correct use of all lifesaving appliances and firefighting appliances

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- different classes of fire, their characteristics and strategies and equipment needed for their extinguishment
- elements of fire and explosion (the fire triangle)
- extinguishing media including firefighting foams
- fire and smoke detection and automatic alarm systems
- firefighting tactics, techniques and procedures
- flammable materials, fire hazards and spread of fire
- hazards and threats to life or health during onboard firefighting operations
- lifeline signals
- location of firefighting appliances and emergency escape routes
- maintenance of lifesaving appliances and firefighting appliances
- need for constant vigilance
- onboard Emergency Response Organisation and procedures
- own ability and limits
- portable fire extinguishers
- purpose, function and location of fixed installations/systems
- principles and methods of fire extinguishment
- principles underlying the spread of fire
- relevant Australian Standards
- role and responsibility of self and team members
- safe working practices
- shipboard firefighting organisation
- statutory requirements pertaining to lifesaving appliances and firefighting appliances
- types and sources of ignition
- types of fire detection, firefighting equipment and systems used on vessels, their features, principles of operation, procedures for their use and problems that can occur
- ventilation procedures
- vessel construction as it relates to fire prevention/protection
- work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices

Assessment Conditions

Assessors must satisfy National Vocational Education and Training Regulator (NVR)/Australian Quality Training Framework (AQTF) assessor requirements.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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.

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Resources for assessment must include access to:

- tools, equipment, machinery, materials and personal protective equipment currently used in industry
- applicable documentation such as legislation, regulations, codes of practice, workplace procedures and operational manuals
- range of relevant exercises, case studies and/or simulations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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MARF029 Meet work health and safety requirements

Modification History

Release 1. New unit of competency. Licensing/regulatory information has been incorporated in accordance with Regulatory requirements. Assessment Requirements have been strengthened in accordance with Regulatory requirements.

Application

This unit involves the skills and knowledge required to follow defined work health and safety (WHS)/occupational health and safety (OHS) policies and procedures to ensure the safety of self, others on board and the vessel. This unit applies to people working in the maritime industry in a deck and or engine room capacity on vessels up to 80 m and with propulsion power <3000 kW in waters to the outer limits of the exclusive economic zone (EEZ). They could be working independently or as part of a vessel crew.

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit. This unit is one of the requirements to obtain Australian Maritime Safety Authority (AMSA) certification as a General Purpose Hand NC, Coxswain Grade 2 NC, Coxswain Grade 1 NC, Marine Engine Driver Grade 3 NC, Master Inland Waters, Master <24 m NC, Marine Engine Driver Grade 2 NC, Master <35 m NC and Marine Engine Driver Grade 1 NC as defined in the National Standard for Commercial Vessels (NSCV) Part D. The AMSA mandated practical assessment (AMPA) is a requirement for AMSA certification. The Australian Maritime Safety Authority (AMSA) mandated practical assessment (AMPA) will cover a range, but not all, of the requirements identified in the Performance Evidence and Knowledge Evidence. The AMPA shall be undertaken in accordance with its instructions.

Assessors of AMPA must hold as a minimum:

- a current certificate of competency issued under Marine Safety (Domestic Commercial Vessel) National Law Act 2012 at the same level as the qualification being assessed with at least 12 months relevant sea service, or
- a relevant seafarer certificate, as master, engineer or deck officer, issued under the Navigation Act 2012.

Pre-requisite Unit

Not Applicable

Competency Field

F – Operational Quality and Safety

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Unit Sector

Not Applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Recognise safety management system requirements	**1.1** WHS/OHS responsibilities and duties are identified and accountability processes are outlined
	1.2 WHS/OHS policies and procedures are accessed and reviewed, and clarification is sought where necessary
	1.3 Implications of changes to the safety management system (SMS) are identified and addressed
	1.4 Records are accurately completed
2 Work safely	**2.1** Established safety procedures are followed when conducting work
	2.2 Work for which personal protective equipment (PPE) is required is identified
	2.3 PPE is used, maintained and stored according to workplace procedures
	2.4 Safety checks on all equipment and machinery are undertaken before operation according to workplace procedures
	2.5 Hazardous chemicals are identified and handled according to workplace procedures
	2.6 Safe manual handling techniques are used when conducting work
	2.7 Worker or employee responsibilities prescribed in WHS/OHS legislation are recognised and carried out
3 Follow workplace procedures for hazard identification, risk assessment and risk	**3.1** Hazards in the workplace are recognised and reported to designated personnel according to workplace procedures

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	control		
		3.2	Assessment of risks associated with identified hazards is made according to workplace procedures
		3.3	Workplace procedures and work instructions for controlling risks are followed
		3.4	Risks to fellow workers and other people are recognised and action is taken to eliminate or reduce them
4	**Participate effectively in WHS/OHS consultation processes**	**4.1**	WHS/OHS issues are raised with designated personnel according to workplace procedures
		4.2	Contributions are made to workplace meetings, inspections and other WHS/OHS activities
		4.3	Ideas are provided to control the level of risk associated with work tasks
5	**Follow emergency procedures**	**5.1**	Emergency incidents are identified and reported
		5.2	Emergency procedures are followed in responding to emergency incidents
		5.3	Emergency equipment is used in responding to emergency incidents
		5.4	Appropriate personnel are notified according to workplace 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.

Unit Mapping Information

This unit replaces and is equivalent to MARF004 Meet work health and safety requirements.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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Assessment Requirements for MARF029 Meet work health and safety requirements

Modification History

Release 1. New unit of competency. Licensing/regulatory information has been incorporated in accordance with Regulatory requirements. Assessment Requirements have been strengthened in accordance with Regulatory requirements.

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:

- accessing workplace information on work health and safety (WHS)/occupational health and safety (OHS) policies and procedures
- accessing workplace information on safety management systems (SMS)
- applying problem solving skills to investigate and identify causes of WHS/OHS incidents
- applying safe manual handling techniques
- cooperating with employer or supervisor on any action taken to comply with WHS/OHS legislation
- demonstrating safe work practices
- identifying and responding to typical emergency situations
- identifying isolation points for equipment and following workplace procedures for lock out or tag out of equipment as required
- identifying WHS/OHS hazards related to work responsibilities and taking required action to remove or control hazards
- maintaining housekeeping standards in work area
- reporting WHS/OHS information according to workplace procedures
- selecting, fitting and using appropriate personal protective equipment (PPE)
- taking reasonable care for own health and safety
- using consultation processes to consult others on WHS/OHS issues.

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:

- action to be taken in the event of emergencies, including:
  - chemical spills
  - collisions
  - disabled vessel
  - electrocution

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  - falling or being dragged overboard
  - fire
  - grounding
  - hull damage
  - injuries associated with dangerous organisms (such as bites, stings and poisoning)
  - injuries associated with machines, vehicles, vessels and diving
  - loss of rudder
  - lost or fouled propeller
  - rescue activities
  - rough weather and heavy seas
  - vessel capsize
  - water ingress
- application of concepts relating to hazard identification, risk assessment and control options
- communication systems and consultation arrangements
- designated personnel and their role, including:
  - master of the vessel
  - supervisors, managers and team leaders
  - workplace WHS/OHS personnel
  - other persons authorised or nominated by the workplace to perform, approve, inspect or direct specified work
- difference between hazards (source of potential harm) and risks (chance of something occurring that will result in injury or damage)
- disposition of persons on board to ensure satisfactory stability and trim
- emergency and evacuation procedures
- emergency incidents, including:
  - general safety duties relating to domestic vessels under the Marine Safety (Domestic Commercial Vessel) National Law Act 2012
- hazardous chemicals, including:
  - battery acid
  - cleaning fluids
  - fuel
  - gas
  - oils and lubricants
  - paint
  - thinners
- identifying confined spaces and procedures and legislative requirements for working in confined spaces
- impact of housekeeping on safety
- location of advice on WHS/OHS issues, including documents such as procedures and safety data sheets (SDS)/material safety data sheets (MSDS)
- obligations and safety duties towards all persons on board domestic commercial vessels

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- procedures and responsibilities for investigating WHS/OHS incidents and assessing risk
- purpose and procedure for collecting and reporting WHS/OHS information
- safe work procedures relating to work responsibilities, including:
  - accident and incident reporting
  - electrical safety
  - emergency procedures
  - health and hygiene
  - isolation
  - manual handling
  - noise and vibration
  - fatigue management
  - permits to work
  - plant and equipment
  - rescue procedures
  - use and storage of hazardous substances
  - SDS/MSDS
  - vessel housekeeping
  - work in rough weather
  - working with the elements
- SMS
- steps to be taken after collision, grounding or other marine casualty and resulting hull damage
- storage requirements for hazardous goods used in work area
- typical hazards related to work responsibilities, including:
  - contact with chemicals and hazardous substances
  - contact with electricity
  - contact with plant and marine life
  - dangerous organisms
  - equipment operation and maintenance
  - exposure to heat, cold and water
  - falls, trips and slips
  - fatigue
  - hitting or being hit by stationary or moving objects
  - immersion in water without a personal flotation device (PFD)
  - ladders
  - manual handling
  - noise
  - poor housekeeping and lack of deck space
  - repetitive movements and awkward postures
  - unventilated holds

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  - weather and water conditions
  - working in confined spaces
  - working with inappropriate clothing
  - working with knives
- use, care and storage of PPE
- use of distress signals and penalty for misuse
- WHS/OHS legislation, regulations, codes of practice and organisational policies and procedures associated with work responsibilities.

Assessment Conditions

Assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment. As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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.

Practical assessment must occur in a workplace, or realistic simulated workplace, under the normal range of workplace conditions. Simulations and scenarios may be used where situations cannot be provided in the workplace or may occur only rarely, in particular for situations relating to emergency procedures and adverse weather conditions where assessment would be unsafe, impractical or may lead to environmental damage.

Resources for assessment must include access to:

- applicable documentation, such as legislation, regulations, codes of practice, workplace procedures and operational manuals
- a vessel ≥5.0 metres in length
- tools, equipment, machinery, materials and relevant PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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MARK008 Manoeuvre a vessel up to 24 metres within Near Coastal waters

Modification History

Release 1. New unit of competency. Licensing/regulatory information has been incorporated in accordance with Regulatory requirements. Assessment Requirements have been strengthened in accordance with Regulatory requirements.

Application

This unit involves the skills and knowledge required to manoeuvre a vessel of up to 24 m in length within Near Coastal (NC) waters.

This unit applies to people working in the maritime industry in the capacity of:

- master on commercial vessels <24 m in length within the exclusive economic zone (EEZ) or
- chief mate or deck watchkeeper on vessels <35 m in length within the EEZ or
- chief mate or deck watchkeeper on vessels <80 m in length in inshore waters; and
- master on commercial vessels <24 m in length in inland waters.

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit. This unit is one of the requirements to obtain Australian Maritime Safety Authority (AMSA) certification as a Master (Inland waters) and Master <24 m NC as defined in the National Standard for Commercial Vessels (NSCV) Part D. The AMSA mandated practical assessment (AMPA) is a requirement for AMSA certification. The Australian Maritime Safety Authority (AMSA) mandated practical assessment (AMPA) will cover a range, but not all, of the requirements identified in the Performance Evidence and Knowledge Evidence. The AMPA shall be undertaken in accordance with its instructions.

Assessors of AMPA must hold as a minimum:

- a current certificate of competency issued under Marine Safety (Domestic Commercial Vessel) National Law Act 2012 at the same level as the qualification being assessed with at least 12 months' relevant sea service, or
- a relevant seafarer certificate, as master or deck officer, issued under the Navigation Act 2012.

Pre-requisite Unit

Not Applicable

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Competency Field

K – Manoeuvring Vessels

Unit Sector

Not Applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manoeuvre vessel in normal conditions	**1.1** Features of vessel that relate to its handling characteristics are recognised
	1.2 Details of manoeuvres are communicated to relevant personnel clearly and concisely using standard maritime vocabulary
	1.3 Situational awareness is maintained to ensure safe manoeuvres
	1.4 Manoeuvres are completed to meet passage requirements
	1.5 Propulsion equipment is used and monitored to assist in completing manoeuvres safely
	1.6 Appropriate alterations to vessel heading are made in response to operational environment
	1.7 Safe operating limits of propulsion and steering equipment are not exceeded
2 Manoeuvre vessel in adverse weather conditions	**2.1** Nature of adverse weather conditions is identified and the potential impact on the manoeuvrability of the vessel is determined
	2.2 Appropriate action is taken to ensure the safety of vessel
	2.3 Propulsion equipment is used and monitored to assist in completing actions safely
	2.4 Heading is maintained within acceptable limits

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	2.5	Appropriate allowance is made for effects of deadweight, draft, trim, speed and underwater keel clearances during turning circles and stopping distance
	2.6	Safe operating limits of propulsion and steering equipment are not exceeded
	2.7	Situational awareness is maintained at all times to review actions and ensure safety of vessel
3 Manoeuvre vessel in emergencies	**3.1**	Nature of the emergency is established and required action is determined
	3.2	Risks to the vessel and the safety of persons on board are assessed and safety of required action is confirmed
	3.3	Details of action are communicated to relevant personnel clearly and concisely using standard maritime vocabulary
	3.4	Appropriate manoeuvres are made during the emergency to maintain the safety of the vessel and those on board, and any other vessels or persons involved
	3.5	Propulsion equipment is used and monitored to assist in completing actions safely
	3.6	Safe operating limits of propulsion and steering equipment are not exceeded
4 Tow and be towed	**4.1**	Preparations for towing are safely made according to established nautical practice
	4.2	Correct towing procedures and precautions are applied when towing and being towed

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.

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Unit Mapping Information

This unit replaces and is equivalent to MARK002 Manoeuvre a vessel up to 24 metres within near coastal waters.

Links

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Assessment Requirements for MARK008 Manoeuvre a vessel up to 24 metres within Near Coastal waters

Modification History

Release 1. New unit of competency. Licensing/regulatory information has been incorporated in accordance with Regulatory requirements. Assessment Requirements have been strengthened in accordance with Regulatory requirements.

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:

- anchoring a vessel
- determining required action for a range of emergency situations
- handling a disabled or partially disabled vessel
- issuing helm and engine orders
- manoeuvring a vessel astern
- manoeuvring a vessel to:
  - approach an anchorage
  - berth and leave a berth
  - come to and leave a mooring
  - safely launch and retrieve boats or life rafts
  - turn short around
  - turn across the tide or across the wind
- maintaining situational awareness, including:
  - vessels in the vicinity
  - own vessel position in relation to shallow water and other obstructions
  - weather conditions that may affect the manoeuvre
- operating secondary or emergency means of steering
- rescuing a person overboard, including:
  - manoeuvring to retrieve person overboard
  - Williamson turn
- manoeuvring a vessel in adverse weather conditions, including:
  - steering a course to minimise the effect of wind and sea
  - reducing speed
  - seeking shelter
- towing and being towed
- undertaking preparations for towing.

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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:

- appropriate reports to be made for authorities when towing
- deployment and use of sea anchor to keep vessel head to sea
- effects of interaction with passing or moored vessels
- effects of trim and displacement on the manoeuvring characteristics of a vessel
- factors that could adversely affect vessel safety during operations
- features of a vessel that relate to its handling characteristics, and their effects, including:
  - displacement and planing hulls
  - propellers
  - propulsion units, including:
    - inboard engines
    - inboard-outboard engines
    - jet propulsion
    - outboard engines
  - rudders
- launching procedures for boats or life rafts
- manoeuvring conditions that may affect the safety of the vessel, including:
  - heading to wind and sea to ride out the adverse weather
  - to cross a bar with and against the sea
  - in heavy weather
  - in heavy swell and surf
  - in a narrow channel or shallow water
  - in fog and restricted visibility
- lessening drift and use of oil
- manoeuvring procedures to:
  - assist a vessel or aircraft in search and rescue
  - beach and re-float the vessel
  - position for helicopter evacuation
- manoeuvring procedures in the event of:
  - beaching
  - collision
  - damage to the vessel
  - disabled or partially disabled vessel
  - fire
  - grounding
  - loss of steering gear
  - person overboard

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- precautions when manoeuvring or launching boats or life rafts in bad weather
- procedures for towing and being towed
- process and requirement to assist vessels in distress
- preparations for towing, including:
  - crew briefings that include the task at hand and risks to persons on both vessels
  - ensuring appropriate lights and shapes for the tow are available and in working order
  - ensuring means of communication between the two vessels is available
  - ensuring tow ropes are in good condition and of adequate strength for the proposed tow
  - ensuring tow line is of sufficient length to minimise shock loading on tow-line
  - making tow fast to the towing vessel to ensure steerage can be maintained
  - making provision for rapid slipping of the tow in emergency situations
  - preparing messenger ropes for passing tow lines.
- work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices.

Assessment Conditions

Assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment. As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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.

Practical assessment must occur in a workplace, or realistic simulated workplace, under the normal range of workplace conditions. Simulations and scenarios may be used where situations cannot be provided in the workplace or may occur only rarely, in particular for situations relating to emergency procedures and adverse weather conditions where assessment would be unsafe, impractical or may lead to environmental damage.

Resources for assessment must include access to:

- applicable documentation, such as legislation, regulations, codes of practice, safety management system (SMS), workplace procedures and operational manuals
- a commercial vessel ≥7.5 m in length
- tools, equipment, machinery, materials and relevant personal protective equipment (PPE) that are currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2

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NWPGEN006 Implement and manage environmental management policies

Modification History

Release 2: Minor document layout changes, no content changes.

Release 1: This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to NWP505B Implement and monitor environmental management policies, plans, procedures and programs.

- Unit code updated
- Content and formatting updated to comply with the new standards
- All PC transitioned from passive to active voice
- Unit title changed to better reflect unit outcomes
- Elements 2 and 3 merged
- PC 3.1, 3.2 and 3.3 merged

Application

This unit involves the skills and knowledge required to implement and manage environmental management policies.

It includes consulting with stakeholders effectively, interpreting complex information and maintaining environmental records. It also includes implementing and monitoring procedures for quantifying environmental impacts, controlling risks and dealing with environmental incidents.

This unit applies to those working as managers with responsibility for environmental management within the organisation. Those undertaking this unit would work autonomously, supervising staff, while performing sophisticated tasks in a range of familiar contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

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Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Gather environmental management information	**1.1** Review and interpret the organisation environmental policies and plans against current environmental legislation and perceived stakeholder attitudes and expectations
	1.2 Identify all stakeholders and their relationship with the enterprise and their impact on, or relationship with, policies and plans
	1.3 Identify the available resources to implement policies and plans
	1.4 Confirm responsibilities and authorities as outlined in the policies and plans
	1.5 Establish best practice procedures for the implementation of management plans
2 Implement and monitor environmental policies and plans	**2.1** Develop and apply environmental management processes and workplace procedures to achieve policy
	2.2 Monitor the effectiveness of policies and plans against objectives, timelines and key performance indicators
	2.3 Audit environmental management processes and workplace procedures
	2.4 Review and modify processes and procedures to achieve policy and plan objectives
	2.5 Identify, quantify and report environmental risks as well as existing and potential events and or activities that may affect the environment
3 Implement and monitor the procedures for quantifying	**3.1** Implement work procedures to control risks or remedy damage

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	environmental impacts and controlling risks		
		3.2	Monitor risk control measures and report results
		3.3	Identify inadequacies in risk control measures, report to the appropriate authority and remedy
		3.4	Quantify and record environmental impacts
		3.5	Report adverse environmental impacts and make recommendations to minimise the impacts
4	**Implement and monitor procedures for dealing with environmental incidents**	**4.1**	Implement workplace procedures for managing incidents of environmental significance or harm to ensure prompt control and remediation
		4.2	Investigate incidents of environmental impact to identify their cause
		4.3	Implement control measures to prevent recurrence and minimise risks of events
		4.4	Record and report incidences of environmental impact, significance or harm according to enterprise procedures and legislative requirements
5	**Maintain environmental records**	**5.1**	Complete environmental management documentation for the work area
		5.2	Store environmental records for easy access and review
		5.3	Identify long term trends and impacts through review and assessment of environmental records
		5.4	Report results of record reviews

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.

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Unit Mapping Information

This unit replaces and is equivalent to NWP505B Implement and manage environmental management policies, plans, procedures and programs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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Assessment Requirements for NWPGEN006 Implement and manage environmental management policies

Modification History

Release 2: Minor document layout changes and assessment conditions updated.

Release 1: These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit

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:

- applying control procedures
- applying enterprise environmental policies
- applying relevant legislative requirements
- assessing and managing risks
- assessing environmental risks
- collecting, recording, assessing and reporting data associated with the performance of the environmental management plan
- consulting and communicating with internal and external groups and/or individuals
- gathering and interpreting information relating to environmental management
- implementing environmental management plans in consultation with relevant stakeholders
- managing activities associated with the implementation and management of environmental management policies, plans, procedures and programs
- managing records
- monitoring the effective implementation of environmental management plans
- responding to emergencies
- taking effective steps to ensure the remediation of environmental problems or impacts

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:

- economic systems and development needs
- enterprise consultation processes
- enterprise emergency response requirements
- relevant legislation, policies and procedures

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- work health and safety legislation

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 must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037

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PMAWHS214 Undertake helicopter safety and escape

Modification History

Release 1. Supersedes and is equivalent to PMAOHS214B Undertake helicopter safety and escape

Application

This unit of competency covers the skills and knowledge required to exit a helicopter under abnormal conditions at sea.

This unit of competency applies to personnel who are required to undertake pre-flight preparation, escape from an inverted and/or submerged helicopter, don and successfully employ a life jacket, deploy safety and emergency equipment, deploy life rafts and help other survivors.

This unit of competency applies to all persons who regularly travel by helicopter, for example, to any of the following installations or facilities:

- offshore rig/installation
- floating facility (e.g. floating storage and offloading (FSO), floating production, storage and offloading (FPSO), and floating liquefied natural gas (FLNG))
- support vessel.

Some jurisdictions may require the holder of this unit to be licensed or certified and users should check with the relevant authorities.

