



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFEO210C Manage explosive ordnance engineering and logistics processes

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to manage a number of explosive ordnance processes.

Application of the Unit

Application of the Unit

This competency normally applies to the individual who is required to manage a number of explosive ordnance processes.

A manager of explosive ordnance processes will have some autonomy of action, may delegate authority to subordinates and is capable of independent decision making, requiring no supervision.

The management of explosive ordnance processes is primarily conducted in installations involved in the storage, distribution and maintenance of explosive ordnance, however it may be performed in research and development establishments and proof and experimental establishments.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Pre-requisite Unit/s

Nil

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 and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

1. **Identify processes and feasibility**

PERFORMANCE CRITERIA

- 1.1 ***Processes*** to be performed are identified and confirmed with appropriate personnel
- 1.2 Policies, procedures and issues of concern/shortfall applying to the processes are identified
- 1.3 ***Resources*** required for their performance, and any special requirements for their conduct are determined
- 1.4 Feasibility of the processes to be undertaken identifying offsets/compromises as required is assessed

ELEMENT**2. Plan for conduct of processes****PERFORMANCE CRITERIA**

- 2.1 Conduct of processes is planned and the resource requirement is identified
- 2.2 Availability and suitability of resources are identified
- 2.3 Plans and schedules are adjusted to accord with resource availability, seeking authorisation to progress in accordance with *organisational* policies and procedures
- 2.4 Financial requirements are identified and acquired
- 2.5 *Capital requirements* are confirmed and acquisition is programmed
- 2.6 Production and support materials are sourced and procured to conform with production planning
- 2.7 Staffing requirements are confirmed and recruiting plan is developed and implemented to provide technical and administrative staff
- 2.8 Legislative requirements, including *occupational health and safety* (OH&S) and environmental matters are identified and implemented during the planning and production process
- 2.9 Development and production plans are finalised, documented and authorised in accordance with current policies and procedures

ELEMENT**PERFORMANCE CRITERIA****3. Manage processes**

- 3.1 Explosive ordnance process controllers are informed of production requirements, resources and delegated authority
- 3.2 Explosive ordnance processes are managed to ensure efficiency of their performance, and quality of production and objectives are achieved
- 3.3 Production is monitored and plans are adjusted to reflect requirements in quality, quantity and efficiency
- 3.4 Explosive ordnance processes are coordinated as required and resources are reallocated/adjusted to meet requirements
- 3.5 Liaison is conducted with controllers, suppliers, clients and superiors as required ensuring feedback and performance are addressed
- 3.6 Reported defects/problems are actioned in accordance with procedures and instructions
- 3.7 Support requirements are ascertained and either provided or requested in accordance with current procedures
- 3.8 Reports are provided in accordance with current procedures

4. Conclude processes

- 4.1 Production is processed in accordance with current instructions and procedures
- 4.2 Controllers are debriefed on the performance of their process
- 4.3 Resources are relocated in accordance with current instructions and procedures
- 4.4 Explosive ordnance processes are documented in accordance with current instructions and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- adjust activities to reflect changed circumstances
- communicate with supervisors, suppliers, clients and subordinates
- direct, coordinate and monitor processes
- identify, source and allocate resources to the processes
- manage explosive ordnance processes efficiently and effectively
- monitor and coordinate within and between processes
- participate in and facilitate teams
- plan the establishment and operation of explosive ordnance processes
- write reports
- use a variety of verbal and non-verbal communication techniques including body language, language style, active listening

Required Knowledge

- acquisition processes
- composition of teams and roles and responsibilities of team members
- explosive ordnance processes
- financial management
- instructions and procedures relating to the performance of the processes
- inventory control
- legislative requirements such as OH&S and environmental requirements associated with the processes
- operational safety associated with the explosive ordnance process
- production planning
- recruiting and personnel management
- reporting requirements and procedures of the organisation
- resource and other requirements for the processes
- team work principles and strategies
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others/team members
- verbal and non-verbal communication techniques including language, language style, active listening

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, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- adhere to relevant OH&S requirements and operational safety
- plan and establish explosive ordnance processes
- identify and acquire resources and adjust as necessary to ensure effective/efficient performance of the processes.

Assessment must also confirm ability to initiate and efficiently monitor processes, initiate any remedial action required, communicate with supervisors, suppliers, clients and subordinates, prepare and provide relevant reports and documentation, and effectively and efficiently manage explosive ordnance processes.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated explosive ordnance contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or under conditions which accurately simulate a realistic workplace in accordance with all relevant legislation and organisational requirements.

Specific resources for assessment

Access is required to:

- facilities and resources used in the packaging, storage, distribution and maintenance of explosive ordnance, including a licensed explosive site.

EVIDENCE GUIDE

Method of assessment

This unit may be assessed with the following unit:

- PUADEFEO101D Work safely with explosive ordnance.

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

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 in the Performance Criteria is detailed below.

Processes may include	<ul style="list-style-type: none"> Inspection Loading and unloading of vehicles/platforms Modification Packing and unpacking Repair
Resources may include	<ul style="list-style-type: none"> Explosive ordnance Facilities Finance Materials Personnel Plant, tools and equipment, including vehicles
Organisation may include	<ul style="list-style-type: none"> Defence organisation Enterprises that work with explosive ordnance Other government departments or instrumentalities that work with explosive ordnance
Capital requirements include	<ul style="list-style-type: none"> Facilities Plant and equipment
Occupational health and safety policies may include	<ul style="list-style-type: none"> Those aspects of operational safety relevant to the explosive ordnance Those contained in legislation

Unit Sector(s)

Not applicable.