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Prepare for flight**	1.1	Listen to and follow pre-flight instructions from pilot or boarding controller
		1.2	Undertake pre-flight preparation, including wearing appropriate clothing and personal protective equipment (PPE), such as immersion suits and personal floatation devices (life jacket)
		1.3	Check own gear for suitability, including covered footwear, long trousers, and no loose items or hats
		1.4	Check the supplied safety gear is fitted and worn correctly
2	**Board the helicopter**	2.1	Approach helicopter as directed by the pilot or ground crew
		2.2	Put on seat belt and hearing protection
		2.3	Familiarise oneself with the helicopter layout
		2.4	Locate and identify all the safety equipment
		2.5	Locate and identify primary and secondary exits
		2.6	Listen to instructions on emergency egress from the aircraft
3	**Prepare for helicopter ditching**	3.1	Facilitate a controlled and safe egress from a ditched helicopter from a knowledge of helicopter layout, including the location and operation of emergency exits and equipment
		3.2	Secure personal items within the cabin prior to the evacuation to facilitate escape
		3.3	Check harnesses, seat belts and life jackets to ensure that they are properly fastened and secured prior to the ditching in order to minimise personal injury or gear failure
		3.4	Adopt the required brace position in order to allow for proper positioning prior to ditching

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		3.5	Acknowledge and respond to information communicated by the helicopter crew advising the nature and extent of the situation
4	**Undertake evacuation from the helicopter**	4.1	Identify appropriate primary and secondary escape routes in order to determine the locations through which the evacuation will be undertaken
		4.2	Wait until rotors have stopped turning and all movement has ceased
		4.3	Undo, in a controlled sequential manner, seat belts and harnesses to facilitate exit from the helicopter
		4.4	Deploy available safety equipment as instructed in order to assist the individual's sea survival after evacuation has been safely completed
		4.5	Acknowledge and respond to information communicated by the helicopter crew advising the nature and extent of the situation
5	**Facilitate recovery process**	5.1	Deploy position indicating devices and use appropriate signalling devices to facilitate the location of personnel by air-sea rescue group
		5.2	Use emergency supplies and equipment to ensure that available supplies are maximised and are able to meet the nature and extent of the emergency
		5.3	Apply appropriate helicopter/vessel rescue techniques to the recovery process
6	**Control hazards**	6.1	Identify and act upon potential hazards to minimise injury to personnel or damage to equipment
		6.2	Manage use of life raft by applying knowledge of life raft operation and requirements
		6.3	Apply suitable swimming techniques (whilst wearing life jacket) in the water in order to aid movement and boarding of the deployed life raft

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6.4 Rescue and recover persons in the water, minimising further potential for injury through the appropriate raft boarding and righting techniques

6.5 Employ suitable techniques, both in the life raft and in the water, in order to delay the onset of hypothermia

6.6 Assess and treat hypothermia, as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

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Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Equipment

Equipment includes one or more of the following:

- helicopter simulators
- beacons
- life rafts
- distress flares
- life jackets
- emergency position-indicating radio beacon (EPIRB)

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- jammed or damaged survival equipment
- personal injury or injury to others
- trapped personnel
- loose or damaged equipment
- adverse weather conditions

Known solutions are drawn from one or more of the following:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

Hazards

Hazards include one or more of the following:

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- heat, smoke, darkness, dust or other atmospheric hazards
- electricity
- equipment failures
- equipment or product mass
- noise, rotational equipment or vibration
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- drowning and hypothermia
- other hazards that might arise

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOHS214B Undertake helicopter safety and escape

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

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Assessment Requirements for PMAWHS214 Undertake helicopter safety and escape

Modification History

Release 1. Supersedes and is equivalent to PMAOHS214B Undertake helicopter safety and escape

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- correctly fit and wear required personal emergency equipment
- respond instantly to pilot commands
- deploy life rafts or other emergency equipment
- orient oneself whilst upside down under water
- remove doors and/or windows from the aircraft
- extricate oneself from the aircraft
- correctly inflate life jacket
- locate and gain access to life raft where deployed
- locate other survivors and assist them
- apply rescue and recover procedures
- assess and treat hypothermia.

Knowledge Evidence

- Evidence must be provided that demonstrates knowledge of:
- helicopter escape techniques
- integral equipment functions to the level needed to act rationally and recognise and resolve problems
- hazards boarding and departing from helicopters under normal and emergency situations
- inverted and submerged helicopter escape techniques
- life jacket operation
- emergency equipment deployment techniques
- life raft operation and deployment
- rescue and recovery techniques

hypothermia prevention and reduction techniques (delaying and offsetting).

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Assessment Conditions

- Assessment for this unit of competency will involve a helicopter simulator. The unit will be assessed in as holistic a manner as is practical and the judgement of competence based on a holistic assessment of the evidence.
- Assessment may be integrated with the assessment of other relevant units of competency, for example:
  - PMAWHS215 Apply offshore facility abandonment and sea survival procedures and practices.
- Simulation should be based on actual helicopter ditchings and will include walk-throughs of the relevant competency components. Simulations may also include the use of case studies/scenarios, role plays and 3-D virtual reality interactive systems. In the case of evacuation training or training for competencies practised in life threatening situations, simulation may be used for the bulk of the training.
- The collection of performance evidence:
  - should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
  - must include the use of a simulated helicopter ditching in real water of sufficient depth for complete immersion, appropriate tools, equipment and safety gear
  - may also use other industry-based simulation particularly where safety, lack of opportunity or significant cost is an issue.
- Off-the-job assessment must sufficiently reflect realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
  - relevant VET or other qualification/Statement of Attainment

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  - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
  - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
  - being currently employed undertaking the type of work being assessed
  - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
  - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
  - conducting on-the-job training/assessments of the type of work being assessed
  - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

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PSPGEN038 Identify and treat risks

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV417A Identify and treat risks. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to identify and treat risk using the organisation's risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. It includes establishing the risk context, analysing and evaluating risks and monitoring and reviewing the risk treatment plan.

This unit applies to those working in generalist or specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish the risk context	1.1 Establish the nature and extent of the work activity within the broader organisational context. 1.2 Identify and document outcomes to be achieved. 1.3 Analyse relationship between the activity and its environment and identify critical factors in the environment that may impact on the achievement of outcomes. 1.4 Identify and consult stakeholders to understand their opinions, concerns and needs. 1.5 Determine risk evaluation criteria for the activity.
2. Identify risks	2.1 Select method/s for identifying risks in accordance with risk management policy and procedures, budgetary and time constraints relative to the type of activity to be undertaken. 2.2 Identify and document sources of risk as required. 2.3 Identify and record risk events related to each source of risk. 2.4 Undertake consultation to ensure all possible risks are identified.
3. Analyse risks	3.1 Analyse and rate the probability of identified risks occurring and consequences. 3.2 Consider current control measures for any of the identified risks in the risk analysis, and analyse and include residual risks if necessary. 3.3 Determine levels of risk in accordance with risk matrix used by the organisation. 3.4 Consult as required to confirm risk levels, and document analysis.
4. Evaluate risks	4.1 Evaluate risks by comparing the level of risk with risk evaluation criteria established at the beginning of the risk management process. 4.2 Consider the importance of the activity, its outcomes and the degree of control over the risks. 4.3 Consider potential and actual losses which may arise from the risk. 4.4 Take into account benefits and opportunities presented by the risk. 4.5 Identify risks as acceptable or unacceptable in accordance with risk evaluation criteria, and obtain approval. 4.6 Prioritise unacceptable risks and document the reason/s for

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	acceptance of risks.
5. Treat risks	5.1 Determine options for treating risks. 5.2 Select the best treatment option and undertake a cost-benefit analysis. 5.3 Prepare, approve and communicate a risk treatment plan to those who will be involved in implementation. 5.4 Negotiate changes required to operational structure, procedures or staffing in order to implement risk treatments. 5.5 Organise resources and implement risk treatment plan.
6. Monitor and review risk treatment plan	6.1 Monitor changes in the organisational environment and factors impacting on the organisation for their impact on risks and existing risk treatments. 6.2 Monitor and adjust risk treatments for unacceptable risks as required. 6.3 Monitor acceptable risks to ensure these risk levels do not increase over time. 6.4 Consult and collect, analyse and use data relating to risks and risk treatments to improve risk management in own area of operation. 6.5 Review risk treatment plan in accordance with timetable for review of plan and updated as required. 6.6 Provide input into formal reviews of risk in the organisation to improve risk management outcomes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV417A Identify and treat risks.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN038 Identify and treat risks

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to risk management
- researching and analysing the wider context affecting the organisation
- communicating and consulting with a diverse range of stakeholders
- estimating and arranging resources needed for implementation of risk treatments

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to risk management
- AS/NZS ISO 31000:2009 risk management – principles and guidelines
- HB 436:2004 (guidelines to AS/NZS 4360:2004) Risk Management Guidelines Companion to AS/NZS 4360:2004
- the organisation’s risk management framework
- the relationship of risk to context – how the context may define the risks
- the importance of consultation and communication at every stage of the risk management cycle
- risk management as a core activity of everyday work in the public sector
- the diversity of risks in the public sector

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN057 Develop and use political nous

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV515A Develop and use political nous. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and use political nous to navigate and succeed in the political environment of the public sector. It includes identifying the political terrain, evaluating the political environment, forming alliances, and bargaining and negotiating to achieve outcomes.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a familiar context.

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

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify the political terrain	1.1 Identify and take into account stakeholder positions. 1.2 Analyse corporate politics to identify agendas and players. 1.3 Develop and utilise awareness of political agendas, both open and hidden. 1.4 Locate the current agenda in the wider context to appreciate the big picture and provide more than one perspective. 1.5 Identify and confirm the impact of the agenda on the work area.
2. Evaluate the political environment	2.1 Source information from inside and outside the organisation, and confirm its authenticity and reliability. 2.2 Analyse the political, social and economic environment and take into account emerging trends and current and possible future goals of the organisation.
3. Form alliances	3.1 Identify power structure and sources of power in the organisation and the wider public sector. 3.2 Identify people prepared to trade mutual support and assess the benefits. 3.3 Weigh the risks and benefits of possible alliances. 3.4 Lobby interested groups and/or individuals to gain support and acceptance of ideas and/or courses of action. 3.5 Build influence with key policy makers, decision makers and key influencers.
4. Bargain and negotiate to achieve outcomes	4.1 Develop sound positions with supporting arguments. 4.2 Formulate responses to possible contradictory positions. 4.3 Negotiate and refine positions with feedback from the negotiation process. 4.4 Achieve consensus with others for one’s position. 4.5 Implement outcomes.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV515A Develop and use political nous.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN057 Develop and use political nous

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking research and analysis
- participating in communication activities, including negotiating, consulting, influencing, bargaining, resolving conflict and networking
- applying risk management strategies

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to the public sector environment
- organisational policies and procedures
- organisational and public sector power structures and sources of power
- macro view of agendas, positions, and power
- government directions and agendas

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN071 Prepare high-level written communication

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV606A Prepare high-level/sensitive written materials. • Unit code updated • Unit title changed • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to prepare high-level written communication including the preparation of complex, sensitive materials. It includes preparing for high-level written communication, critically analysing other positions and preparing persuasive written communication.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently seeking advice as required, performing complex tasks in a range of familiar and unfamiliar contexts.

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

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Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare to write high-level communication	1.1 Clarify communication objectives, identify stakeholders and determine political or other sensitivities. 1.2 Undertake research to anticipate the likely attitudes of and positions of stakeholders on the matter under consideration. 1.3 Research and organise subject matter, identify key messages and plan written materials that will maximise outcomes.
2. Critically analyse other positions	2.1 Evaluate other positions critically to identify complex meaning in written communication. 2.2 Examine written materials to identify subtext, bias or unsupported argument. 2.3 Explore complex concepts and ideas to clarify understanding, and justify, or challenge interpretations. 2.4 Compare and contrast evidence and evaluate sources for reliability and authenticity. 2.5 Use evidence to test other positions and draw conclusions about their validity and strengths.
3. Prepare persuasive written communication	3.1 Choose communication approach to positively influence and remove barriers to understanding for the audience. 3.2 Undertake a risk assessment and implement risk management in relation to document preparation and content. 3.3 Analyse input information provided by others for fit with the chosen approach and consistency with values. 3.4 Synthesise information and prepare complex documents. 3.5 Seek feedback from others on document effectiveness for the purpose intended, assess outcomes, and use feedback to underpin future writing. 3.6 Provide feedback to contributors of information to improve future input in a manner that provides learning opportunities for the contributors.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV606A Prepare high-level/sensitive written materials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN071 Prepare high-level written communication

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading and writing at a level to cope with complex and sensitive workplace materials, including identifying:
  - subtext
  - significant inclusions and exclusions
  - socio-cultural values
  - attitudes and bias
  - assumptions
- critically analysing and synthesising information to compose complex written documents
- researching other pertinent information, including supporting/opposing position papers
- refining content, structure and sequence according to the required purpose of written material
- analysing and using language structures and features that influence the interpretation of written communication, including:
  - using spelling, punctuation and grammar for workplace documents at an experienced level
  - providing feedback on other people’s work in ways suited to the diversity of the workplace, including creation of learning opportunities to improve research and document input
- cross-cultural communication requirements

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Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment
- regulations, policies, procedures and guidelines relating to written communication in the public sector, including privacy, freedom of information, information security, confidentiality, copyright and intellectual property
- critical analysis of complex information in a government context
- politically and culturally sensitive documents
- organisational requirements for complex written documents
- government style manual requirements
- persuasive written language devices and their ethical use for calculated effect
- the ways in which socio-cultural factors, language features and structures combine to influence the interpretation of written information

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPGEN083 Manage public affairs

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPA601A Manage public affairs. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage public affairs. It includes contributing to public affairs scope and direction, planning and managing public affairs programs, developing crisis management strategies and handling high-profile events.

This unit applies to those working in the public sector managing public affairs.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently supervising others, while performing complex tasks in a range of contexts.

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

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to public affairs scope and direction	1.1 Conduct an environmental scan to identify public affairs issues and needs for the organisation. 1.2 Identify target audiences for public affairs action. 1.3 Develop public affairs objectives and programs in line with the organisation's business and strategic plans. 1.4 Develop criteria and measures for assessing objectives. 1.5 Identify resourcing requirements and negotiate the scope of public affairs activities in accordance with organisational priorities and resource constraints.
2. Plan and manage public affairs program	2.1 Develop operational plan for public affairs to integrate strategies and coordinate communications and activities. 2.2 Develop schedules for communications and activities that are flexible enough to provide for contingencies and emerging issues. 2.3 Define responsibilities and accountabilities, and identify reporting requirements and benchmarks for monitoring the program. 2.4 Implement and monitor public affairs program to ensure progress or make changes to achieve the program objectives. 2.5 Evaluate results in terms of media coverage, penetration and desired audience response, identify reasons for variations and make changes to improve results.
3. Develop crisis management communication strategies	3.1 Assess organisational activities and operations to identify potential crisis factors and evaluate risk management strategies. 3.2 Explore and determine the composition of a crisis communication team in terms of required specialist knowledge and guidance. 3.3 Identify training needs for potential spokespersons and organise media training. 3.4 Identify individuals and groups who must be contacted in crisis situations, establish lines of communication and confirm their roles and responsibilities. 3.5 Develop crisis management action plan and submit for approval.
4. Handle high-profile events	4.1 Undertake public affairs strategic planning for high-profile events. 4.2 Involve outside groups, partners, the media and business in sponsoring/supporting special events as required. 4.3 Apply and explain protocol standards to others as required to

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	ensure a positive organisational outcome from high-profile events. 4.4 Oversee and support the involvement of managers, staff and government representatives in high-profile events. 4.5 Prepare speeches and statements for management and other officials for special events or in times of crisis.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPA601A Manage public affairs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN083 Manage public affairs

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to public affairs
- planning and setting objectives
- undertaking strategy development
- documenting crisis management communication strategies and protocols, including post crisis communication to inform crisis management action plans
- establishing and maintaining relationships inside and outside the organisation
- communication including consulting, negotiating and liaising with diverse groups
- applying procedures relating to work health and safety and the environment in the context of public affairs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and the environment, regulations, policies, procedures and guidelines relating to public affairs
- public affairs capability and how this relates to organisational objectives
- event management
- requirements of crisis management communication strategies

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCY001 Contribute to policy development

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPOL401A Contribute to policy development. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to contribute to the consultative and validation stages of policy development, provide feedback and contribute to the review of policy.

This unit applies to public sector staff and other stakeholders whose roles include contributing to the policy development process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, and as part of a team, with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar contexts.

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

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Competency Field

Policy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to the consultative phase of policy development	1.1 Identify and respond to opportunities to contribute to policy development. 1.2 Communicate information on the policy development process, timelines and expected outcomes to interested parties. 1.3 Gather, record and provide information on policy requirements and existing policies and procedures likely to be impacted.
2. Contribute to the validation stage of policy development	2.1 Analyse draft policy and the likely implications for government service delivery in consultation with those likely to be affected. 2.2 Evaluate and record draft policy implications for work processes and outcomes. 2.3 Identify and record likely implementation issues, dissenting stakeholders and transition requirements. 2.4 Provide feedback supported by evidence on draft policy.
3. Provide feedback on policy development	3.1 Gather, store and analyse information relating to the process of policy development. 3.2 Provide oral or written feedback to the policy developer.
4. Contribute to the review of policy	4.1 Gather, record and analyse information relating to the expected outcomes of the policy before, during and/or following policy implementation. 4.2 Identify and report unanticipated consequences of policy implementation and suggestions for dealing with them.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPPOL401A Contribute to policy development.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCY001 Contribute to policy development

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must demonstrate evidence of performance of the following on at least one occasion:

- reading and evaluating complex and formal documents
- making judgments on impact of policy and legislation on the organisation
- consulting on and validating policy
- adjusting communication to suit different audiences
- undertaking research involving collecting and analysing data for evaluation
- preparing written reports

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current policies underpinning the work area
- the policy cycle
- organisation and government processes and procedures
- public sector code/s of ethics and code/s of conduct
- principle of community and stakeholder engagement in policy development

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG004 Promote client compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG402C Promote client compliance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to promote client compliance. It includes advising and assisting clients to comply with legislation or standards and implementing communication strategies to improve compliance.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing routine tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Advise and assist clients to comply with legislation or standards	1.1 Confirm client needs, expectations, attitudes and current level of knowledge. 1.2 Identify and manage risks related to possible confrontations. 1.3 Provide advice to client's that is current, prompt and meets the specific needs of clients in its range, depth and form of presentation. 1.4 Seek feedback on clients' levels of understanding and use additional information or explanation to clarify issues if required. 1.5 Provide information to promote the benefits of compliance and the consequences of non-compliance. 1.6 Advise clients of processes and timelines when interpretation and/or advice from others is needed for complex matters.
2. Implement communication strategies to improve compliance	2.1 Tailor communication strategies to the audience and the context. 2.2 Apply presentation standards in accordance with the needs of clients. 2.3 Highlight community rights and responsibilities and avenues for public redress under legislation or standards, when applicable. 2.4 Use conflict resolution techniques if necessary and protect the safety of self and others. 2.5 Adjust content and presentation of communication strategies in response to feedback gathered from a range of clients.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG402C Promote client compliance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG004 Promote client compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- providing advice and discussion involving exchanges of sometimes complex oral information
- delivering presentations tailored to the needs of people from diverse backgrounds
- reading and explaining complex and formal documents, including their application to clients' situations
- using active listening and questioning strategies to clarify understanding
- using information technology to access relevant legislation and guidelines

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including
- consequences of non-compliance
- terminology used in legislation and procedures
- organisational procedures, guidelines and protocols
- delivery approaches to address diverse learning styles
- industry knowledge

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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PSPREG005 Assess compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG403B Assess compliance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to assess risk, monitor situations, environments and behaviours, and analyse information to assess compliance with legislation and/or standards. It includes monitoring areas under own jurisdiction, receiving or identifying allegations of non-compliance, and conducting research to determine levels of compliance.

This unit applies to those working in regulatory roles involving compliance assessment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing routine tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Monitor areas under jurisdiction	1.1 Conduct risk assessment analysis to identify and prioritise areas for monitoring and to identify methodology 1.2 Conduct inspections and/or compliance audits. 1.3 Utilise specialist equipment when required. 1.4 Protect the safety of self and others. 1.5 Facilitate cooperation with other organisations and jurisdictions.
2. Receive or identify allegation of non-compliance	2.1 Record referrals relating to non-compliance. 2.2 Respond to possible and potential breaches promptly. 2.3 Assess preliminary information to establish the offence and validate to confirm the need for action. 2.4 Handle complainants including referral to more senior personnel as required.
3. Determine levels of compliance	3.1 Seek assistance promptly as necessary to obtain advice on methodology to adopt and prevent gaps occurring in evidence collection. 3.2 Select evidence collection methodology according to the purpose, situation and operational guidelines. 3.3 Collect, analyse and secure information and/or samples. 3.4 Ensure information and/or samples are relevant and sufficient for the purpose identified. 3.5 Assess against the requirements of the legislation and identify and document the level of compliance. 3.6 Determine further action consistent with the level of compliance and is record or report.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG403B Assess compliance.

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Links

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Assessment Requirements for PSPREG005 Assess compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking research, analysis and problem solving in the context of assessing compliance
- applying regulations and codes of practice
- using information technology for data analysis, recording and reporting
- communicating including questioning and negotiating of meaning in sometimes difficult situations
- reading and applying complex information from legislation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- organisational procedures, guidelines and protocols
- knowledge of own and others' jurisdictions
- risk management in the context of compliance assessment
- application of audit tools
- research and sampling methodologies
- security storage of evidence and/or information
- procedures for recording allegations and/or complaints
- specialist equipment

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG012 Gather information through interviews

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG411A Gather information through interviews. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to gather information through interviews. It includes preparing for and conducting interviews and reviewing and correlating information.

This unit applies to those working in regulatory roles within the public sector involved in information gathering through interviews.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for interview	1.1 Determine the need for an interview and establish the context and requirements. 1.2 Plan interview to ensure desired outcomes are achieved. 1.3 Make interview arrangements. 1.4 Prepare materials to be used during the interview. 1.5 Seek advice on legislative or administrative issues relating to the conduct of the interview.
2. Conduct interview	2.1 Commence the interview following organisational protocols and comply with legislative requirements. 2.2 Conduct interview in a planned manner, with the sequence evident to others who may use the outcomes. 2.3 Select and use questions that are relevant, comprehensive, appropriate to the situation and the interviewee and adhere to the rules of evidence. 2.4 Use problem solving skills to test, compare and contrast information as it is provided to influence the direction of further questions. 2.5 Record information. 2.6 Maintain personal conduct and take account of cultural and ethical issues.
3. Review and correlate information	3.1 Review and clarify information to ensure its relevance and sufficiency prior to concluding the interview. 3.2 Transcribe information if necessary and deal with sensitive information appropriately. 3.3 Conduct detailed analysis and identify and note incomplete and irregular information or followed up in accordance with the nature of the interview. 3.4 Confirm behavioural characteristics of significance to the purpose of the interview. 3.5 Undertake post-interview activities.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPREG411A Gather information through interviews.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG012 Gather information through interviews

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using interviewing techniques and varying style and language structure to suit situation and interviewee(s)
- engaging in exchanges of sometimes complex oral information
- using techniques to deal with difficult interview situations
- using communication techniques, including establishing rapport, listening, probing, reflecting, negotiation, conflict resolution
- using critical analysis, evaluation and deductive reasoning
- using problem solving and decision making related to interviewing
- using judgment, to test the veracity of information and vary questions and interviewing techniques to suit
- preparing interview documentation requiring accuracy of expression and formality in structure and format
- operating technical and electronic equipment, where necessary

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- application of legislation to interviewing including, privacy, ethics, confidentiality and freedom of information

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- organisational policies and guidelines relating to interviews
- questioning techniques
- legal and ethical considerations for conducting interviews
- cultural awareness in the context of interviewing
- procedures for using interpreters
- legal and organisational requirements for documentation
- legal requirements relating to recording of information
- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG027 Manage regulatory compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG601B Manage regulatory compliance. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage regulatory compliance, a management role with responsibility for regulatory officers who enforce and promote compliance with legislation. It includes interpreting and advising on enabling and related legislation; developing and implementing strategies to promote long term voluntary compliance and develop a culture of compliance in the community; and providing strategic advice on compliance matters.

This unit applies to those working in management roles within the public sector involved in regulatory compliance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar contexts.

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

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Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Interpret and advise on enabling and related legislation	1.1 Resolve or refer non routine or complex matters related to enabling and related legislation. 1.2 Provide advice to clients and staff that is prompt, consistent and constructive, and within level of authority. 1.3 Seek feedback on client level of understanding, and provide additional information or explanation to clarify issues. 1.4 Monitor staff understanding of legislation and procedures is and address professional development needs.
2. Develop and implement compliance strategies	2.1 Identify and implement strategies and measures to influence long term voluntary compliance to suit the audience and the context. 2.2 Provide information that is current and promotes the benefits of compliance to clients. 2.3 Adjust information and strategies in response to feedback gathered from a range of stakeholders.
3. Provide strategic advice on compliance matters	3.1 Confirm client or government information requirements. 3.2 Provide advice based on current information and meets the specific needs of clients in its range, depth and form of presentation. 3.3 Maintain presentation standards. 3.4 Seek feedback on how well the advice and/or information suits its purpose and audience, and use to recommend further action.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG601B Manage regulatory compliance.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG027 Manage regulatory compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking planning and information analysis
- engaging in mentoring and coaching
- interpreting complex written materials
- preparing written reports requiring formal structure and language
- providing oral advice to diverse audiences requiring adaptation of style and language
- using active listening and questioning to confirm understanding

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- enabling legislation
- aspects of common law
- strategic management of regulatory compliance
- organisational reporting procedures
- public sector policy and legislation, including WHS and environment relating to the management of regulatory compliance

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG028 Evaluate regulatory compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG602B Evaluate regulatory compliance. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to evaluate compliance outcomes, and review regulatory policies, procedures and legislation to improve compliance outcomes. It includes developing compliance measures and/or targets, evaluating the extent of compliance, reviewing procedures and guidelines to improve compliance, and contributing to new legislation or the review of existing legislation.

This unit applies to those working as a manager with responsibility for regulatory officers who enforce and promote compliance with the organisation's enabling legislation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar and unfamiliar contexts.

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

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Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Develop compliance measures/targets	1.1 Develop compliance measures that are valid, reliable, sufficient and both time and cost effective. 1.2 Develop realistic measures and/or targets underpinned by current information.
2. Evaluate extent of compliance	2.1 Ensure analysis of compliance data is valid and conclusions are unbiased and supported by evidence. 2.2 Ensure interpretation of comparative data over time is valid and reliable and record outcomes. 2.3 Report compliance outcomes.
3. Review procedures and guidelines to improve compliance	3.1 Draw upon a variety of sources of information representing the breadth of possible stakeholders to ensure review is comprehensive. 3.2 Identify possible reasons for not meeting targets and/or performance indicators and make recommendations to improve long term voluntary compliance. 3.3 Make adjustments of strategies and plans to address review recommendations in accordance with resource constraints.
4. Contribute to new legislation or review of existing legislation	4.1 Provide input that supports government policy directions and relies on current information with supporting reasons and data analysis. 4.2 Make resource implications of legislative recommendations within government policy requirements.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG602B Evaluate regulatory compliance.

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Links

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Assessment Requirements for PSPREG028 Evaluate regulatory compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking information analysis
- interpreting complex written and numerical materials
- preparing written reporting requiring formal structure and language

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- enabling legislation
- government policies
- principles of evaluation
- public sector policy and legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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SISCAQU001 Test pool water quality

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to conduct pool water tests, record test results and make visual ongoing checks.

This unit applies to those working as pool attendants or aquatic operators in aquatic environments, such as council or commercially operated aquatic and leisure centres. Work is performed according to public health regulatory requirements, organisational policies and procedures, and relevant legislation.

Work may be carried out under supervision or with some autonomy, depending on the individual situation and job role.

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

Pre-requisite Unit

Nil

Competency Field

Aquatics

Unit Sector

Community Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Conduct pool water tests.	1.1 Complete routine pool water tests according to public health regulatory requirements. 1.2 Interpret test results and compare with public health regulatory requirements. 1.3 Identify and report pool water test irregularities to appropriate personnel for corrective action. 1.4 Respond to contamination incidents within scope of own role. 1.5 Conduct regular sample collection and initiate corrective actions as required. 1.6 Perform regular visual checks of pool water quality, identify issues and initiate corrective actions when required.
2. Record test results.	2.1 Record pool water test results accurately. 2.2 Update swimming pool log according to aquatic facility specifications.

Foundation Skills

Foundation skills essential to performance in this unit are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SISCAQU201A Monitor pool water quality

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISCAQU001 Test pool water quality

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- test pool water for the following on a minimum of four separate occasions:
  - free chlorine and/or total bromine
  - total chlorine
  - combined chlorine
  - pH
  - total alkalinity
  - cyanuric acid
  - calcium hardness
  - total hardness
  - temperature
- perform routine visual checks for pool water quality.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation and organisational policies and procedures:
  - public health regulatory requirements in the local area
  - health acts
  - infectious diseases regulations
  - dangerous goods act and regulations
  - work health and safety/occupational health and safety
  - environmental legislation
  - local government regulation
  - roles, responsibilities and limitations of own role
- pool water chemistry terms and their meaning:
  - pH levels
  - alkalinity
  - chlorine and or bromine

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  - temperature
  - calcium hardness
- types of pool water tests, their purpose and testing procedures
- visual checks made by pool attendants
- equipment and resources used for testing pool water quality
- responses to contamination incidents.

Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated aquatic facility with an operating pool.

Assessment must ensure use of:

- pool water testing apparatus
- public health regulatory documentation
- organisational policies and procedures.

Assessment activities that allow the individual to:

- conduct regular pool water tests within industry realistic timeframes.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISCAQU002 Perform basic water rescues

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to perform basic water rescues in indoor or outdoor aquatic venues.

The unit applies to all workers who may be required to perform basic water rescues in a range of situations, including swimming pools. Work is performed according to accepted best practice principles of aquatic rescues, relevant legislation and organisational policies.

Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory work health and safety regulatory authority.

Pre-requisite Unit

Nil

Competency Field

Aquatics

Unit Sector

Community Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and evaluate aquatic emergencies.	1.1 Recognise signs and signals of a person in difficulty. 1.2 Assess situation to determine appropriate response in an aquatic emergency. 1.3 Identify and assess immediate hazards and risks to self

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	and others.
2. Apply basic water rescue principles.	2.1 Determine rescue type required and promptly formulate a rescue plan. 2.2 Access and use available equipment, as required. 2.3 Perform basic water rescue techniques according to emergency needs using fitness and strength levels required in own work environment. 2.4 Delegate tasks when required. 2.5 Identify and promptly respond to issues that arise during the rescue. 2.6 Monitor the condition of the casualty and plan a course of action.
3. Communicate incident details.	3.1 Convey incident details accurately to emergency response services. 3.2 Report details of incident to workplace supervisor as appropriate. 3.3 Provide reassurance to bystanders as required. 3.4 Maintain confidentiality of records and information in line with statutory and/or organisational policies.

Foundation Skills

Foundation skills essential to performance in this unit are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISCAQU002 Perform basic water rescues

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify, evaluate and respond to aquatic emergencies according to organisational and legislative requirements
- identify and respond to all of the following signs and signals:
  - call for help
  - vertical body position
  - minimal or non-supportive leg action
  - vigorous arm movements
  - submerged or unconscious person
- perform the following non-swimming rescues:
  - reach
  - rope throw
  - throw flotation aid
- perform the following swimming rescues demonstrating the fitness and strength to tow a person in difficulty at least 10 metres with their mouth and nose above water to a point of safety:
  - accompanied
  - wade
  - non-contact tow
  - contact tow
- incorporate appropriate adjustments for each of the above rescues to ensure safety of self and others.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, organisational policies and procedures and industry standards in relation to:
  - the safe conduct of water rescues
  - accurate completion of incident documentation

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- common signs and signals of a person experiencing difficulties in the water and possible contributing factors:
  - call for help
  - vertical body position
  - minimal or non-supportive leg action
  - vigorous arm movements
  - submerged or unconscious person
- use and location of equipment types
- non-swimming rescue methods and techniques:
  - reach
  - rope throw
  - throw flotation aid
- swimming rescue methods and techniques:
  - accompanied
  - wade
  - non-contact tow
  - contact tow
- issues that arise during rescues and appropriate adjustments to ensure safety of self and others
- communication systems used during rescues to inform managers, other employees and emergency services of progress
- potential dangers in a range of aquatic environments and how to respond.

Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated aquatic facility or environment such as an indoor pool, outdoor pool, or shallow water venue.

Assessment must ensure use of:

- pool safety equipment:
  - flotation devices
  - first aid facilities and equipment
  - ropes
  - suitable to perform a reach rescue
- participants to enable demonstration of all water rescue techniques and scenarios, these can be:
  - participants in a workplace, or
  - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

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Assessment activities that allow the individual to:

- demonstrate water rescue techniques and broader emergency responses in required emergency situation timeframes
- communicate with relevant personnel and emergency response services.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISCAQU004 Develop and implement pool water maintenance procedures

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, implement, monitor and evaluate systems and procedures for the maintenance of quality pool water in an aquatic recreation facility.

This unit applies to those working autonomously in aquatic leisure centres or community pools, in roles such as program coordinators, swim school coordinators, recreation coordinators or duty managers. Work is performed according to relevant legislation, and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Aquatics

Unit Sector

Community Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop pool water maintenance	1.1 Evaluate pool water quality maintenance and treatment needs according to regulatory framework.

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procedures.	1.2 Develop and document systems for pool water maintenance in consultation with appropriate personnel.
2. Implement pool water maintenance procedures.	2.1 Provide accurate and current information and instruction to staff about legislative and technical requirements. 2.2 Delegate testing and treatment tasks according to staff skills. 2.3 Test pool water quality following established procedures. 2.4 Interpret results of tests made by self and others and identify where correction is needed. 2.5 Calculate the amount of chemicals required to correct chemical imbalances in pool water. 2.6 Select and use chemical dosing equipment for treatment of pool water according to manufacturer specifications. 2.7 Monitor pool water quality on ongoing basis, identify issues of concern and respond according to agreed procedures. 2.8 Identify and respond to emergency situations according to agreed procedures. 2.9 Complete accurate documentation
3. Evaluate pool water maintenance procedures.	3.1 Assess effectiveness of pool water maintenance procedures against testing and treatment records. 3.2 Identify and document potential improvements to maintenance procedures. 3.3 Communicate improvements and changes to relevant staff and stakeholders.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret technical content of regulatory requirements.

Unit Mapping Information

SISCAQU414A Develop pool water maintenance procedures

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Assessment Requirements for SISCAQU004 Develop and implement pool water maintenance procedures

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop and document pool water maintenance procedures that meet regulatory requirements for at least one aquatic facility that incorporate:
  - monitoring and treatment procedures for:
    - microbiological levels
    - disinfectant levels
    - pH levels
    - clarity levels
  - staff training requirements
  - safety procedures
  - emergency response procedures
  - documentation and reporting
- implement and evaluate pool water maintenance procedures for at least one aquatic facility
- implement emergency procedures in the event of a chemical emergency on at least one occasion.

Knowledge Evidence

Demonstrated knowledge required to do the task outlined in elements and performance criteria of this unit:

- legislation and industry standards relevant to aquatic facility maintenance with specific focus on local requirements:
  - work health and safety/occupational health and safety
  - dangerous goods act and regulations
  - local government regulations
  - building codes and regulations
- organisational policies and procedures:
  - standard operating conditions and levels
  - work health and safety/occupational health and safety
  - risk assessment and control

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  - handling of hazardous chemicals
  - emergency response
- factors that affect pool water treatment needs in different contexts:
  - condition of aquatic facility
  - location
  - size
  - nature of services provided
  - availability of resources
- characteristics of water quality:
  - pH levels
  - alkalinity
  - chlorine and / or bromine
  - temperature
  - calcium hardness
  - disinfectant levels
- waterborne bacteria and how to enable these to be monitored and controlled safely:
  - pseudomonas
  - aeruginosa
- consultation and communication mechanisms to develop and implement procedural systems
- content considerations for procedure documents:
  - specific testing and treatment procedures
  - safety requirements (chemicals, plant and equipment)
  - emergency response
  - training requirements
  - documentation and reporting requirements
- water treatment processes:
  - routine pool water tests
  - pool water microbiological tests
  - superchlorination
  - shock dosing
  - dechlorination
  - ozonisation or use of sanitizer
  - pool water filtration and recirculation
  - backwashing
  - manual removal of visible contaminants
- features and sources of products for pool water quality maintenance.

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Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated aquatic facility or environment.

Assessment must ensure use of:

- a pool for which a maintenance program would be developed
- information about pool water quality maintenance to allow the individual to develop a tailored system
- organisational policies and procedures
- incident reporting documentation
- resources to maintain facility and equipment.

Assessment activities that allow the individual to:

- implement and monitor pool quality maintenance over time
- respond to a chemical emergency situation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISCAQU005 Develop and implement aquatic facility maintenance procedures

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate maintenance schedules for an aquatic recreation facility.

This unit applies to those working autonomously at aquatic leisure centres or community pools in roles such as program coordinators, swim school coordinators, recreation coordinators or duty managers. Work is performed according to relevant legislation, organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Aquatics

Unit Sector

Community Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan maintenance procedures.	1.1 Evaluate operational maintenance needs according to regulatory and business requirements. 1.2 Document uses and condition of the aquatic facility plant

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	and equipment and identify priorities for action. 1.3 Identify potential sources of increased efficiency of the aquatic facility plant and equipment. 1.4 Identify human, physical and financial resources associated with needed maintenance of aquatic facility. 1.5 Integrate maintenance program with asset acquisition and disposal plans. 1.6 Schedule maintenance activities to minimise disruption to facility users and ensure that supplies are available. 1.7 Confirm, document and communicate maintenance procedures and costs according to organisational approval protocols.
2. Implement maintenance procedures.	2.1 Monitor completion of inspection and maintenance schedules. 2.2 Identify and assess failed or unsafe aquatic facility plant and equipment and determine underlying cause within scope of own role. 2.3 Identify and evaluate emergency situations and respond according to local regulatory and organisational procedures. 2.4 Remove defective equipment and/or facilities from operation and complete repairs within designated responsibility. 2.5 Arrange for required repairs to be carried out by qualified and/or licensed contractors and record actions taken. 2.6 Monitor maintenance records and take corrective action as required. 2.7 Communicate maintenance actions to appropriate staff or personnel.
3. Evaluate maintenance procedures.	3.1 Assess the effectiveness of maintenance systems against short and long-term maintenance requirements. 3.2 Identify and use alternative maintenance methods to maintain cost effectiveness. 3.3 Document and communicate improvements and changes to maintenance systems.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

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Reading skills to:

- interpret technical content of regulatory requirements.

Unit Mapping Information

SISCAQU415A Develop aquatic facility maintenance procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISCAQU005 Develop and implement aquatic facility maintenance procedures

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop and document maintenance procedures for at least one aquatic facility, incorporating consideration of:
  - circulation plant
  - heating systems
  - lighting or ventilation systems
  - disinfection systems
  - required supplies
  - servicing and repair
  - equipment replacement/redundancy
- implement and evaluate maintenance procedures for at least one aquatic facility.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation and industry standards relevant to aquatic facility maintenance:
  - work health and safety/occupational health and safety
  - dangerous goods act and regulations
  - local government regulations
  - building codes and regulations
- organisational policies and procedures:
  - standard operating conditions and levels
  - work health and safety/occupational health and safety
  - risk assessment and control
  - handling of hazardous chemicals
  - emergency evacuation
- factors affecting the operating cost of an aquatic facility:
  - faulty operation
  - cleaning requirements

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  - consumables
  - replacements (whole or part)
  - servicing and repair
  - utility costs
  - staff costs
  - contractor costs
- plant and equipment manufacturer specifications in relation to operation, servicing and repair of:
  - circulation plant
  - heating systems
  - lighting and ventilation systems
  - disinfection systems
  - supplies
- emergency situations that can occur with plant and equipment, and how to respond
- project management techniques:
  - planning and scheduling
  - consultation and communication
  - evaluation.

Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated aquatic facility or environment.

Assessment must ensure use of:

- equipment and plant for which the candidate plans maintenance procedures
- organisational policies, procedures and budget
- equipment operating and maintenance instructions
- resources to maintain facility and equipment.

Assessment activities that allow the individual to:

- implement and monitor maintenance activity over time.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISCAQU006 Supervise clients in aquatic locations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to supervise clients in aquatic locations, minimising risk through identifying and responding to potential hazards and emergencies.

This unit applies to those working in aquatic settings or environments such as swimming pools and other aquatic recreation facilities. Work is performed according to best practice principles of aquatic activities, relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Aquatics

Unit Sector

Community Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify potential hazardous behaviours and situations.	1.1 Access and interpret the organisation's risk management plan. 1.2 Identify hazardous behaviours and activities of clients. 1.3 Identify clients at risk or those who have specific needs.

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	1.4 Identify environmental hazards for clients in aquatic facilities or environments.
2. Maintain a safe aquatic facility or environment.	2.1 Promote compliance with safety rules to clients and staff and provide clear information on requirements. 2.2 Identify supervision requirements and select techniques suited to the facility or environment. 2.3 Monitor client behaviour and activities and identify situations that pose a risk to the individual or other facility users. 2.4 Inform clients of unacceptable behaviours and provide clear information about required behaviour. 2.5 Select and use communication and conflict resolution techniques that maximise the chance of positive outcomes. 2.6 Report and document unsafe situations.
3. Assess possible emergency or rescue situations.	3.1 Identify signs of possible casualty or difficulty. 3.2 Assess situation and determine appropriate response to emergency. 3.3 Promptly communicate emergency situation to appropriate personnel. 3.4 Report and document incidents.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SISCAQU306A Supervise clients at an aquatic facility of environment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISCAQU006 Supervise clients in aquatic locations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify hazardous situations and action appropriate responses to all of the following situations:
  - inappropriate behaviour
  - environmental
  - individual(s) experiencing difficulty in the water
  - emergency/rescue situations
- select and use communication techniques as appropriate to each of the hazardous situations:
  - clear verbal communication
  - negotiation
  - conflict resolution.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation and organisational policies and procedures:
  - work health and safety/occupational health and safety
  - use and care of equipment
  - communication protocols
  - safety, rescue and emergency procedures
  - incident reporting
  - appropriate responses to potential risk
  - behaviour management
- industry standards that enables a low risk environment for client activities and appropriate response to emergencies
- hazardous behaviour and activities that pose risks to clients and how to identify and deal with them appropriately:
  - misusing equipment
  - swimming in unsafe areas

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  - behaving with disregard for the safety of others or self
  - diving into shallow water
  - consuming alcohol or illegal drugs
- signs and signals of people experiencing difficulties in the water and how to respond:
  - lack of movement
  - arm waving
  - calling for help
- signs and symptoms of physical injury
- environmental hazards and how to respond:
  - weather conditions
  - reflective glare
  - water clarity or turbidity
  - rips
  - shallow water
- characteristics and needs of individuals who are high risk:
  - overweight
  - elderly
  - people with a disability
  - young children
  - drug or alcohol effected
  - weak or non-swimmers
  - injured swimmers
- incidence and features of alcohol related drowning
- best practice principles of aquatic rescues:
  - accepted preventative practice adopted in aquatic industry
  - guidelines and codes of conduct
  - culture of life saving
- communication techniques
  - clear communication
  - negotiation
  - conflict resolution techniques.

Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated aquatic facility or confined natural shallow water environment.

Assessment must ensure use of:

- organisational policies and procedures appropriate to risk management
- first aid facilities and equipment

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- incident reporting documentation
- participants using the aquatic facility, these can be:
  - participants in a workplace, or
  - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessment activities that allow the individual to:

- respond to problems and emergency situations.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISCAQU007 Perform advanced water rescues

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify, evaluate and respond to aquatic emergencies using established rescue procedures.

The unit applies to lifeguards (and others when a lifeguard is not available) who perform advanced water rescues in a range of situations, including swimming pools. Work is performed according to accepted best practice principles of aquatic rescues, first aid, relevant legislation and organisational policies.

Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory work health and safety regulatory authority.

Pre-requisite Unit

HLTAID003 Provide first aid

SISCAQU002 Perform basic water rescues

Competency Field

Aquatics

Unit Sector

Community Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and evaluate major aquatic	1.1 Recognise factors which contribute to aquatic emergencies.

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emergencies.	1.2 Recognise signs and signals of aquatic emergency and communicate initial assessment to appropriate personnel. 1.3 Identify appropriate emergency response for the situation and people involved. 1.4 Promote compliance with safety rules of aquatic facility to clients.
2. Respond to aquatic emergency.	2.1 Activate emergency systems and implement strategies for group control. 2.2 Assess factors impacting on the advanced water rescue and formulate a rescue plan. 2.3 Determine appropriate involvement of others, type of rescue required and rescue equipment needed. 2.4 Identify hazards and take appropriate action to prevent further injury to the casualty, self or others. 2.5 Perform an advanced water rescue using established techniques and procedures and safe manual handling techniques.
3. Assess the casualty.	3.1 Observe and assess condition of the casualty. 3.2 Assess vital signs and symptoms of shock and provide appropriate treatment.
4. Organise further emergency care as required.	4.1 Contact emergency services and provide accurate information to obtain required assistance. 4.2 Monitor casualty or arrange further treatment until emergency response team assumes responsibility.
5. Record and report the incident.	5.1 Complete required documentation in agreed format. 5.2 Notify other personnel and statutory authorities of incident as required.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISCAQU007 Perform advanced water rescues

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify and respond to all of the following signs and signals of aquatic emergencies according to organisational and legislative requirements:
  - call for help
  - vertical body position
  - diagonal body position
  - minimal or non-supportive leg action
  - vigorous arm movements
  - submerged or unconscious person
- use the following equipment and techniques during rescue situations:
  - spinal immobilisation equipment
  - oxygen supplemented resuscitation
  - oxygen therapy
  - safe manual handling techniques
- demonstrate correct swimming strokes, personal survival and rescue skills:
  - personal survival and defensive techniques on approach to a casualty
  - contact tow of both a conscious and unconscious casualty
  - non-contact tow of a conscious casualty
- successfully complete fitness and strength tests:
  - swim 200 metres in less than 6 minutes without using equipment
  - retrieve an object from the deepest water within the aquatic environment no greater than 3 metres in depth. If depth is greater than 3 metres assistance may be used e.g. fins
- respond in a team to at least two of each of the simulated emergency scenarios contextualised to the candidate’s workplace/aquatic environment:
  - assist two other team members with the removal of an unconscious person from the water
  - complete a 25 metre swim and 25 metre non-contact tow of a conscious casualty with assisted landing in less than 1minute 45 seconds
  - work as a team to perform spinal immobilisation, stabilization and removal of a suspected spinal injury casualty in both shallow and deep water:

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    - immobilise and roll over as per workplace and pool depth
    - use of available spinal immobilisation equipment.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation and organisational policies and procedures that enable the safe and appropriate conduct of all activities:
    - work health and safety/occupational health and safety
    - duty of care
    - working with children
    - communication protocols
    - rescue and emergency procedures
    - incident reporting
- factors leading to aquatic emergencies:
    - swimming ability
    - deep water
    - shallow water
    - river currents
    - surf conditions
    - strong winds
    - risk taking behaviour
- different aquatic emergencies and appropriate responses:
    - sudden unconsciousness
    - spinal injury
    - drowning
    - heart attack
    - severe bleeding
    - epileptic seizures
    - severe asthma attacks
- factors contributing to aquatic emergencies to enable prompt and accurate assessment of emergency situations:
    - number of casualties
    - rescue equipment
    - number and location of other staff
- accepted best practice principles of aquatic rescues
- first aid techniques and standards to enable provision of safe and effective response and treatment of casualties
- types and characteristics of water rescue equipment used in advanced water rescue to enable safe and effective use:

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  - spinal immobilisation equipment
  - oxygen supplemented resuscitation
  - oxygen therapy
- role of lifeguards and other personnel during major aquatic emergencies to enable effective emergency responses.

Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated aquatic facility or environment appropriate to the candidate's current or intended work role.

Assessment must ensure use of:

- CPR mannequins
- rescue equipment:
  - reaching aids
  - spinal immobilisation equipment
  - pool rescue equipment (rescue tubes/rings)
- suitable participants to enable demonstration of all water rescue techniques and scenarios, these can be:
  - participants in a workplace, or
  - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessment activities that allow the individual to:

- respond to realistic in-depth, industry-validated rescue scenarios and simulations.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISCAQU012 Assist participants with a disability during aquatic activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify the needs of participants with a disability, assist them to safely enter and exit the water and to provide appropriate support during aquatic activities.

This unit applies to those conducting learn-to-swim and water familiarisation classes in swimming pools or confined natural shallow water venues. Work is performed according to relevant legislation, public health regulatory requirements and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Aquatics

Unit Sector

Community Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify participant needs.	1.1 Consider participant group characteristics and suitability of environmental features to participant needs.

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	1.2 Assess the degree and type of support required. 1.3 Determine entry and exit requirements, and appropriate entry and exit points. 1.4 Report any unsuitable environmental features or entry and exit points.
2. Provide aquatic support.	2.1 Select and use communication techniques suited to participants. 2.2 Advise participants and caregivers of location and appropriate use of resources. 2.3 Provide clear information and demonstrations to participants and caregivers and confirm understanding. 2.4 Seek and respond to questions or feedback from participants and caregivers. 2.5 Provide appropriate type and level of support. 2.6 Observe and monitor participant responses and adjust support provided, as required. 2.7 Respond to participants or caregivers experiencing difficulties.
3. Review aquatic support.	3.1 Respond to participant and caregiver concerns, feedback and questions as required. 3.2 Report on resources and aspects needing further emphasis, attention or intervention in future sessions. 3.3 Review own performance and identify areas needing improvement and appropriate strategies as required.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SISCAQU312A Assist participants with a disability during aquatic activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISCAQU012 Assist participants with a disability during aquatic activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- provide support to at least three clients with different types of disability
- correctly use the following physical support techniques:
  - hands on torso
  - hands to hands
  - back hold in vertical or horizontal positions
  - short arm hold
  - cradling
  - carry hold
  - hip hold
  - prone hold
  - prone side hold
  - assisted entries and exits
- select and use communication strategies suited to individual clients, including the following:
  - active listening
  - open questioning
  - non-verbal
  - visual
  - sensory
  - tactile.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legal, ethical and organisational policies and procedures:
  - work health and safety/occupational health and safety
  - duty of care
  - working with children

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  - communication protocols
  - codes of conduct
  - best practice principles of aquatic activities
  - disability specific legislation
  - current policies and frameworks supporting provision of services to people with a disability
- factors affecting support requirements:
  - physical disability
  - intellectual or sensory impairment
  - mobility
  - fitness
  - body type and composition
  - age
- environmental features to be considered:
  - ramps
  - hoists
  - steps
  - surface type
  - railings
  - water depth
  - available water space
- aquatic support techniques and their application to different participant requirements, as specified in the Performance Evidence
- communication techniques and the need to adapt to specific needs:
  - clear verbal communication
  - visual
  - tactile
- use, care and maintenance of equipment used to support people with a disability
- first aid and water rescue techniques to enable appropriate responses to participants or caregivers experiencing difficulties
- cardiopulmonary resuscitation techniques to enable initial response to emergencies as per Australian Resuscitation Council (ARC) guidelines.

Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated aquatic facility or confined natural shallow water environment.

Assessment must ensure use of:

- participants with a disability to whom services are provided

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- organisational policies and procedures appropriate to risk management
- incident reporting documentation.

Assessment must ensure access to:

- first aid facilities and equipment.

Assessment activities that allow the individual to:

- respond to typical challenges that arise when providing support to people with a disability.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISONAV403A Navigate in uncontrolled environments

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to Navigate in uncontrolled environments within an activity-specific context. This includes areas which are totally natural with no modifications made to the natural surface and where the onset of extreme environmental conditions may have a significant adverse impact upon the activity.

Application of the Unit

This unit applies to adventure guides or outdoor leaders working for private outdoor adventure companies and or school based outdoor education programs, such as holiday programs and camps. Activities requiring navigation may include bushwalking, skiing and snowboarding in unmodified landscapes in extreme environmental conditions which are totally natural with no modifications made to the natural surface, no clearance or signage, indistinct track alignment and are not managed for public risk.

This may include those working for private outdoor adventure companies, volunteer organisations, not for profit organisations, government agencies, or group instructors in outdoor education programs.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.
1. Plan for navigation.	1.1. Obtain and become familiar with appropriate ***map or maps*** for the activity. 1.2. Identify ***symbols and information*** contained on the map that may be used in navigation. 1.3. Apply information contained on the map to plan an efficient route or course according to specific activity requirements, ***contextual issues***, ***relevant legislation***, and ***organisational policies and procedures***. 1.4. Obtain and identify essential features of a compass and how it is used to maintain a designated course. 1.5. Calculate grid and magnetic bearings using a map and compass. 1.6. Prepare a ***navigation data sheet*** and identify emergency or contingency escape routes.
2. Navigate in unmodified landscapes.	2.1. Apply ***navigation techniques*** to orientate map to ***surroundings*** with a compass and identify factors that affect accuracy. 2.2. Follow a route in ***unmodified landscapes***, demonstrating use of a combination of ***navigation aids*** according to relevant legislation and organisational policies and procedures. 2.3. Apply ***techniques for estimating distance*** travelled in the absence of identifying features. 2.4. Maintain, where necessary, a compass course while bypassing an ***obstacle***. 2.5. Identify unknown features and ***hazards*** in ***extreme environmental conditions*** using navigation aids. 2.6. Fix position using a combination of navigation techniques and identify unknown features when lost.
3. Evaluate navigations.	3.1. Evaluate ***relevant aspects*** of navigation. 3.2. Identify improvements or modifications for future navigations in unmodified landscapes in extreme environmental conditions.

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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to:
  - read and interpret maps
  - follow instructions and procedures
  - develop a navigation data sheet
- planning and organising skills to:
  - obtain navigation equipment
  - plan and follow routes and courses
- numeracy skills to calculate grid and magnetic bearings and distances using a map and compass in conditions of poor visibility
- problem-solving skills to:
  - make prompt decisions
  - maintain a compass course while bypassing an obstacle
  - fix position and determine current location when lost in unmodified landscapes in extreme environmental conditions.

Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of all activities
- different types of maps, sources of error and factors affecting accuracy in extreme environmental conditions to enable appropriate map selection and use
- map features, including symbols, contour lines, scales, grid lines and legends to enable efficient map reading
- features of a compass, their use and factors that affect compass accuracy
- route planning and factors that should be considered when navigating in unmodified landscapes in extreme environmental conditions
- navigation techniques in unmodified landscapes to determine distance, location, direction and potential obstacles and hazards
- techniques for estimating distance travelled, determining position when lost and navigating around obstacles in unmodified landscapes.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment

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Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • applies relevant process to plan a route in unmodified landscapes and demonstrates navigation techniques to orientate and follow directions in extreme environmental conditions • navigates around obstacles and hazards in unmodified landscapes while maintaining a compass course • evaluates and reflects on own navigation performance to identify strengths, weaknesses and areas that need improvement.
Context of and specific resources for assessment	Assessment must ensure participation in navigation activities in unmodified landscapes that are of sufficient breadth and duration to demonstrate competency and consistency of performance. Assessment must also ensure access to: • a suitable outdoor location with unmodified landscapes within an activity-specific context that align to Class 6 Tracks within the Australian Standard for Walking Tracks • navigation equipment such as map or maps, compass, GPS and activity-specific equipment.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • oral or written questioning to assess knowledge of navigation techniques used to maintain a course in unmodified landscapes • observation of safe participation and demonstration of navigation skills, such as maintaining a compass course while bypassing an obstacle and fixing position when lost • third-party reports from a supervisor detailing performance. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • SISOBWG404A Bushwalk in unmodified landscapes.

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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Map or maps may include:

- cadastral and topographic maps
- charts
- hydrographic
- aerial photographs
- guide books and diagrams.

Symbols and information may include:

- grid lines and numbers
- contour lines
- magnetic variation
- scale
- map legend
- topographic features
- markers and beacons
- water depth.

Contextual issues may include:

- weather conditions, including times
- seasons
- transport
- location
- trip distance and duration
- group objectives
- group size.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations.

Organisational policies and procedures may include:

- occupational health and safety
- communication protocols
- use and maintenance of equipment
- code of ethics.

Navigation data sheet may include:

- grid reference points
- grid and magnetic bearings
- distances
- estimated travelling times

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- height gain or loss
- gradient
- identifiable features
- escape routes.

Navigation techniques may include:

- use of compass
- linear features
- point features
- attack points
- aiming off
- collecting features
- spiral search
- sweep search
- backbearings and resections
- use of Global Positioning Systems (GPS)
- use of stars and sun
- use of natural features.

Surroundings may include:

- snow conditions
- bodies of water
- beacons and markers
- natural formations
- landmarks
- man-made features.

Unmodified landscapes include:

- uncleared tracks
- unsigned
- terrain and man-made hazards
- tracks not managed for public risk
- tracks align with Class 6 Tracks within the Australian Standard for Walking Tracks.

Navigation aids may include:

- track and creek junctions and crossings
- survey markers
- beacons
- track markers
- cairns
- paths
- lines
- signs
- arrows
- watch
- weather charts
- man-made objects or features
- transits.

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Techniques for estimating distance may include:	• time • observation of surroundings • relation to features if present • pacing.
Obstacles may include:	• logs • rocks • gullies • snow conditions • exposed areas • thick vegetation • drops and climbs • marshes and bogs • fog • rivers, lakes and dams.
Hazards may include:	• temperature extremes • slippery or unstable terrain • dangerous animals and insects • stinging trees and nettles • dense vegetation • group management hazards.
Extreme environmental conditions may include:	• very poor visibility • severe weather • unexpected and sudden weather changes.
Relevant aspects may include:	• objectives • planning process • activity site • weather • equipment selection • clothing selection • food selection • instructional content • instructional technique • assessment technique • group feedback • directing techniques • rescue techniques employed.

Unit Sector(s)

Outdoor Recreation

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Competency Field

Navigation

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SISOOPS202A Use and maintain a temporary or overnight site

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to establish, use and maintain a temporary or overnight site. Temporary sites include sites used for rest stops, overnight camping and emergency shelters.

Application of the Unit

This unit applies to those working in a range of outdoor recreation environments that require use of temporary overnight sites.

This unit may also apply to leaders working for outdoor education or adventure providers; volunteer groups; not-for-profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the

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ELEMENT	PERFORMANCE CRITERIA
unit of competency.	required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Make logistical arrangements.	1.1. Access local area knowledge and ***information***, and use it to identify suitable ***temporary sites***. 1.2. Identify factors affecting site selection according to ***relevant legislation*** and ***organisational policies and procedures***. 1.3. Access ***relevant sources*** to interpret detailed ***weather and environmental information***. 1.4. Identify ***hazards*** and potential ***human impact*** practices associated with the activity and apply ***risk*** minimisation as advised by the supervisor. 1.5. Identify and plan ***food and water requirements*** according to ***principles of nutrition*** and the duration of the activity. 1.6. Address perishability of various foods, packaging, cooking and storage considerations when menu planning. 1.7. Identify and plan for emergency food and water requirements.
2. Select equipment.	2.1. Select ***equipment*** according to ***contextual issues*** and check its serviceability. 2.2. Select personal clothing and footwear, and identify the design and or construction features that make it appropriate.
3. Establish a shelter.	3.1. Arrange a ***shelter*** according to the prevailing weather and conditions, and ensure comfort and safety. 3.2. Erect a shelter in a manner to reduce ***impact on the natural environment*** according to relevant legislation and organisational policies and procedures.
4. Maintain a temporary site.	4.1. Take measures to remove or avoid hazards and minimise risk at the temporary site. 4.2. Identify the consequences of unhygienic practices and apply recommended procedures to mitigate potential health risks. 4.3. Clean individual and shared utensils according to organisational policies and procedures. 4.4. Identify and apply sanitation practices appropriate to the site to minimise health problems and

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ELEMENT	PERFORMANCE CRITERIA
	environmental impact. 4.5. ***Pack up*** and clean area when leaving according to relevant legislation and organisational policies and procedures.
5. Evaluate the activity.	5.1. Evaluate ***relevant aspects*** of using and maintaining an overnight site. 5.2. Identify improvements for future overnight stays.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy and numeracy skills to:
  - read and interpret legislation and organisational policies and procedures
  - analyse weather and environmental information
- planning and organising skills to:
  - allocate and select equipment for overnight stay
  - establish and erect shelter at an appropriate site
- communication skills to:
  - interact with other participants
  - work as a team to set up camp and maintain a positive and safe environment
- problem-solving skills to:
  - deal with unforeseen circumstances
  - keep warm and sheltered, in the case of extreme environmental conditions and or loss of equipment
  - handle and prepare food hygienically
  - apply minimal impact camping techniques
- first aid and emergency response skills appropriate to the location to enable initial response to emergencies and personal health care.

Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of camping activities
- minimal impact camping and walking codes to ensure protection of environment
- equipment, clothing, footwear, food and water required for the duration of activity
- packing and maintenance techniques before, during and after the activity to protect personal and group equipment and ensure prolonged life
- principles of nutrition to maintain health and energy during activity

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- food and water in emergency situations to maintain health for prolonged periods
- food preparation and cooking methods used in outdoor environments
- sanitation procedures in outdoor environments to avoid contamination and illness
- types and purposes of different shelters to enable selection and use in various weather conditions
- weather and environmental information to ascertain possible conditions and their affect on the activity including life threatening conditions
- emergency procedures and potential hazards relevant to the location to ensure risk minimisation to self and group.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • makes logistical arrangements based on knowledge of the area and selects equipment and supply requirements according to the conditions and duration of the activity • applies camping techniques and adapts to contingencies that may arise, such as sudden change of weather • takes precautions to maintain physical well being of self and group, such as hygiene and sanitation procedures to prevent contamination and illnesses • evaluates and reflects on performance to identify strengths, weaknesses and areas that need improvement.
Context of and specific resources for assessment	Assessment must ensure establishment, use and maintenance of a temporary or overnight site on multiple occasions to demonstrate competency and consistency of performance. Assessment must also ensure access to: • resources and information regarding site to plan logistical arrangements • a suitable outdoor location • appropriate camping equipment.
Method of assessment	A range of assessment methods should be used to assess

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practical skills and knowledge. The following examples are appropriate for this unit:

- observation of planning logistical arrangements for the activity
- oral and or written questioning and reports to assess knowledge in relation to human impact on the environment
- observation of establishing and maintaining an overnight shelter
- observation of dealing with contingencies, such as repairing and or improvising on items of essential equipment in the case of breakage or loss.
- written and or verbal self evaluation.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISOOPS201A Minimise environmental impact
- Activity-specific units requiring the use and maintenance of a temporary or overnight site.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information may include:

- maps and charts
- guide books
- land managers and agencies.

Temporary sites may include:

- rest stops
- activity sites
- temporary or overnight shelter.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations
- marine regulations.

Organisational policies and procedures may include:

- occupational health and safety
- use and maintenance of equipment
- camp fire regulations

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	• emergency procedures • code of ethics.
Relevant sources may include:	• Bureau of Meteorology • media • land managers or agencies • local knowledge.
Weather and environmental information may include:	• satellite images • daily and weekly forecasts • maximum and minimum temperatures • weather warnings • event warnings • river levels • synoptic charts • high and low tide predictions.
Hazards may include:	• temperature extremes • slippery or unstable terrain • dangerous animals and insects • stinging trees and nettles • dense vegetation • group management hazards.
Human impact may include:	• pollution • physical damage • alteration to the environment • visual • noise • damage to cultural heritage • crowding.
Risk may include:	• hypothermia • frostbite • dehydration • heat exhaustion • hyperthermia • injuries and illness • insect bites and stings • food poisoning • lost party or party member • falling trees and branches.

Food and water requirements may include:	• menu planning and preparation
	• range of foods:
	  • perishability
	  • packaging

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	• storage • cooking methods.

Principles of nutrition may include:	• food groups
	• dietary guidelines
	• essential nutrients
	• food preparation:
	  • methods of cooking
	  • safe food handling and hygiene practices
	• individual food requirements and allergies.

Equipment may include:	• torch • tent • poles • tarp • sleeping bag • cooking system and utensils • pots and pans • ropes • plastic bags for rubbish • first aid kit • activity-specific equipment.
Contextual issues may include:	• weather conditions, including times • season • transport • location • trip distance and duration • group objectives • group size.
Shelter may include:	• tents • bivvies • snow caves • lean-to • mobile trailers and vans.
Impact on natural environment may include:	• soil • plants • water • geology • wildlife.
Pack up may include:	• gather all rubbish for removal • wipe or clean gear.
Relevant aspects may include:	• objectives • planning process

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- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed.

Unit Sector(s)

Outdoor Recreation

Competency Field

Field Operations

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SITXMPR001 Coordinate production of brochures and marketing materials

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate the development process for brochures and other marketing materials from a content and production perspective.

The unit applies to all industry sectors and all types of marketing materials, both physical and virtual. Individuals working independently with limited supervision undertake this role. Depending on the business context, this could include sales and marketing personnel, managers, and owner-operators of small businesses.

This unit reflects the general skills needed by those involved in sales and marketing activities and does not include the skills required by professional graphic designers or copywriters.

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

Pre-requisite Unit

Nil

Competency Field

Marketing and Public Relations

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1. Plan production of brochures and marketing materials.	1.1. Plan production of brochures and marketing materials according to marketing objectives. 1.2. Evaluate factors that impact on nature of materials and development process, including sustainability considerations. 1.3. Create production plans, including timelines, responsibilities, budget and contingency measures.
2. Produce information for inclusion.	2.1. Produce or obtain accurate and complete information for inclusion. 2.2. Present information that promotes the business in a clear format and a culturally appropriate way.
3. Obtain quotations for artwork and printing as appropriate.	3.1. Provide accurate and complete specifications to quoting organisations within appropriate timeframe. 3.2. Obtain quotations with details of potential variations to cost and conditions that may apply.
4. Develop final copy for brochures and marketing materials.	4.1. Develop copy using basic creative writing techniques or obtain from relevant source. 4.2. Integrate accurate, practical and operational details. 4.3. Present accurate information about costs and conditions. 4.4. Check copy for accuracy prior to submission for production.
5. Coordinate production of brochures and marketing materials.	5.1. Liaise with production personnel and monitor schedule. 5.2. Check and correct production work as required. 5.3. Approve artwork according to organisational guidelines. 5.4. Obtain and deliver materials on schedule or action contingency measures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

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Reading skills to:	• interpret quotations and product conditions • proofread and edit draft materials • create copy or check quality of outsourced copy • research information for inclusion from varied and potentially unfamiliar sources.
Oral communication skills to:	• collaborate with others on technical, organisational and creative issues.

Numeracy skills to:	• calculate costs and quantities of materials to be produced
	• work with:
	  • numerical concepts of size, shape and layout
	  • detailed product costings.

Problem-solving skills to:	• evaluate factors that impact on production of marketing materials • respond to challenges that arise in the production of marketing materials.
Technology skills to:	• liaise with others about technical production issues • work with current industry marketing technologies.

Unit Mapping Information

SITXMPR401 Coordinate production of brochures and marketing materials

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXMPR001 Coordinate production of brochures and marketing materials

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- produce at least three of the marketing materials listed in the knowledge evidence, coordinating all aspects of the development process within specified deadlines
- produce each of the above marketing materials to:
  - meet stated objectives
  - provide current and accurate information
- proofread each of the above to ensure they are free of errors.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- key features of marketing materials:
  - advertising material
  - conference program or registration form
  - destination guide
  - direct mail piece
  - display material
  - event prospectus
  - invitation
  - product brochure
  - product support manual
  - promotional flyer or leaflet
  - venue maps
- objectives of marketing materials and the markets for which material is required
- physical and virtual media marketing opportunities
- factors that impact production of materials in both physical and virtual contexts:
  - accessibility for those with disabilities
  - availability of information
  - design issues:

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    - style
    - size
  - legal requirements
  - marketing considerations:
    - distribution considerations
    - market for review of competitive materials
    - objectives
  - resource constraints:
    - budget
    - in-house capability
  - technology:
    - digital media opportunities
  - objectives of the material
  - sustainability considerations
  - time parameters
- current digital print production technologies, processes and terminology
- printing and industry conventions in relation to placement of information, page numbering and copyright information
- specification inclusions:
  - conditions of contract
  - delivery platform
  - interactivity requirements
  - layout and style of text
  - number of colours
  - number of photographs
  - production and delivery deadlines
  - size
  - total number required
  - type of paper (for print-based materials)
- quality indicators in marketing material production:
  - readability
  - photographic quality
  - effective use of colour
  - spacing requirements
- creative writing techniques used for the content of brochures and other marketing materials
- procedures and requirements for preparation and proofing of material
- copyright laws and restrictions that apply to the inclusion of certain content in brochures and other marketing materials
- procedures for copyright clearance of restricted materials

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- trade practices requirements around the need for accuracy of information in marketing materials.

Assessment Conditions

Skills must be demonstrated in an operational business environment for which brochures and marketing materials can be developed. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current information and communications technology for the development of content
- suppliers of graphic design services, print production organisations and copywriters with whom the individual can interact; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXMPR002 Create a promotional display or stand

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to create a display or stand for promotional purposes. It requires the ability to identify the objectives of the promotion, determine the audience, select all display components and assemble the display or stand.

The unit applies to all industry sectors. Individuals working with some level of independence create displays at promotional events or within their own workplaces. This includes sales and marketing personnel, managers, and owner-operators of small businesses. Displays may be used to promote any product, service, or event; a group of products cooperatively marketed, or even a whole city, region or tourism precinct.

This unit does not cover the skills of a specialist display designer or visual merchandiser.

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

Pre-requisite Unit

Nil

Competency Field

Marketing and Public Relations

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1. Make preparations for display or stand.	1.1. Determine display or stand objectives in consultation with appropriate colleagues. 1.2. Obtain operational information to assist in display or stand preparation to allow time for adequate planning. 1.3. Plan display or stand to meet target audience needs. 1.4. Select and organise adequate display supplies and transportation arrangements according to display plan. 1.5. Identify need for, and seek assistance from, display specialists where appropriate.
2. Create display.	2.1. Create or dress display or stand, making creative use of available materials and supplies. 2.2. Consider the elements and principles of design in creating the display. 2.3. Use display techniques that maximise visual appeal of display and reflect nature of product or service being promoted. 2.4. Use display equipment correctly and safely. 2.5. Check display or stand to ensure safety of colleagues and customers. 2.6. Disassemble display safely and according to organisational procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret information about the needs of the target audience and operational aspects of the display or stand.
Numeracy skills to:	• work with concepts of size, space and layout.
Problem-solving skills to:	• evaluate options for creative display.
Planning and organising skills to:	• coordinate practical and creative aspects of display creation.

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Unit Mapping Information

SITXMPR402 Create a promotional display or stand

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXMPR002 Create a promotional display or stand

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- create two different displays and dress two different promotional stands to meet specific organisational objectives
- use three of the following in the above displays and stands:
  - cultural artefacts
  - fabric
  - flags
  - freestanding display options
  - local produce
  - printed materials
  - product samples
  - signs
  - three-dimensional (3-D) materials
- create the above displays and stands:
  - applying the elements and principles of design
  - safely and within typical workplace time constraints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- industry contexts in which displays are used:
  - information centre displays
  - promotional functions
  - shopping centre promotions
  - trade and consumer shows
  - window displays
- information to be considered when preparing a promotional display or stand:
  - budget allocation
  - floor plans

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  - nature of display area
  - need for utilities
  - need for waste management
  - work health and safety requirements
  - security
  - set-up times and duration
  - type of surface on which display is to be created
- materials and equipment used for display in different locations and settings
- elements and principles of design as they apply to the creation of displays
- visual merchandising techniques using commonly available materials, and techniques for maximising the effectiveness of collateral in displays
- work health and safety practices for transporting, carrying and assembling the display or stand
- safety issues associated with the construction and operation of promotional displays and stands in different venues.

Assessment Conditions

Skills must be demonstrated in an operational business environment or activity. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- display space or promotional stand
- display and promotional materials used in the relevant industry sector
- display supplies:
  - adhesives and velcro
  - audio-visual systems
  - balloons and other decorations
  - collateral materials
  - computers
  - floral arrangements and potted plants
  - furniture
  - mobiles
  - pins
  - scissors
  - string.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to contribute to the assessment process.

It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1. Clarify role and responsibilities in the assessment process	1.1 Discuss and confirm the purpose of the assessment with relevant people 1.2 Discuss and confirm benchmarks for assessment with the qualified assessor 1.3 Access, read and clarify assessment plan with the qualified assessor 1.4 Discuss and agree with the qualified assessor specific responsibilities in gathering evidence, and the types of evidence to be gathered
2. Confirm organisational arrangements for evidence gathering	2.1 Access and confirm relevant assessment system policies and procedures, organisational, legal and ethical requirements, and other relevant advice on assessment 2.2 Clarify the nominated assessment tools and methods for collecting evidence with the qualified assessor, to ensure that the procedures to be followed, and the instruments to be used are clear 2.3 Discuss and confirm with the relevant people the assessment context, including the candidate's characteristics and any need for reasonable adjustments 2.4 Confirm and arrange resource requirements in consultation with relevant people
3. Collect evidence in accordance with the assessment plan	3.1 Explain the assessment process to the candidate, including the different responsibilities of the parties involved, and refer any candidate issues or concerns to the qualified assessor, prior to undertaking assessment activities 3.2 Use assessment instruments to gather quality evidence within the available time and resources, according to organisational, legal and ethical requirements
4. Record and report findings	4.1 Organise and provide evidence to the qualified assessor in a format suitable for analysis according to the assessment system's policies and procedures 4.2 Actively seek feedback from the qualified assessor on whether evidence-gathering activities meet the principles of assessment, and whether the evidence collected meets the rules of evidence 4.3 Document areas for improvement in collecting evidence for future assessment activities

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.2	• Seeks feedback to build knowledge to improve process and professional practice
Reading	1.3, 2.1, 2.2, 2.4, 3.2	• Sources and interprets procedural, and compliance information
Writing	1.1, 1.2, 1.3, 2.1, 2.3, 2.4, 3.2, 4.1, 4.3	• Completes workplace documentation accurately using the appropriate language
Oral Communication	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.1	• Communicates information and process requirements clearly, based on techniques appropriate to the audience and environment • Uses appropriate speaking and listening techniques to obtain specific information, and to support the assessment process
Navigate the world of work	2.1, 2.2, 3.2, 4.1	• Accesses, confirms and takes responsibility for adherence to policies, procedures, and legal and ethical requirements
Interact with others	4.2	• Asks questions to clarify understanding, and seeks feedback and further information
Get the work done	3.1, 4.1	• Organises work according to defined requirements, taking some responsibility for decisions regarding the format of information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS301 Contribute to assessment	TAEASS301B Contribute to assessment	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- clarifying the role to be taken during the assessment
- clarifying the assessment plan with the qualified assessor, including agreement about:
  - what evidence will be collected
  - how the evidence will be collected
- carrying out a minimum of three evidence-gathering activities and, on each occasion:
  - document evidence in a clear and concise manner
  - document feedback from others involved in the assessment

reporting findings to the qualified assessor, including an explanation of how the assessment meets the rules of evidence on each of the three occasions.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- competency-based assessment
- the principles of assessment
- the rules of evidence
- the different purposes of assessment
- the diversity of assessment contexts
- different types of evidence
- evidence-gathering methods
- the purpose and features of assessment tools, and assessment plans

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- potential barriers and processes relating to evidence-gathering procedures, and assessment processes
- the organisational policies and procedures relevant to this unit of competency.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to qualified assessors for consultation.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.

It applies to individuals with assessment planning responsibilities.

In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the assessment approach	1.1 Identify the candidate and confirm the purposes and context of the assessment with relevant people according to legal,

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ELEMENT	PERFORMANCE CRITERIA
	organisational and ethical requirements 1.2 Identify and access applicable industry or workplace standards for the assessment, and any specific assessment requirements
2. Prepare the assessment plan	2.1 Analyse units of competency and assessment requirements to identify evidence needed to demonstrate competence, according to the rules of evidence 2.2 Select assessment methods and instruments to support the collection of defined evidence, taking into account the context in which the assessment will take place 2.3 Develop the assessment plan and gain approval from relevant stakeholders
3. Identify modification and contextualisation requirements	3.1 Use information from the candidate and, where relevant, the candidate's workplace to identify contextualisation needs 3.2 Check advice provided by the training package or course developer relevant to identified contextualisation needs 3.3 Analyse existing assessment tools and record amendments required to address identified contextualisation needs 3.4 Determine opportunities for integrated assessment activities and record any changes required to assessment tools
4. Develop the assessment instruments	4.1 Analyse available assessment instruments for their suitability for use, and identify any required modifications 4.2 Develop assessment instruments to meet the required standard and specific workplace/candidate needs 4.3 Map assessment instruments against the unit or course requirements 4.4 Write clear instructions for the candidate and assessor regarding the use of assessment instruments 4.5 Check and confirm that draft assessment instruments meet required standards and specific workplace/candidate needs and record outcomes of checks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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FOUNDATION SKILLS

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3	• Identifies and confirms legal, organisational and ethical requirements • Selects and analyses assessment-related documents
Writing	1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5	• Documents the assessment plan • Develops assessment instruments, including instructions and mapping • Records outcomes of draft assessment checks
Oral Communication	1.1, 2.3, 3.1	• Participates in exchanges about assessment processes and the trialling of instruments appropriate to the audience
Navigate the world of work	1.1	• Identifies, confirms and takes responsibility for adherence to policies, procedures, legal, and ethical requirements
Interact with others	1.1, 2.3, 3.1	• Collaborates with others as part of routine activities, and to confirm understanding
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3, 4.5	• Plans a range of routine processes and related tasks with logically sequenced steps, according to defined standards or parameters • Uses formal decision-making processes, identifying information and evaluating several choices against a limited set of criteria • Evaluates effectiveness of planning and design decisions in terms of how well they meet requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS401 Plan assessment activities and processes	TAEASS401B Plan assessment activities and processes	Updated to meet Standards for Training Packages. Addition of new element.	No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must demonstrate the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- planning and organising the assessment process on a minimum of five separate occasions
- planning and organising two Recognition of Prior Learning (RPL) assessments (which may be two of the five assessment processes above.)

The evidence requirements for each occasion must include:

- a documented assessment plan
- a different endorsed or accredited unit of competency (or clusters of units of competency) for each of the five occasions
- contextualisation of the unit(s) of competency and the selected assessment tools, where required
- incorporation of reasonable adjustment strategies
- development of suitable assessment instruments for each of the five occasions

following organisational arrangements.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- obligations of an assessor under applicable legislation and/or standards

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- the major features of a unit of competency, and how they are to be addressed in assessment activities and processes
- interpreting competency standards as the minimum standard for assessment
- guidelines for contextualising units of competency
- different purposes of assessment and different assessment contexts, including RPL
- the purpose and features of evidence, and different types of evidence, used in competency-based assessments, including RPL
- the principles of assessment, and how they guide the assessment process
- the rules of evidence and how they guide the assessment process
- different assessment methods, including their suitability for collecting various types of evidence
- the components of assessment tools

different types of assessment instruments and their purpose and relevance for specific evidence-gathering opportunities.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and which are typical of those experienced in the training and assessment environment. This includes access to the units of competency used in assessment planning activities.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the assessment	1.1 Interpret assessment planning documentation and applicable organisational, legal and ethical requirements for conducting the assessment and confirm with the relevant people 1.2 Access and interpret units of competency that are to be used as

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ELEMENT	PERFORMANCE CRITERIA
	benchmarks for assessment, and the nominated assessment tools, to confirm the requirements for the evidence to be collected 1.3 Determine opportunities for integrated assessment activities and document any changes to the assessment instruments, where required 1.4 Determine opportunities for evidence-gathering in actual or simulated activities, through consultation with the candidate and relevant personnel 1.5 Conduct a candidate briefing and explain, discuss and agree on the details of the planned assessment 1.6 Arrange identified material and physical resource requirements 1.7 Identify any specialist support requirements for the assessment, and organise if necessary
2. Gather quality evidence	2.1 Use agreed assessment methods and tools to gather, organise and document evidence in a format suitable for determining competence 2.2 Apply the principles of assessment and rules of evidence in gathering quality evidence
3. Support the candidate	3.1 Discuss and guide candidates in gathering their own evidence to support the recognition of prior learning (RPL) 3.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to individual differences and enables two-way feedback 3.3 Make decisions on reasonable adjustments with the candidate, based on the candidate’s needs and characteristics 3.4 Access specialist support, if required, in accordance with the assessment plan 3.5 Address any workplace health and safety (WHS) risk to a person or equipment immediately
4. Make the assessment decision	4.1 Assess the collected evidence, and to evaluate whether it reflects the evidence required to demonstrate competence 4.2 Use judgement to infer whether competence has been demonstrated, based on the available evidence 4.3 Make the assessment decision in line with agreed assessment procedures and according to the agreed assessment plan 4.4 Provide clear and constructive feedback to the candidate regarding the assessment decision, and clearly document

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ELEMENT	PERFORMANCE CRITERIA
	follow-up, if required
5. Record and report the assessment decision	5.1 Record assessment outcomes promptly and accurately 5.2 Complete and submit required assessment documentation, according to assessment procedures and confidentiality conventions 5.3 Inform other relevant parties of the assessment decision, according to confidentiality conventions
6. Review the assessment process	6.1 Review the assessment process in consultation with candidates and other relevant people to improve future practice 6.2 Document and record the review according to relevant assessment system policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.1	• Accesses and interprets procedural and compliance documentation relevant to the assessment process • Examines and evaluates assessment evidence
Writing	1.1, 1.3, 1.5, 2.1, 3.1, 5.1, 5.2, 5.3, 6.2	• Completes workplace documentation accurately using appropriate language and following organisational requirements
Oral Communication	1.1, 1.4, 1.5, 3.1, 3.4, 4.4, 5.3, 6.1	• Communicates information and assessment process requirements clearly, using techniques appropriate to the audience and environment • Interacts appropriately with candidates to build rapport and understanding, and obtain specific information to support the assessment process
Navigate the world of work	1.1, 3.5, 5.3	• Identifies, confirms and takes responsibility for adherence to legal and ethical requirements • Recognises, and follows, explicit and implicit protocols and meets expectations associated with own role

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Interact with others	1.1, 1.4, 1.5, 3.1, 3.2, 3.4, 5.3, 6.1	• Adjusts personal communication style in recognition of the values and experiences of others to build rapport • Cooperates and collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 2.1, 2.2, 3.3, 3.4, 4.1, 4.2, 4.3, 6.1, 6.2	• Uses systematic, analytical processes in complex, non-routine situations, gathering information, and identifying and evaluating options against agreed criteria • Organises work according to specific requirements taking some responsibility for decisions regarding the format of information • With guidance, reviews the effectiveness of solutions in relation to the set goals

Unit Mapping Information

Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
TAEASS402 Assess competence	TAEASS402B Assess competence	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- assessment of at least five candidates within the vocational education and training (VET) context against at least one endorsed or accredited unit of competency according to the organisation's assessment processes and practices.
- using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above)
- making reasonable adjustments in the assessment of at least one candidate.

The assessments must be undertaken under the supervision of a qualified assessor and cover an entire unit of competency for each candidate, including:

- the application of different assessment methods and instruments involving a range of activities and events
- using two-way communication and feedback with the candidate
- exercising judgement in making the assessment decision
- recording and reporting assessment outcomes in accordance with the assessment system and organisational, legal and ethical requirements

reviewing the assessment process.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- competency-based assessment, including:
  - VET as a competency-based system
  - how competency based assessment differs from other types of assessment
  - competency standards as the basis of qualifications
  - structure and application of competency standards
  - the principles of assessment and how they are applied
  - the distinction between assessment tools and assessment instruments
  - the rules of evidence and how they are applied
  - the range of assessment purposes and assessment contexts, including RPL
  - different assessment methods, including suitability for gathering various types of evidence, suitability for the content of units, and resource requirements and associated costs
  - reasonable adjustments and when they are applicable
  - types and forms of evidence, including assessment instruments that are relevant to gathering different types of evidence used in competency-based assessment, including RPL
  - the training and assessment strategies, including policies and procedures established by the industry, organisation or training authority
- RPL policies and procedures established by the organisation
- cultural sensitivity and equity considerations in assessment activities
- current legislative requirements relevant to the assessor and the assessment process
- workplace health and safety (WHS) responsibilities associated with assessing competence, including:
  - requirements for reporting hazards and incidents
  - emergency procedures
  - procedures for the use of relevant personal protective equipment
  - the safe use and maintenance of relevant equipment
  - sources of WHS information.

Assessment Conditions

Gather evidence to demonstrate consistent performance in a real assessment environment. The assessment environment must include access to assessment tools and recording materials.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS403 Participate in assessment validation

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor updates to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0*

Application

This unit describes the skills and knowledge required to participate in an assessment validation process.

It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for validation	1.1 Discuss and confirm the purpose, context and scope of the validation process within relevant assessment system policies and procedures 1.2 Arrange materials for validation activities

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Check all documents used in the validation process for accuracy and version control 1.4 Analyse relevant units of competency and agree on the evidence needed to demonstrate competence
2. Participate in the validation of assessment tools	2.1 Demonstrate active and appropriate participation in validation sessions and activities using agreed communication methods and modes 2.2 Apply principles of assessment and rules of evidence during validation sessions and activities 2.3 Check that context and conditions of assessment include clear instructions for assessor and candidate and relate directly to the assessment conditions of the relevant unit 2.4 Check that tasks to be administered to the candidate include clear and concise instructions and an outline of evidence requirements 2.5 Check that assessment decision-making rules and benchmarks, are clear and enable consistent outcomes 2.6 Check that recording mechanisms are clear and allow for sufficient information to be recorded 2.7 Review and use assessment maps to assist in determining validity of assessment instruments
3. Contribute to validation outcomes	3.1 Discuss validation findings to support improvements in the quality of assessment in a collective environment 3.2 Discuss, agree and record recommendations to improve assessment practice

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 2.3, 2.4, 2.5, 2.6, 2.7	• Analyses and interprets relevant policies and procedures, benchmarks and validation materials
Writing	1.1, 3.2	• Records key information from the validation process accurately to meet requirements
Oral Communication	1.1, 1.4, 2.1, 2.2, 3.1, 3.2	• Communicates with others to confirm approaches, exchange ideas and information, articulate opinions, and reach agreement with others, using suitable tone, style and language
Navigate the world of work	1.1	• Identifies, confirms and takes responsibility for adherence to policies and procedures
Interact with others	1.1, 2.1, 2.2, 3.1, 3.2	• Collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 2.3, 2.4, 2.5, 2.6, 2.7, 3.2	• Organises and prioritises work commitments with a sense of what is achievable within the timeframe • Uses analytical processes in non-routine situations gathering information, and identifying and evaluating options against agreed criteria

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS403 Participate in assessment validation	TAEASS403B Participate in assessment validation	Updated to meet Standards for Training Packages. Revised performance criteria.	No equivalent unit

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Links

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Assessment Requirements for TAEASS403 Participate in assessment validation

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Updates to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- actively participating in a minimum of three validation sessions that address the critical aspects of validation
- clearly identifying the purpose for each validation, and the legal and ethical responsibilities of assessors
- collating and presenting documentation for each validation in a logical manner
- communicating and liaising with relevant people
- providing feedback and interpreting documentation in validation sessions
- recording their contribution to validation findings.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to determine the evidence needed to demonstrate competence in a competency-based environment
- the reasons for carrying out validation and different approaches to validation that may be appropriate before, during and after an assessment
- the components of assessment tools
- critical aspects of validation, including validation of assessment processes, methods and products
- how principles of assessment are addressed in validation

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- how rules of evidence are addressed in validation
- work health and safety legislation, codes of practice, standards and guidelines that impact on assessment
- obligations of an assessor under applicable legislation and/or standards, particularly in relation to validation activities.
-

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to:

- the texts and tasks usually found in the workplace
- units of competency and other materials used in validation sessions.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS502 Design and develop assessment tools

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the focus of the assessment tool	1.1 Identify a target group of candidates, purposes of the assessment tool, and the contexts in which the tool will be used 1.2 Access relevant benchmarks for assessment and interpret them to establish evidence required to demonstrate competence

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify, access and interpret industry requirements and relevant contextualisation guidelines 1.4 Identify other related documentation to inform assessment tool development
2. Design the assessment tool	2.1 Select assessment methods that support the collection of defined evidence, taking into account the context in which the assessment will take place, and meeting the principles of assessment 2.2 Enable candidates to show or support their claim for recognition of current competency through selected assessment methods 2.3 Consider different assessment instruments for the selected assessment methods to generate options for collection of evidence 2.4 Consider how the assessment instruments will be administered
3. Develop the assessment tool	3.1 Develop specific assessment instruments that support the collection of evidence that meets the rules of evidence 3.2 Define and document clear and specific procedures instructing assessor and candidate on the administration and use of assessment instruments 3.3 Consider the requirements of assessment system policies and procedures, and address storage and retrieval needs, and review, evaluation and version control procedures as part of this process
4. Review and trial the assessment tool	4.1 Check draft assessment tools against evaluation criteria and amend as required 4.2 Trial assessment tools to validate content and applicability 4.3 Collect and document feedback from relevant people involved in trialling 4.4 Make amendments to the final tool based on the analysis of feedback 4.5 Appropriately format, and file, finalised assessment tool according to assessment system policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 1.4, 2.1, 2.3, 2.4, 3.3, 4.1, 4.3	• Accesses, and interprets, procedural and compliance information, and assessment documentation
Writing	3.1, 3.2, 4.1, 4.3, 4.4, 4.5	• Prepares assessment tools and documentation that incorporates language and format appropriate to the audience • Amends tools in response to feedback
Oral Communication	2.2, 4.2, 4.3	• Participates in communication in order to clarify the purpose and requirements of assessment tools, and to trial assessments
Navigate the world of work	1.3, 3.3, 4.5	• Recognises, and follows, explicit and implicit protocols, policies and procedures, and meets expectations associated with own role • Identifies, confirms and takes responsibility for adherence to organisational, legal and ethical requirements
Interact with others	4.3	• Actively seeks to clarify the perspectives and experiences of others as part of the work role
Get the work done	1.1-1.4, 2.1-2.4, 3.1-3.3 4.1-4.4	• Uses systematic, analytical processes in complex, non-routine situations, gathering information, and identifying and evaluating options against agreed criteria • Organises work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Seeks new ideas and opportunities, drawing on the diverse perspectives of others to gain insights into current practice and ideas for change

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS502 Design and	TAEASS502B Design and	Updated to meet	Equivalent unit

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Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
develop assessment tools	develop assessment tools	Standards for Training Packages	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS502 Design and develop assessment tools

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- developing at least three assessment tools that support different assessment methods, and address at least one unit of competency each. Each assessment tool must:
- include the instruments for collecting evidence, reflecting the principles of assessment and the rules of evidence, and related instructions to the assessor/s and candidates
- show how the contextual needs of different environments are addressed

reporting on the trial and review of each assessment tool, including proposed changes.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the principles of assessment and how they are applied when developing assessment tools
- the rules of evidence and how they have been incorporated in the tools developed
- different assessment contexts and their relationship to developing assessment tools
- the dimensions of competency and how they are incorporated in the development of assessment tools
- the contextualisation of units of competency and contextualisation guidelines
- the components of training packages relevant to the development of assessment tools
- different assessment methods, their purposes and uses
- evaluation methods appropriate to the trial and review of assessment tools
- the principles of reasonable adjustment

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- workplace health and safety (WHS) responsibilities associated with assessing competence, including:
  - requirements for reporting hazards and incidents
  - emergency procedures
  - procedures for the use of relevant personal protective equipment
  - sources of WHS information.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to relevant organisational policies and procedures in relation to the assessment system.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

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ELEMENT	PERFORMANCE CRITERIA
	materials for suitability and relevance, and seek assistance to interpret the contextual application 1.5 Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6 Notify learners of details regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1 Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2 Follow the learning program and/or delivery plan to cover all learning objectives 2.3 Brief learners on any workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching techniques to assist learning 2.6 Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7 Provide opportunities for practice during instruction and through work activities 2.8 Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1 Use measures to ensure learners are acquiring, and can use, new technical and generic skills and knowledge 3.2 Monitor learner progress and outcomes in consultation with the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	4.1 Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2 Maintain, store and secure learner records, according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	**Performance Criteria**	**Description**
Learning	4.1	• Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	• Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	• Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	• Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes • Asks questions in order to clarify understanding, and to provide and seek feedback • Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	• Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
  - different learning objectives
  - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) issues in the learning environment, including:
  - roles and responsibilities of key personnel
  - responsibilities of learners
  - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
  - risk controls for the specific learning environment.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group.

It applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret learning environment and delivery requirements	1.1 Access, read, and interpret learning program documentation to determine delivery requirements 1.2 Use available information and documentation to identify group and individual learner needs, and learner characteristics 1.3 Identify and assess constraints, and risks to delivery

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm personal role and responsibilities in planning, and delivering training, with relevant personnel
2. Prepare session plans	2.1 Refine existing learning objectives according to program requirements and specific needs of individual learners 2.2 Develop session plans and document these plans for each segment of the learning program 2.3 Use knowledge of learning principles and theories to generate ideas for managing session delivery
3. Prepare resources for delivery	3.1 Contextualise learning materials to meet the needs of the specific learner group 3.2 Finalise learning materials and organise facility, technology and equipment needs in time for delivery of learning sessions 3.3 Confirm overall delivery arrangements with relevant personnel
4. Deliver and facilitate training sessions	4.1 Conduct each session according to the session plan, modified where appropriate to meet learner needs 4.2 Use the diversity of the group as another resource to support learning 4.3 Employ a range of delivery methods to optimise learner experiences 4.4 Demonstrate effective facilitation skills to ensure effective participation and group management
5. Support and monitor learning	5.1 Monitor, and document, learner progress to ensure outcomes are being achieved, and individual learner needs are being met 5.2 Make adjustments to the delivery sessions to reflect specific needs and circumstances 5.3 Manage inappropriate behaviour to ensure that learning can take place 5.4 Maintain and store learner records according to organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	**Performance Criteria**	**Description**
Reading	1.1, 1.2, 1.3, 2.1, 3.1, 5.1	• Access, read and interpret documentation relevant to the learning context, including program documents, learning materials, policies and procedures relevant to the context
Writing	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 5.1, 5.2, 5.4	• Develops and maintains workplace documentation accurately and in response to required needs
Oral Communication	1.2, 1.3, 4.1, 4.3, 4.4	• Uses communication techniques to build rapport and explore requirements • Facilitates training in an appropriate style for both individuals and groups
Navigate the world of work	1.4, 5.4	• Recognises and follows organisational protocols, policies and procedures relevant to own role
Interact with others	1.4, 3.3, 4.4, 5.3	• Cooperates and collaborates with others as part of routine activities to achieve team results, and to confirm that outcomes meet requirements • Recognises inappropriate behaviours and the potential for conflict, and implements strategies to maintain an appropriate learning environment
Get the work done	1.1-1.4, 2.1-2.3, 3.1-3.3, 4.1-4.4, 5.1-5.4	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems and opportunities for improvement and considers options for different approaches • Uses information and communications technology (ICT) based tools to access, organise, analyse and display information relevant to role

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDEL401 Plan, organise and deliver	TAEDEL401A Plan, organise and deliver	Updated to meet Standards	Equivalent unit

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Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
group-based learning	group-based learning	for Training Packages	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete the tasks outlined in the elements and performance criteria of this unit, including:

- facilitating group-based learning by preparing and delivering at least three training sessions, including:
  - at least two consecutive sessions of at least 40 minutes duration, that follow one of the learning program designs, to a learner group of at least eight individuals
  - at least one session delivered to a learner group of at least eight individuals, with evidence of how the characteristics and needs of this group were addressed
- identifying and responding to individual needs
- accessing and using documented resources, and any support personnel required to guide inclusive practices.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learning theories and principles
- resources available to identify different learner styles
- the relevant industry area and subject matter of the delivery
- the learner group profile, including characteristics and needs of individual learners in the group
- the requirements of the learning program and/or delivery plan, and the content purpose
- different delivery methods and techniques appropriate to face-to-face group delivery

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- different techniques for the recognition and resolution of inappropriate behaviours
- behaviours that may indicate learner difficulties, and the methods used to address these difficulties
- the purpose of organisational record-management systems and reporting requirements
- evaluation and revision techniques used to improve session plans
- specific resources, equipment and support services available for learners with special needs
- assessment and risk control measures relating to the facilitation of group-based learning
- policies and procedures relevant to the learning environment.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to learning program designs in use in the learning environment.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning.

It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish effective work environment for learning	1.1 Establish, and agree upon, the objectives and scope of the work-based learning 1.2 Analyse work practices and routines to determine their effectiveness in meeting established learning objectives

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify, and address any workplace health and safety (WHS) implications of using work as the basis for learning
2. Develop a work-based learning pathway	2.1 Address contractual requirements and responsibilities for learning at work 2.2 Arrange for the integration and monitoring of external learning activities with the work-based learning pathway 2.3 Obtain agreement from relevant personnel to implement the work-based learning pathway
3. Establish the learning-facilitation relationship	3.1 Identify the context for learning and the individual's learning style 3.2 Select an appropriate technique or process to facilitate learning, and explain the basis of the technique to the learner 3.3 Develop, document and discuss an individualised learning plan with the learner 3.4 Access, read and interpret documentation outlining the WHS responsibilities of the various parties in the learning environment 3.5 Monitor supervisory arrangements appropriate to learner's levels of knowledge, skill and experience to provide support and encouragement and ensure learner's health and safety
4. Implement the work-based learning pathway	4.1 Explain the objectives of work-based learning, and the processes involved, to the learner 4.2 Sequence the introduction of workplace tasks, activities and processes to reflect the agreed work-based learning pathway 4.3 Encourage learner to take responsibility for learning and to self-reflect 4.4 Develop techniques that facilitate the learner's transfer of skills and knowledge
5. Maintain and develop the learning-facilitation relationship	5.1 Prepare for each session 5.2 Structure learning activities to support and reinforce new learning, build on strengths, and identify areas for further development 5.3 Observe learner cues, and change approaches where necessary, in order to maintain momentum 5.4 Practise ethical behaviour at all times 5.5 Monitor the effectiveness of the learning/facilitation relationship through regular meetings between the parties

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ELEMENT	PERFORMANCE CRITERIA
6. Close and evaluate the learning-facilitation relationship	6.1 Carry out the closure smoothly, using appropriate interpersonal and communication skills 6.2 Seek feedback from the learner on the outcomes achieved, and the value of the relationship 6.3 Evaluate effectiveness of the work-based pathway against the objectives, processes and techniques used 6.4 Recommend improvements to work-based practice in light of the review process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 3.1, 3.4, 3.5, 6.3	• Accesses and interprets compliance information, contractual information, WHS information, and documents relevant to learning in the workplace, in the context of consultation and continuous improvement, to apply relevance to requirements
Writing	1.1, 2.3, 3.3, 4.1, 6.3	• Develops and maintains documentation relevant to workplace learning, including learning plans and evaluations, in accordance with organisational and workplace requirements
Oral Communication	2.2, 3.3, 4.2, 5.5, 6.1	• Uses oral communication techniques to identify needs, build rapport, agree on learning plans, facilitate effective learning and monitor practice • Selects appropriate vocabulary adjusting language, tone and pace to maintain effective interactions, and to build and maintain engagement with individuals or groups
Navigate the world of work	1.3, 2.1, 5.4	• Follows organisational protocols, policies and procedures in the management of records • Recognises and responds to contractual and ethical requirements associated with own role
Interact with others	1.1, 2.3, 3.5, 4.3, 6.2	• Asks questions to clarify understanding, and seeks feedback and further information • Cooperates and collaborates with others as part of

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		routine activities to achieve team results, and to confirm outcomes meet requirements
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.5, 4.1-4.4, 5.1-5.3, 5.5, 6.1-6.3	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Uses systematic, analytical processes in complex, routine and non-routine situations, gathering information, and identifying and evaluating options based on organisational needs • Identifies and responds to problems and opportunities for improvement, considering options for different approaches • Uses information and communications technology (ICT) based tools to design work processes and to complete work tasks

Unit Mapping Information

Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
TAEDEL402 Plan, organise and facilitate learning in the workplace	TAEDEL402A Plan, organise and facilitate learning in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- preparing and facilitating work-based learning
- providing a minimum of two examples of developing work-based learning pathways, that include:
  - identifying needs for learning
  - analysing work practices, work environment and work activities
  - organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes
- conducting a learning facilitation relationship:
  - with at least two individuals
  - demonstrating communication skills and flexibility
  - demonstrating one or more of the processes, or techniques, identified.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems, processes and practices within the organisation where work-based learning is taking place
- systems for identifying skill needs within the workplace
- different learning styles, and how to encourage learning for those who learn in different ways

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- workplace health and safety (WHS) relating to the work role, including:
  - hazards relating to the industry and specific workplace
  - reporting requirements for hazards and incidents
  - specific procedures for work tasks
  - safe use and maintenance of relevant equipment
  - emergency procedures
  - sources of WHS information.
  -

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to any documentation relating to workplace procedures required by the candidate.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL404 Mentor in the workplace

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace.

It applies to workplace supervisors or other work colleagues who work under limited supervision and who have responsibility for mentoring one or more individuals in the workplace. This may include, but is not limited to, those who mentor an apprentice or trainee employed by, or undertaking a work placement within, an organisation.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a mentoring plan	1.1 Identify scope and boundaries of the mentoring relationship according to organisational procedures 1.2 Document mentoring plan in accordance with organisational requirements 1.3 Establish ground rules and negotiate realistic expectations 1.4 Establish and maintain confidentiality of the relationship in

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ELEMENT	PERFORMANCE CRITERIA
	accordance with legislation, policy and procedures
2. Facilitate mentoring relationship	2.1 Develop learner's confidence, self-esteem, respect and trust in the mentoring relationship 2.2 Share personal experiences and knowledge with the person being mentored according to agreed objectives 2.3 Support the person being mentored to develop and use skills in problem solving and decision making 2.4 Use personal and professional networks to assist the person being mentored 2.5 Provide information, and guidance to enhance engagement in the workplace 2.6 Use techniques for resolving differences without damaging the relationship, and obtain assistance according to organisational policy and procedures
3. Monitor mentoring relationship	3.1 Provide planning assistance and guidance as requested by the person being mentored in a form and style to suit their requirements 3.2 Provide feedback to the person being mentored on progress towards achieving the expectations and goals of the mentoring process 3.3 Recognise and discuss changes in the mentoring relationship with appropriate stakeholders 3.4 Negotiate and manage closure of the mentoring arrangement once objectives have been met
4. Evaluate effectiveness of mentoring	4.1 Establish and discuss benefits gained from the mentoring process 4.2 Reflect on and articulate the personal benefits gained from providing mentoring 4.3 Identify and report the outcomes of the mentoring arrangement and the benefits to the organisation according to organisational policy and procedures to improve the mentoring system or program

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.4	• Sources and interprets texts relevant to mentoring context, including organisational policies and learner information
Writing	1.1, 1.3, 2.5, 3.1, 3.2, 4.3	• Develops content and documents information relevant to mentoring plan
Oral Communication	2.4, 3.3, 4.1, 4.2, 4.3	• Uses appropriate communication techniques to build rapport, trust, engagement and provide guidance and feedback
Navigate the world of work	1.1, 1.4, 2.6, 4.3	• Follows legislative requirements, organisational protocols, policies and procedures in workplace mentoring
Interact with others	1.2, 2.1-2.3, 2.5, 2.6, 3.1, 3.2, 3.4	• Builds rapport using collaboration with others to achieve joint outcomes and effective interaction • Provides mentoring and role modelling to achieve agreed outcomes • Cooperates and consults with others to clarify understanding and seek feedback
Get the work done	1.1-1.4, 2.1-2.6, 3.1-3.4, 4.1-4.3	• Plans, organises and completes work according to defined requirements taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems, considering options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL404 Mentor in the workplace	TAEDEL404 A Mentor in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL404 Mentor in the workplace

Modification History

Release	Comments
Release1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, including:

- preparing a mentoring plan between the mentor and mentee that sets out clear objectives for a mentoring relationship that will last at least one year
- facilitating at least three mentoring sessions
- documenting information on sessions, including comments and notes from both mentor and mentee.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant policy, legislation, codes of practice and national standards likely to impact on the provision of workplace mentoring, including training contracts and responsibilities of employer, registered training organisation (RTO) and funding body where they exist
- mentoring methodologies and strategies
- learning theories in relation to mentoring
- strategies for working with a mentee including encouraging self reflection, confidence and the building of rapport
- acceptable behaviour in the mentoring relationship
- equal employment opportunity, equity and diversity principles
- how a mentor can support the mentee’s employer to meet its WHS obligations for the mentee.
-

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to:

- documentation of any existing training plan or contract if applicable to the mentoring relationship.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDES502 Design and develop learning resources

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0*.

Application

This unit describes the skills and knowledge required to design, and develop resources to support the learning process.

It applies to those who use a range of specialised technical or managerial skills, to develop learning resources.

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

Unit Sector

Learning design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research the learning resource requirements	1.1 Clarify with the client the brief, focus and type of learning resource 1.2 Research the target audience, their learning needs and the learning environment for the resource 1.3 Gather, collate and analyse relevant existing information 1.4 Identify any ethical and legal considerations and act on them 1.5 Write a development work plan

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ELEMENT	PERFORMANCE CRITERIA
2. Design the learning resource and plan the content	2.1 Generate a range of design options using a variety of techniques 2.2 Develop and confirm with the client an outline or prototype for the learning resource 2.3 Analyse content specifications of the learning product and map out proposed content
3. Develop the learning resource content	3.1 Develop content and content specifications in accordance with the agreed design 3.2 Establish mechanisms for reviewing work-in-progress 3.3 Ensure any text is clear, concise, grammatically correct and appropriate for the intended audience 3.4 Ensure any visuals are relevant, instructive and appropriate for the intended audience
4. Review learning resource prior to implementation	4.1 Check resource content to ensure the accuracy and relevance of information against specifications 4.2 Check text, format and visual design for clarity and focus 4.3 Conduct an external review using appropriate review methods and incorporate feedback 4.4 Review final draft against the brief and other relevant criteria to ensure it meets all requirements prior to delivery to the client
5. Evaluate the design and development process	5.1 Review the design and development process against appropriate evaluation criteria 5.2 Reflect on the development process and methods and identify areas for improvement 5.3 Document identified improvements for future projects

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 1.4, 2.3, 3.1, 3.3, 3.4,	• Sources, analyses and interprets text-based information to identify relevance to requirements

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	4.1, 4.2, 4.3, 4.4, 5.1	• Checks learning materials for accuracy, relevance, clarity and focus
Writing	1.1, 1.5, 2.1, 2.2, 2.3, 3.1, 3.3, 4.3, 5.2, 5.3	• Produces learning materials that are clear, concise, grammatically correct and appropriate for the intended audience • Produces documents in a format and structure appropriate for audience and context
Oral Communication	1.2, 1.4, 3.2, 4.3	• Uses appropriate communication to clarify requirements, elicit information and review materials
Navigate the world of work	1.4	• Identifies, confirms and takes responsibility for adherence to legal and ethical requirements
Interact with others	1.1, 2.2	• Recognises the importance of consultation and negotiation, while collaborating to confirm strategy and achieve required outcomes
Get the work done	1.1-1.5, 2.1-2.3, 3.1-3.4, 4.1-4.4, 5.1-5.3	• Plans, organises and completes work according to defined requirements, taking responsibility for decisions • Sequences tasks to achieve efficient outcomes and monitors progress • Seeks feedback and identifies, and responds to problems and opportunities for improvement, and considers options for different or improved approaches

Unit Mapping Information

Code and title **current version**	**Code and title** **previous version**	**Comments**	**Equivalence status**
TAEDES502 Design and develop learning resources	TAEDES502A Design and develop learning resources	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDES502 Design and develop learning resources

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- researching, designing and developing two print based resources that reflect client needs and the contexts of application, with documented evidence of:
  - consultation with clients, research and findings
  - completed designs for the two resources
- completed development of one resource, with documented evidence of:
  - a review and trial of the resource, including user feedback and how this impacted on the development of the resource
  - the final print-based resource, either complete, or in part, or a sample
  - the candidate's specific role in the development process.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the principles, theories and contemporary practices of instructional design
- the main branches of learning theory incorporating behavioural learning theory, cognitive learning theory, experiential learning theory, information processing theory and current research on learning, as it relates to teaching in an adult environment
- language, literacy and numeracy (LLN) issues, including:
  - requirements of the target audience
  - using the Australian Core Skills Framework (ACSF) as a framework to aid instructional design
- legal, organisational and ethical responsibilities associated with the assessment system, including:
  - maintaining client privacy and confidentiality

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  - providing accurate information
  - duty of care under common law
  - compliance with NVR/AQTF requirements
- copyright and its effect on the design, and development of learning resources.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAETAS501 Undertake organisational training needs analysis

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

It applies to those working under limited supervision in roles that require them to work with organisations to identify training needs.

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

Unit Sector

Training advisory services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the organisation's needs	1.1 Discuss with relevant staff from the organisation their objectives, expectations and organisational requirements 1.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the organisation 1.3 Identify, analyse and address any existing, or potential, issues that may impact on the organisation's objectives and requirements 1.4 Identify and access resources, in accordance with organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Develop a project plan for the conduct of the TNA with relevant persons to be negotiated and agreed by the organisation
2. Conduct training needs analysis	2.1 Use reliable, appropriate and efficient methods for collecting information and data on current, emerging and future training needs 2.2 Analyse the organisation's work roles to determine skills and competencies needed for effective performance 2.3 Follow legal, organisational and ethical requirements to gather information and data, to assess the current skills and competencies of staff 2.4 Use reliable and valid data analysis methods to determine current and emerging organisational training needs
3. Provide advice to the organisation	3.1 Provide the organisation with clear advice and recommendations on training and assessment needs in the format preferred by the client organisation 3.2 Provide the organisation with options for meeting identified training needs 3.3 Obtain feedback and comments from the organisation on the suitability and sufficiency of advice and recommendations 3.4 Use legal requirements to process, complete and present final report to the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.3, 3.4	• Sources, analyses, interprets and follows text-based information relevant to requirements information to apply relevance to requirements •
Writing	1.3, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.4	• Structures documents in a logical, detailed and accurate manner that incorporates information and recommendations using language in a format and style appropriate to a specific audience and context

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Oral Communication	1.1, 1.3, 1.4, 2.1, 2.3, 3.1, 3.2, 3.3, 3.4	• Leads verbal exchanges about information and opinion, using appropriate communication techniques, articulating ideas and observations with a range of individuals and groups • Uses appropriate language to maintain effective communication
Numeracy	2.1, 2.4	• Collates, interprets and compares information relevant to requirements
Navigate the world of work	2.3, 3.4	• Identifies and takes responsibility for adherence to legal requirements and organisational procedures
Interact with others	1.2, 1.5	• Routinely negotiates, consults and builds rapport to obtain broad agreement and input into planning
Get the work done	1.1- 1.5, 2.1-2.4, 3.1-3.4	• Plans, organises and completes work according to requirements, taking responsibility for decisions and sequencing tasks to achieve effective and efficient outcomes • Researches, identifies and responds to problems and opportunities for improvement using systematic, analytical processes • Uses information and communications technology (ICT) based tools to conduct research, analyse data and complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAETAS501 Undertake organisational training needs analysis	TAETAS501B Undertake organisational training needs analysis	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAETAS501 Undertake organisational training needs analysis

Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 2.0.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- researching, conducting and providing advice through a training needs analysis
- preparing at least two training needs analyses for one, or more organisations, and for each of these demonstrating:
  - the processes that were used to determine the organisation's needs
  - details of the research methods undertaken to identify suitable training and/or assessment
  - planning for the training needs analysis
  - presentations that outline advice and recommendations.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- competency standards, training packages and accredited courses
- NVR/AQTF requirements and standards
- risk identification and management strategies
- industry and enterprise knowledge
- evaluation and research methodologies
- the principles of intellectual property
- training and development strategies
- change management concepts/strategies
- workplace health and safety (WHS) relating to undertaking an organisational training needs analysis.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TLIH2001 Interpret road maps and navigate pre-determined routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to interpret road maps and to navigate routes as part of transport operations.

It includes identifying and determining the most appropriate route, and completing required route documentation in accordance with operational requirements.

Work is performed under general or limited supervision. It involves the application of map reading principles and procedures when interpreting street directories and road maps, and following pre-determined routes.

Work must be carried out in accordance with relevant state/territory roads and traffic authority regulations.

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

Pre-requisite Unit

Not applicable.

Competency Field

H – Route Planning and Navigation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and determine pre-planned route	1.1 Pre-determined route documentation is accessed and interpreted
	1.2 Relevant street directory, global positioning system (GPS) and road maps are identified and accessed
	1.3 Street directory, GPS and road map symbols are recognised and interpreted
	1.4 Points of departure and destination are identified in a directory index and information is used to locate designated places on appropriate map
	1.5 Pre-determined route directions are interpreted and route is traced using a street directory, GPS and road map
	1.6 Key intersections and other landmarks along route are identified for use in following planned route
	1.7 Alternative contingency routes are identified for emergencies or traffic delays
	1.8 Pre-determined route is correctly followed
2 Complete necessary documentation	2.1 Required route documentation is completed in accordance with purpose of transportation and workplace requirements
	2.2 Required route documentation is filed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIH2001A Interpret road maps and navigate pre-determined routes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIH2001 Interpret road maps and navigate pre-determined routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

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:

- applying relevant legislation and workplace procedures
- completing documentation related to route navigation
- estimating route distances using map information
- interpreting and following operational instructions and prioritising work
- navigating a pre-determined route
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment in accordance with workplace protocols
- planning alternative contingency routes for road works, emergencies or delays
- planning own work, predicting consequences and identifying improvements
- plotting a route from one destination to another relevant to job role
- reading and interpreting relevant instructions, procedures, information and signs
- using global positioning system (GPS) devices to navigate pre-determined routes as required
- using maps and other route documentation to correctly identify and interpret:
  - map symbols
  - roads and intersections
  - town and suburb locations
- working collaboratively with others as required (such as fleet managers, sales team)
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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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:

- current information about accidents or emergencies that might close or restrict traffic on a particular route
- height, width and mass limitations of bridges, tunnels and other critical physical structures along a possible route
- location of service stations/rest stops as required
- operational procedures for interpreting road maps, using GPS devices and navigating routes
- relevant state/territory permit and licence regulations and requirements
- road conditions for various routes, including sections undergoing road works
- security hazards and issues
- traffic conditions at various times of the day/night along specific routes
- typical problems that may arise concerning interpreting road maps, using GPS devices and navigating pre-determined routes, and appropriate action that should be taken
- workplace requirements for recording and documenting route information.

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry:
  - GPS
  - road map

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- street directory.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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PUA Public Safety

Modification History

Not applicable.

Credit Arrangements

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUASS00052 Air Search Observer

Modification History

This Skill Set replaces and is equivalent to PUASS00026 Air Search Observer.

Description

This Skill Set PUASS00052 Air Search Observer provides the skills and knowledge required to perform air search observer operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00052 Air Search Observer is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

PUAAMS001	Work in an aviation environment
PUAAMS002	Search as a member of an air search team

Target Group

This Skill Set PUASS00052 Air Search Observer is suitable for those who will perform as a member of an air search team.

Suggested words for Statement of Attainment

This Skill Set PUASS00052 Air Search Observer from the Public Safety Training Package meets

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the minimum industry requirements to perform as an air search team member within the SES.

Custom Content Section

Not applicable.

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PUASS00053 Alpine Search and Survival Operations

Modification History

This Skill Set replaces and is equivalent to PUASS00027 Alpine Search and Survival Operations.

Description

This Skill Set PUASS00053 Alpine Search and Survival Operations provides the skills and knowledge required to perform alpine land search operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00053 Alpine Search and Survival Operations is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of eight units of competency must be attained.

HLTAID003	Provide first aid
PUALAW001	Protect and preserve incident scene
PUAOPE013	Operate communications systems and equipment
PUASAR027	Undertake land search rescue
PUASES016	Apply snowcraft skills when performing search operations
PUATEA001	Work in a team
SISONAV403A	Navigate in uncontrolled environments

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SISOOPS202A Use and maintain a temporary or overnight site

Target Group

This Skill Set PUASS00053 Alpine Search and Survival Operations is suitable for those who will perform as a member of an alpine land search team during winter operations.

Suggested words for Statement of Attainment

This Skill Set PUASS00053 Alpine Search and Survival Operations from the Public Safety Training Package meets the minimum industry requirements to perform as an alpine land search team member within the SES.

Custom Content Section

Not applicable.

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PUASS00054 Basic Rescue

Modification History

This Skill Set replaces and is equivalent to PUASS00028 Basic Rescue.

Description

This Skill Set PUASS00054 Basic Rescue provides the skills and knowledge required to perform basic rescue operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00054 Basic Rescue is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of five units of competency must be attained.

PUACOM001	Communicate in the workplace
HLTAID003	Provide first aid
PUAEQU001	Prepare, maintain and test response equipment
PUALAW001	Protect and preserve incident scene
PUASAR022	Participate in a rescue operation

Target Group

This Skill Set PUASS00054 Basic Rescue is suitable for those who will perform as a member of a rescue team.

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Suggested words for Statement of Attainment

This Skill Set PUASS00054 Basic Rescue from the Public Safety Training Package meets the minimum industry requirements to perform as a rescue team member within the SES.

Custom Content Section

Not applicable.

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PUASS00055 Basic Tree Operations

Modification History

This Skill Set replaces and is equivalent to PUASS00029 Basic Tree Operations.

Description

This Skill Set PUASS00055 Basic Tree Operations provides the skills and knowledge required to perform basic tree operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00055 Basic Tree Operations is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

FWPCOT2239	Trim and cut felled trees
PUAEQU001	Prepare, maintain and test response equipment
PUAWHS002	Maintain safety at an incident scene

Target Group

This Skill Set PUASS00055 Basic Tree Operations is suitable for those who will perform as a member of an operations or response team with responsibility for trees being felled.

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Suggested words for Statement of Attainment

This Skill Set PUASS00055 Basic Tree Operations from the Public Safety Training Package meets the minimum industry requirements to perform as a member of a tree operations team within the SES.

Custom Content Section

Not applicable.

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PUASS00056 Beach Operations Management

Modification History

This Skill Set replaces and is equivalent to PUASS00030 Beach Operations Management.

Description

This Skill Set PUASS00056 Beach Operations Management provides the skills and knowledge required to perform beach operations management within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00056 Beach Operations Management is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAOPE012	Control a Level 1 incident
PUAOPE015	Conduct briefings and debriefings
PUASAR011	Search as a member of an aquatic search team

Target Group

This Skill Set PUASS00056 Beach Operations Management is suitable for those who will be leading a surf rescue team or patrol responding to a range of incidents including search and rescue operations.

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Suggested words for Statement of Attainment

This Skill Set PUASS00056 Beach Operations Management from the Public Safety Training Package meets the minimum industry requirements to perform as a leader of a surf rescue or response team.

Custom Content Section

Not applicable.

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PUASS00057 Beach Safety and Risk Management

Modification History

This Skill Set replaces and is equivalent to PUASS00031 Beach Safety and Risk Management.

Description

This Skill Set PUASS00057 Beach Safety and Risk Management provides the skills and knowledge required to perform beach safety and risk management operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00057 Beach Safety and Risk Management is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAEMR005	Treat operational risk
PUAEMR006	Assess operational risk
PUAWHS002	Maintain safety at an incident scene

Target Group

This Skill Set PUASS00057 Beach Safety and Risk Management is suitable for those who will perform as a team member or leader in beach safety and risk management operations.

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Suggested words for Statement of Attainment

This Skill Set PUASS00057 Beach Safety and Risk Management from the Public Safety Training Package meets the minimum industry requirements for the safety of surf patrol teams including applying risk management measures.

Custom Content Section

Not applicable.

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PUASS00058 Beach Team Management

Modification History

This Skill Set replaces and is equivalent to PUASS00032 Beach Team Management.

Description

This Skill Set PUASS00058 Beach Team Management provides the skills and knowledge required to perform in beach team management within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00058 Beach Team Management is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUACOM003	Manage information
PUAMAN002	Administer allocation of resources
PUATEA003	Lead, manage and develop teams

Target Group

This Skill Set PUASS00058 Beach Team Management is suitable for those who will be leading a surf rescue team or patrol.

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Suggested words for Statement of Attainment

This Skill Set PUASS00058 Beach Team Management from the Public Safety Training Package meets the minimum industry requirements to perform as a leader of a surf rescue or response team.

Custom Content Section

Not applicable.

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PUASS00059 Biosecurity Field Surveillance

Modification History

This Skill Set PUASS00059 Biosecurity Field Surveillance is new.

Description

This Skill Set is for individuals who perform the duties of a biosecurity field surveillance team member within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to carry out field surveillance activities and identify a specific animal or plant emergency disease or pest within a biosecurity emergency response.

Pathways Information

This Skill Set PUASS00059 Biosecurity Field Surveillance is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards attainment of the PUA30919 Certificate III in Public Safety (Biosecurity Emergency Response Operations).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

AHCBIO302	Identify and report unusual disease or plant pest signs
AHCBER402	Carry out field surveillance for a specific emergency disease or plant pest

Target Group

This Skill Set PUASS00059 Biosecurity Field Surveillance is suitable for those who will perform biosecurity field surveillance activities in a biosecurity response operational environment.

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Suggested words for Statement of Attainment

This Skill Set PUASS00059 Biosecurity Field Surveillance from the Public Safety Training Package meets the minimum industry requirements to perform in a biosecurity response operational environment.

Custom Content Section

Not applicable.

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PUASS00060 Biosecurity Infected Premises Operations

Modification History

This Skill Set PUASS00060 Biosecurity Infected Premises Operations is new.

Description

This Skill Set is for individuals who perform the duties of biosecurity infected premises operations within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to follow site quarantine procedures and carry out emergency disease or pest control procedures at infected premises within a biosecurity emergency response.

Pathways Information

This Skill Set PUASS00060 Biosecurity Infected Premises Operations is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards the PUA30919 Certificate III in Public Safety (Biosecurity Emergency Response Operations).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

AHCBIO202	Follow site quarantine procedures
AHCBER303	Carry out emergency disease or plant pest control procedures at infected premises

Target Group

This Skill Set PUASS00060 Biosecurity Infected Premises Operations is suitable for those who will perform as an infected premises operator in a biosecurity response operational environment.

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Suggested words for Statement of Attainment

This Skill Set PUASS00060 Biosecurity Infected Premises Operations from the Public Safety Training Package meets the minimum industry requirements to perform in a biosecurity response operational environment.

Custom Content Section

Not applicable.

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PUASS00061 Biosecurity Infected Premises Supervisor

Modification History

This Skill Set PUASS00061 Biosecurity Infected Premises Supervision is new.

Description

This Skill Set is for individuals who perform the duties of biosecurity infected premises supervision within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to plan and supervise activities and manage operations on infected premises within a biosecurity emergency response.

Pathways Information

This Skill Set PUASS00061 Biosecurity Infected Premises Supervision is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards the PUA40419 Certificate IV in Public Safety (Biosecurity Emergency Response Leadership).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

AHCBER401	Plan and supervise control activities on infected premises
AHCBER501	Manage active operational emergency disease or plant pest sites

Target Group

This Skill Set PUASS00061 Biosecurity Infected Premises Supervisor is suitable for those who will supervise infected premises teams in a biosecurity response operational environment.

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Suggested words for Statement of Attainment

This Skill Set PUASS00061 Infected Premises Supervisor from the Public Safety Training Package meets the minimum industry requirements to perform in a biosecurity response operations environment.

Custom Content Section

Not applicable.

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PUASS00062 Biosecurity Movement Control

Modification History

This Skill Set PUASS00062 Biosecurity Movement Control is new.

Description

This Skill Set is for individuals who perform the duties of biosecurity movement control within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to carry out movement control and security procedures within a biosecurity emergency response.

Pathways Information

This Skill Set PUASS00062 Biosecurity Movement Control is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards the PUA30919 Certificate III in Public Safety (Biosecurity Emergency Response Operations).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of one unit of competency must be attained.

AHCBER304	Carry out movement and security procedures

Target Group

This Skill Set PUASS00062 Biosecurity Movement Control is suitable for those who will perform biosecurity movement control activities in a biosecurity response operational environment.

Suggested words for Statement of Attainment

This Skill Set PUASS00062 Biosecurity Movement Control from the Public Safety Training

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Package meets the minimum industry requirements to perform in a biosecurity response operational environment.

Custom Content Section

Not applicable.

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PUASS00063 Biosecurity Responder

Modification History

This Skill Set PUASS00063 Biosecurity Emergency Responder is new.

Description

This Skill Set is for individuals who perform the duties of biosecurity emergency responder within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to work safely and effectively within a biosecurity emergency response.

Pathways Information

This Skill Set PUASS00063 Biosecurity Emergency Responder is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards the PUA30919 Certificate III in Public Safety (Biosecurity Emergency Response Operations).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of five units of competency must be attained.

AHCBER301	Work effectively in an emergency disease or plant pest response
PUACOM001	Communicate in the workplace
PUACOM003	Manage information
PUAWHS001	Follow defined work, health and safety policies and procedures
PUATEA001	Work in a team

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Target Group

This Skill Set PUASS00063 Biosecurity Emergency Responder is suitable for those who will perform as a responder in a biosecurity response operations team.

Suggested words for Statement of Attainment

This Skill Set PUASS00063 Biosecurity Emergency Responder from the Public Safety Training Package meets the minimum industry requirements in a biosecurity response operational environment.

Custom Content Section

Not applicable.

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PUASS00064 Biosecurity Response Leader

Modification History

This Skill Set PUASS00064 Biosecurity Emergency Response Leader is new.

Description

This Skill Set is for individuals who perform the duties of a biosecurity emergency response leader within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to lead teams safely and effectively within a biosecurity emergency response.

Pathways Information

This Skill Set PUASS00064 Biosecurity Emergency Response Leader is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards the PUA40419 Certificate IV in Public Safety (Biosecurity Emergency Response Leadership).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of five units of competency must be attained.

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
PUAMAN002	Administer allocation of resources
PUAOPE015	Conduct briefings and debriefings
PSPGEN038	Identify and treat risks
PUAOPE020	Lead a crew

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Target Group

This Skill Set PUASS00064 Biosecurity Emergency Response Leader is suitable for those who will perform as a team leader of biosecurity response operational teams.

Suggested words for Statement of Attainment

This Skill Set PUASS00064 Biosecurity Emergency Response Leader from the Public Safety Training Package meets the minimum industry requirements to perform in a biosecurity response operational team.

Custom Content Section

Not applicable.

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PUASS00065 Biosecurity Response Manager

Modification History

This Skill Set PUASS00065 Biosecurity Emergency Response Manager is new.

Description

This Skill Set is for individuals who perform the duties of biosecurity emergency response manager within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to manage a multi-team biosecurity emergency response.

Pathways Information

This Skill Set PUASS00065 Biosecurity Emergency Response Manager is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards the PUA50219 Diploma of Public Safety (Biosecurity Emergency Response Management).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of five units of competency must be attained.

AHCBER502	Manage the implementation of an emergency disease or plant pest control program
PUACOM007	Liaise with other organisations
PUAOPE015	Conduct briefings and debriefings
PUAOPE018	Control a Level 2 incident
PUATEA003	Lead, manage and develop teams

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Target Group

This Skill Set PUASS00065 Biosecurity Emergency Response Manager is suitable for those who will perform as a manager in an incident management team in a biosecurity emergency response.

Suggested words for Statement of Attainment

This Skill Set PUASS00065 Biosecurity Emergency Response Manager from the Public Safety Training Package meets the minimum industry requirements to perform in a biosecurity response operational environment.

Custom Content Section

Not applicable.

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PUASS00066 Community Engagement

Modification History

This Skill Set replaces and is equivalent to PUASS00033 Community Engagement.

Description

This Skill Set PUASS00066 Community Engagement provides the skills and knowledge required to perform community engagement operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00066 Community Engagement is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUACOM005	Foster a positive organisational image in the community
PUACOM007	Liaise with other organisations
PUACOM012	Liaise with media at a local level

Target Group

This Skill Set PUASS00066 Community Engagement is suitable for those who will engage the local community in beach and aquatic safety programs.

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Suggested words for Statement of Attainment

This Skill Set PUASS00066 Community Engagement from the Public Safety Training Package meets the minimum industry requirements to engage local communities in aquatic and beach safety educational programs.

Custom Content Section

Not applicable.

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PUASS00067 Complex Prescribed Burn Officer

Modification History

This Skill Set PUASS00067 Complex Prescribed Burn Officer is new.

Description

This PUASS00067 Complex Prescribed Burn Officer Skill Set provides the skills and knowledge required to perform the duties of a complex prescribed burn officer managing personnel and resources in operational settings within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00067 Complex Prescribed Burn Officer is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of eight units of competency must be attained.

PUATEA001	Work in a team
PUAFIR210	Prevent injury
PUAFIR204	Respond to wildfire
PUAFIR303	Suppress wildfire
PUAOPE020	Lead a crew
PUAOPE016	Manage a multi-team sector

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PUAOPE015	Conduct briefings and debriefings
PUAFIR506	Conduct complex prescribed burns

Target Group

This Skill Set PUASS00067 Complex Prescribed Burn Officer is suitable for individuals who will manage personnel and resources at a complex prescribed burn in operational environments.

Suggested words for Statement of Attainment

This Skill Set PUASS00067 Complex Prescribed Burn Officer from the Public Safety Training Package meets the minimum industry requirements to manage personnel and resources at a complex prescribed burn in operational environments.

Custom Content Section

Not applicable.

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PUASS00068 Complex Prescribed Burn Planner

Modification History

This Skill Set PUASS00068 Complex Prescribed Burn Planner is new.

Description

This PUASS00068 Complex Prescribed Burn Planner Skill Set provides the skills and knowledge required to perform the duties of a complex prescribed burn planner who is responsible for preparing a prescribed burn plan for a complex burn within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00068 Complex Prescribed Burn Planner is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of six units of competency must be attained.

PUATEA001	Work in a team
PUAFIR210	Prevent injury
PUAFIR204	Respond to wildfire
PUAFIR303	Suppress wildfire
PUAOPE020	Lead a crew
PUAFIR515	Develop complex prescribed burn plans

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Target Group

This Skill Set PUASS00068 Complex Prescribed Burn Planner is suitable for individuals who will prepare a prescribed burn plan for a complex burn.

Suggested words for Statement of Attainment

This Skill Set PUASS00068 Complex Prescribed Burn Planner from the Public Safety Training Package meets the minimum industry requirements to prepare a prescribed burn plan for a complex burn.

Custom Content Section

Not applicable.

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PUASS00069 Flood Response Operations

Modification History

This Skill Set replaces and is equivalent to PUASS00034 Flood Response Operations.

Description

This Skill Set PUASS00069 Flood Response Operations provides the skills and knowledge required to perform SES flood response operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00069 Flood Response Operations is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

PUASES008	Undertake storm and water damage operations
PUASAR001	Perform land based swiftwater and floodwater rescue and recovery

Target Group

This Skill Set PUASS00069 Flood Response Operations is suitable for those who will perform as an SES member in a flood response operations team.

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Suggested words for Statement of Attainment

This Skill Set PUASS00069 Flood Response Operations from the Public Safety Training Package meets the minimum industry requirements to perform as a flood response operations team member within the SES.

Custom Content Section

Not applicable.

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PUASS00070 Floodboat Response Operations

Modification History

This Skill Set replaces and is equivalent to PUASS00035 Floodboat Response Operations.

Description

This Skill Set PUASS00070 Floodboat Response Operations provides the skills and knowledge required to perform floodboat response operations within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00070 Flood Response Operations is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of four units of competency must be attained.

PUAEQU001	Prepare, maintain and test response equipment
PUAWHS002	Maintain safety at an incident scene
PUASES009	Undertake inland floodboat operations
PUATEA001	Work in a team

Target Group

This Skill Set PUASS00070 Floodboat Response Operations is suitable for those who will

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perform as a member in an SES floodboat response team during flood response operations.

Suggested words for Statement of Attainment

This Skill Set PUASS00070 Floodboat Response Operations from the Public Safety Training Package meets the minimum industry requirements to perform as a floodboat response team member within the SES during flood response operations.

Custom Content Section

Not applicable.

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PUASS00071 Incident Response Crew/Team Leader

Modification History

This Skill Set replaces and is equivalent to PUASS00036 Incident Response Crew/Team Leader.

Description

This Skill Set PUASS00071 Incident Response Crew/Team Leader provides the skills and knowledge required to operate as an SES team leader of an incident response team within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00071 Incident Response Crew/Team Leader is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

PUAOPE012	Control a Level 1 incident
PUAOPE015	Conduct briefings and debriefings

Target Group

This Skill Set PUASS00071 Incident Response Crew/Team Leader is suitable for those who undertake the leadership of an SES incident response team.

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Suggested words for Statement of Attainment

This Skill Set PUASS00071 Incident Response Crew/Team Leader from the Public Safety Training Package meets the minimum industry requirements to undertake leadership of an incident response team within the SES.

Custom Content Section

Not applicable.

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PUASS00072 Land Search Team

Modification History

This Skill Set replaces and is equivalent to PUASS00038 Land Search Team.

Description

This Skill Set PUASS00072 Land Search Team provides the skills and knowledge required to operate as a team member of an SES Land search team within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00072 Land Search Team is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUALAW001	Protect and preserve incident scene
PUAWHS002	Maintain safety at an incident scene
PUASAR027	Undertake land search rescue

Target Group

This Skill Set PUASS00072 Land Search Team is suitable for those who will perform as a member of an SES Land search team.

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Suggested words for Statement of Attainment

This Skill Set PUASS00072 Land Search Team from the Public Safety Training Package meets the minimum industry requirements to perform as a member of a Land search team within the SES.

Custom Content Section

Not applicable.

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PUASS00073 Local Prescribed Burn Assistant

Modification History

This Skill Set PUASS00073 Local Prescribed Burn Assistant is new.

Description

This PUASS00073 Local Prescribed Burn Assistant Skill Set provides the skills and knowledge required to perform the duties of a local prescribed burn assistant who is responsible for assisting community groups and/or local landholders to conduct small prescribed burns within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00073 Local Prescribed Burn Assistant is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

PUAFIR201	Assist with prescribed burning
PUAFIR210	Prevent injury

Target Group

This Skill Set PUASS00073 Local Prescribed Burn Assistant is suitable for individuals who will assist community groups and/or local landholders to conduct small prescribed burns.

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Suggested words for Statement of Attainment

This Skill Set PUASS00073 Local Prescribed Burn Assistant from the Public Safety Training Package meets the minimum industry requirements to assist community groups and/or local landholders to conduct small prescribed burns.

Custom Content Section

Not applicable.

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PUASS00074 Local Prescribed Burn Planner

Modification History

This Skill Set PUASS00074 Local Prescribed Burn Planner is new.

Description

This PUASS00074 Local Prescribed Burn Planner Skill Set provides the skills and knowledge required to perform the duties of a simple prescribed burn planner who is responsible for preparing a prescribed burn plan for a small burn on private property within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00074 Local Prescribed Burn Planner is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAFIR201	Assist with prescribed burning
PUAFIR210	Prevent injury
PUAFIR406	Develop simple prescribed burn plans

Target Group

This Skill Set PUASS00074 Local Prescribed Burn Planner is suitable for individuals who will prepare a prescribed burn plan for a small burn on private property.

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Suggested words for Statement of Attainment

This Skill Set PUASS00074 Simple Prescribed Burns Planner from the Public Safety Training Package meets the minimum industry requirements to prepare a prescribed burn plan for a small burn on private property

Custom Content Section

Not applicable.

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PUASS00075 Local Prescribed Burn Supervisor

Modification History

This Skill Set PUASS00075 Local Prescribed Burn Supervisor is new.

Description

This PUASS00075 Local Prescribed Burn Supervisor Skill Set provides the skills and knowledge required to perform the duties of a local prescribed burn supervisor who is responsible for supervising the conduct of small prescribed burns on private property within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00075 Local Prescribed Burn Supervisor is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAFIR201	Assist with prescribed burning
PUAFIR210	Prevent injury
PUAFIR402	Conduct simple prescribed burns

Target Group

This Skill Set PUASS00075 Local Prescribed Burn Supervisor is suitable for individuals who will supervise the conduct of small prescribed burns on private property.

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Suggested words for Statement of Attainment

This Skill Set PUASS00075 Local Prescribed Burn Supervisor from the Public Safety Training Package meets the minimum industry requirements to supervise the conduct of small prescribed burns on private property.

Custom Content Section

Not applicable.

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PUASS00076 Oil Spill Responder

Modification History

This Skill Set replaces and is equivalent to PUASS00039 Oil Spill Responder.

Description

This Skill Set PUASS00076 Oil Spill Responder provides the skills and knowledge required to perform as an oil spill responder within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00076 Oil Spill Responder provides is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAOIL202	Use basic equipment operations for oil spill response
PUAOIL303	Apply health, safety and risk controls when working on oiled shorelines
PUAOIL304	Use advanced equipment operations for oil spill response

Target Group

This Skill Set PUASS00076 Oil Spill Responder is suitable for those who will be performing as a member of an oil spill response team.

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Suggested words for Statement of Attainment

This Skill Set PUASS00076 Oil Spill Responder from the Public Safety Training Package meets the minimum industry requirements to perform as an oil spill responder within an authorised oil spill response.

Custom Content Section

Not applicable.

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PUASS00077 Oil Spill Response Team Leader

Modification History

This Skill Set replaces and is equivalent to PUASS00040 Oil Spill Response Team Leader.

Description

This Skill Set PUASS00077 Oil Spill Response Team Leader provides the skills and knowledge required to perform as an oil spill responder team leader within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00077 Oil Spill Response Team Leader is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAOIL404	Apply decision making strategies in an oil spill response
PUAOIL405	Apply oiled shoreline assessment strategies in an oil spill response
PUAOIL406	Lead a team in oiled shoreline clean up

Target Group

This Skill Set PUASS00077 Oil Spill Response Team Leader is suitable for those who will be performing leaders of oil spill response teams.

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Suggested words for Statement of Attainment

This Skill Set PUASS00077 Oil Spill Response Team Leader from the Public Safety Training Package meets the minimum industry requirements to perform as an oil spill response team leader within an authorised oil spill response.

Custom Content Section

Not applicable.

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PUASS00078 Operational Leadership

Modification History

Release 2.0 This is the second release of this Skill Set in the PUA Public Safety Training Package.

Skill Set requirements updated.

Release 1.0 New Skill Set

This Skill Set replaces and is equivalent to PUASS00041 Operational leadership.

Description

This Skill Set PUASS00078 Operational leadership provides the skills and knowledge required to operate as an SES senior operational leader within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00078 Operational leadership is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAEMR038	Work in an emergency management context
PUAOPE016	Manage a multi-team sector
PUASES011	Manage emergency operations

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Target Group

This Skill Set PUASS00078 Operational leadership is suitable for those who wish to take on strategic Operational leadership roles within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00078 Operational leadership from the Public Safety Training Package meets the minimum industry requirements to perform as a senior operational leader within the SES.

Custom Content Section

Not applicable.

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PUASS00079 Operations Centre

Modification History

Release 2.0 This is the second release of this Skill Set in the PUA Public Safety Training Package.

Skill Set requirements updated.

Release 1.0 This Skill Set replaces and is equivalent to PUASS00042 Operations Centre.

Description

This Skill Set PUASS00079 Operations Centre provides the skills and knowledge required to operate as a member of an SES operations centre within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00079 Operations Centre is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of six units of competency must be attained.

BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC203	Research using the internet
ICTICT214	Operate application software packages
PUAOPE013	Operate communications systems and equipment
PUASES012	Work as a team member in an emergency operations centre

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TLIH2001	Interpret road maps and navigate predetermined routes

Target Group

This Skill Set PUASS00079 Operations Centre is suitable for team members of an Operations centre within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00079 Operations Centre from the Public Safety Training Package meets the minimum industry requirements to perform as a member within an SES operations centre.

Custom Content Section

Not applicable.

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PUASS00080 Prescribed Burn Crew Leader

Modification History

This Skill Set PUASS00080 Prescribed Burn Crew Leader is new.

Description

This PUASS00080 Prescribed Burn Crew Leader Skill Set provides the skills and knowledge required to perform the duties of a prescribed burn crew leader in operational burn settings within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00080 Prescribed Burn Crew Leader is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of five units of competency must be attained.

PUATEA001	Work in a team
PUAFIR210	Prevent injury
PUAFIR204	Respond to wildfire
PUAFIR303	Suppress wildfire
PUAOPE020	Lead a crew

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Target Group

This Skill Set PUASS00080 Prescribed Burn Crew Leader is suitable for individuals who will lead prescribed burn crews in operational environments.

Suggested words for Statement of Attainment

This Skill Set PUASS00080 Prescribed Burn Crew Leader from the Public Safety Training Package meets the minimum industry requirements to perform as a prescribed burn crew leader in burn operational environments.

Custom Content Section

Not applicable.

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PUASS00081 Prescribed Burn Crew Member

Modification History

This Skill Set PUASS00081 Prescribed Burn Crew Member is new.

Description

This PUASS00081 Prescribed Burn Crew Member Skill Set provides the skills and knowledge required to perform the duties of a prescribed burn crew member in operational burn settings within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00081 Prescribed Burn Crew Member is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUATEA001	Work in a team
PUAFIR210	Prevent injury
PUAFIR204	Respond to wildfire

Target Group

This Skill Set PUASS00081 Prescribed Burn Crew Member is suitable for individuals who will perform prescribed burn activities in burn operational environments.

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Suggested words for Statement of Attainment

This Skill Set PUASS00081 Prescribed Burn Crew Member from the Public Safety Training Package meets the minimum industry requirements to perform as a prescribed burn crew member in burn operational environments.

Custom Content Section

Not applicable.

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PUASS00082 Prescribed Burn Sector Commander

Modification History

This Skill Set PUASS00082 Prescribed Burn Sector Commander is new.

Description

This PUASS00082 Prescribed Burn Sector Commander Skill Set provides the skills and knowledge required to perform the duties of a prescribed burn sector commander in managing personnel and resources in burn sector operational settings within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00082 Prescribed Burn Sector Commander is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of seven units of competency must be attained.

PUATEA001	Work in a team
PUAFIR210	Prevent injury
PUAFIR204	Respond to wildfire
PUAFIR303	Suppress wildfire
PUAOPE020	Lead a crew
PUAOPE016	Manage a multi-team sector

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PUAOPE015 Conduct briefings and debriefings

Target Group

This Skill Set PUASS00082 Prescribed Burn Sector Commander is suitable for individuals who will manage personnel and resources in burn sector operational environments.

Suggested words for Statement of Attainment

This Skill Set PUASS00082 Prescribed Burn Sector Commander from the Public Safety Training Package meets the minimum industry requirements to perform as a prescribed burn sector commander managing personnel and resources in burn sector operational environments.

Custom Content Section

Not applicable.

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PUASS00083 Road Accident Rescue

Modification History

This Skill Set replaces and is equivalent to PUASS00045 Road Accident Rescue.

Description

This Skill Set PUASS00083 Road Accident Rescue provides the skills and knowledge required to operate as a member of an SES road accident rescue team within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00083 Road Accident Rescue is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of five units of competency must be attained.

HLTAID003	Provide first aid
PUALAW001	Protect and preserve incident scene
PUAWHS002	Maintain safety at an incident scene
PUASAR022	Participate in a rescue operation
PUASAR024	Undertake road crash rescue

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Target Group

This Skill Set PUASS00083 Road Accident Rescue is suitable for team members of a road accident rescue team within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00083 Road Accident Rescue from the Public Safety Training Package meets the minimum industry requirements to perform as a member of a road accident rescue team within the SES.

Custom Content Section

Not applicable.

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PUASS00084 SES First aid and safety

Modification History

This Skill Set replaces and is equivalent to PUASS00046 First Aid and Safety.

Description

This Skill Set PUASS00084 First Aid and Safety provides the skills and knowledge required to perform first aid and safety as an SES operations or rescue team member within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00084 First Aid and Safety is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

HLTAID003	Provide first aid
PUAWHS002	Maintain safety at an incident scene

Target Group

This Skill Set PUASS00084 First Aid and Safety is suitable for members of an operations or rescue team within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00084 First Aid and Safety from the Public Safety Training Package meets

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the minimum industry requirements to perform as a member of an operations or rescue team within the SES.

Custom Content Section

Not applicable.

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PUASS00085 SES Induction

Modification History

This Skill Set replaces and is equivalent to PUASS00047 SES Induction.

Description

This Skill Set PUASS00085 SES Induction provides the skills and knowledge required to perform as an SES operations or rescue team member within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00085 SES Induction is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable

Skill Set Requirements

A total of five units of competency must be attained.

PUACOM001 Communicate in the workplace

PUACOM002 Provide services to clients

PUAWHS001 Follow defined work, health and safety policies and procedures

PUATEA001 Work in a team

PUATEA004 Work effectively in a public safety organisation

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Target Group

This Skill Set PUASS00085 SES Induction is suitable for new members of an operations or rescue team within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00085 SES Induction from the Public Safety Training Package meets the minimum industry requirements to perform as a member of an operations or rescue team within the SES.

Custom Content Section

Not applicable

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PUASS00086 Simple Prescribed Burn Officer

Modification History

This Skill Set PUASS00086 Simple Prescribed Burn Officer is new.

Description

This PUASS00086 Simple Prescribed Burn Officer Skill Set provides the skills and knowledge required to perform the duties of a simple prescribed burn officer managing personnel and resources in operational settings within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00086 Simple Prescribed Burn Officer is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of six units of competency must be attained.

PUATEA001	Work in a team
PUAFIR210	Prevent injury
PUAFIR204	Respond to wildfire
PUAFIR303	Suppress wildfire
PUAOPE020	Lead a crew
PUAFIR402	Conduct simple prescribed burns

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Target Group

This Skill Set PUASS00086 Simple Prescribed Burn Officer is suitable for individuals who will manage personnel and resources as a prescribed burn officer in burn operational environments.

Suggested words for Statement of Attainment

This Skill Set PUASS00086 Simple Prescribed Burn Officer from the Public Safety Training Package meets the minimum industry requirements to perform as a simple prescribed burn officer in burn operational environments.

Custom Content Section

Not applicable.

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PUASS00087 Simple Prescribed Burn Planner

Modification History

This Skill Set PUASS00087 Simple Prescribed Burn Planner is new.

Description

This PUASS00087 Simple Prescribed Burn Planner Skill Set provides the skills and knowledge required to perform the duties of a simple prescribed burn planner who is responsible for preparing a prescribed burn plan for a simple burn within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00087 Complex Prescribed Burn Planner is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of four units of competency must be attained.

PUATEA001	Work in a team
PUAFIR210	Prevent injury
PUAFIR204	Respond to wildfire
PUAFIR406	Develop simple prescribed burn plans

Target Group

This Skill Set PUASS00087 Simple Prescribed Burn Planner is suitable for individuals who will

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prepare prescribed burn plans for simple burns.

Suggested words for Statement of Attainment

This Skill Set PUASS00087 Simple Prescribed Burn Planner from the Public Safety Training Package meets the minimum industry requirements to prepare prescribed burn plans for simple burns.

Custom Content Section

Not applicable.

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PUASS00088 Storm and Water Damage Response

Modification History

This Skill Set replaces and is equivalent to PUASS00048 Storm and Water Damage Response.

Description

This Skill Set PUASS00088 Storm and Water Damage Response provides the skills and knowledge required to perform as an SES storm and water damage response team member within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00088 Storm and Water Damage Response is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of three units of competency must be attained.

PUAEQU001	Prepare, maintain and test response equipment
PUAWHS002	Maintain safety at an incident scene
PUASES008	Undertake storm and water damage operations

Target Group

This Skill Set PUASS00088 Storm and Water Damage Response is suitable for members of a storm and water damage response team within the SES.

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Suggested words for Statement of Attainment

This Skill Set PUASS00088 Storm and Water Damage Response from the Public Safety Training Package meets the minimum industry requirements to operate as a member of a storm and water damage response team within the SES.

Custom Content Section

Not applicable.

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PUASS00089 Storm and Water Damage Response at Height

Modification History

This Skill Set replaces and is equivalent to PUASS00049 Storm and Water Damage Response at Height.

Description

This Skill Set PUASS00089 Storm and Water Damage Response at Height provides the skills and knowledge required to perform as an SES storm and water damage response at height team member within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00089 Storm and Water Damage Response at Height is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of four units of competency must be attained.

PUAEQU001	Prepare, maintain and test response equipment
PUAWHS002	Maintain safety at an incident scene
PUASES008	Undertake storm and water damage operations
PUASES013	Undertake storm and water damage operations performed at heights

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Target Group

This Skill Set PUASS00089 Storm and Water Damage Response at Height is suitable for members of a storm and water damage response at height team within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00089 Storm and Water Damage Response at Height from the Public Safety Training Package meets the minimum industry requirements to operate as a member of a storm and water damage response at height team within the SES.

Custom Content Section

Not applicable.

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PUASS00090 Structural Collapse

Modification History

This Skill Set replaces and is equivalent to PUASS00050 Structural Collapse.

Description

This Skill Set PUASS00090 Structural Collapse provides the skills and knowledge required to perform as an SES structural collapse team member within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00090 Structural Collapse is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of seven units of competency must be attained.

HLTAID003	Provide first aid
PUAEQU001	Prepare, maintain and test response equipment
PUALAW001	Protect and preserve incident scene
PUAWHS002	Maintain safety at an incident scene
PUASAR022	Participate in a rescue operation
PUASAR023	Participate in a first response urban search and rescue Category 1
PUASAR028	Undertake rescue from a partial structural collapse

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Target Group

This Skill Set PUASS00090 Structural Collapse is suitable for members of a structural collapse team within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00090 Structural Collapse from the Public Safety Training Package meets the minimum industry requirements to operate as a member of a structural collapse team within the SES.

Custom Content Section

Not applicable.

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PUASS00092 Vertical Rescue

Modification History

This Skill Set replaces and is equivalent to PUASS00051 Vertical Rescue.

Description

This Skill Set PUASS00092 Vertical Rescue provides the skills and knowledge required to perform as an SES vertical rescue team member within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00092 Vertical Rescue is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of five units of competency must be attained.

HLTAID003	Provide first aid
PUAEQU001	Prepare, maintain and test response equipment
PUAWHS002	Maintain safety at an incident scene
PUASAR022	Participate in a rescue operation
PUASAR032	Undertake vertical rescue

Target Group

This Skill Set PUASS00092 Vertical Rescue is suitable for members of a vertical rescue team

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within the SES.

Suggested words for Statement of Attainment

This Skill Set PUASS00092 Vertical Rescue from the Public Safety Training Package meets the minimum industry requirements to operate as a member of a vertical rescue team within the SES.

Custom Content Section

Not applicable.

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PUASS00093 Biosecurity Response Public Information Management

Modification History

This Skill Set PUASS00093 Biosecurity Response Public Information Management is new.

Description

This Skill Set is for individuals who may manage or perform public information duties within Australian biosecurity emergency response operational environments. It provides the skills and knowledge required to perform effectively in the public information function within a biosecurity emergency response.

Pathways Information

This Skill Set PUASS00093 Biosecurity Response Public Information Management is part of the Public Safety Training Package.

The Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

Individuals may undertake further training towards the PUA30919 Certificate III in Public Safety (Biosecurity Response Operations), PUA40419 Certificate IV in Public Safety (Biosecurity Response Leadership) and PUA50219 Diploma of Public Safety (Biosecurity Response Management).

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of two units of competency must be attained.

PUACOM004	Manage organisational communication strategies
PSPGEN083	Manage public affairs

Target Group

This Skill Set PUASS00093 Biosecurity Response Public Information Management is suitable for those who will perform in a public information role in a biosecurity emergency response

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operational environment.

Suggested words for Statement of Attainment

This Skill Set PUASS00093 Biosecurity Response Public Information Management from the Public Safety Training Package meets the minimum industry requirements to perform in a public information role in a biosecurity emergency response operational environment.

Custom Content Section

Not applicable.

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PUASS00094 Tree Operations

Modification History

Release 1.0 This Skill Set replaces and is not equivalent to PUASS00091 Tree operations.

Description

This Skill Set PUASS00094 Tree operations provides the skills and knowledge required to operate as a team member of a tree operations team within the Australian Public Safety Training Package environment.

Pathways Information

This Skill Set PUASS00094 Tree operations is part of the Public Safety Training Package.

This Skill Set can be a standalone outcome, or the units may be included in a qualification as core or elective options.

The units of competency in this Skill Set can contribute to the completion of relevant Certificate II, Certificate III and Certificate IV qualifications from the Public Safety Training Package.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

A total of four units of competency must be attained.

PUAEQU001	Prepare, maintain and test response equipment
PUASES001	Assess trees at emergency incidents
PUASES002	Develop work plan for tree stabilisation and removal
PUASES003	Stabilise and remove trees during emergency incidents

Target Group

This Skill Set PUASS00094 Tree operations is suitable for those who will perform as a member of an SES tree operations team at emergency incidents.

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Suggested words for Statement of Attainment

This Skill Set PUASS00094 Tree operations from the Public Safety Training Package meets the minimum industry requirements to perform as a member of a tree operations team.

Custom Content Section

Not applicable.

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