



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFRM201B Develop and maintain range standing orders

Revision Number: 1

PUADEFMR201B Develop and maintain range standing orders

Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to develop and maintain Range Standing Orders. It includes the requirement to identify information sources, apply technical knowledge, draft the standing orders, incorporate comments and finalise the development by distributing the final draft.

Application of the Unit

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This unit was developed for range management and range control work within Defence but may be applicable to work in this field.

Typically, people who apply this unit would work independently or as part of a team under direct and indirect supervision, use discretion and judgement and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite 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	PERFORMANCE CRITERIA
1. Identify range systems and procedures	1.1 <i>Sources of information</i> relevant to the <i>range</i> are identified and obtained in accordance with Defence procedures 1.2 Currency of information is reviewed and documented in accordance with Defence procedures 1.3 Range systems and procedures are assessed against reviewed information
2. Apply technical knowledge	2.1 <i>Legislation, regulation and Defence policies</i> relevant to the range are understood and applied 2.2 <i>Safety traces</i> relevant to the range are understood and applied 2.3 <i>Training objectives</i> relevant to the range are understood and applied
3. Prepare Range Standing Orders	3.1 Relevant legislation, regulation and Defence policies, safety traces and training objectives are identified and applied to the Range Standing Orders 3.2 Range Standing Orders are drafted in clear, logical and succinct language and in the <i>prescribed format</i> 3.3 Draft is distributed for comment to relevant personnel in accordance with Defence procedures 3.4 Comments are received, analysed, reviewed and incorporated into the draft 3.5 Final draft is prepared and <i>distributed</i> to relevant personnel in accordance with Defence procedures
4. Review Range Standing Orders	4.1 Range Standing Orders are reviewed in accordance with Defence procedures 4.2 Changes required are identified and prepared in accordance with Defence procedures 4.3 Amendments to Range Standing Orders are incorporated and distributed to relevant personnel in accordance with Defence 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

- access and interpret relevant legislation, regulations and policies
- apply environmental constraints
- apply service writing conventions
- interpret and apply technical information
- participate in the team
- read and write to a level required to interpret relevant legislation, regulations and Defence policy

Required Knowledge

- ammunition danger area templates
- composition of teams and roles and responsibility of team members
- conventions of service writing
- environmental aspects of range management
- layout and content of Range Standing Orders
- principles of teamwork, and team's aims and objectives
- range danger area traces
- range practices
- relevant legislation, regulations and policies
- safety traces
- techniques for giving and receiving feedback in a constructive manner
- training objectives and activities
- verbal and nonverbal communication techniques including, language style, active listening
- weapons/systems characteristics
- written communication at a level required to transcribe information and prepare technical reports

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

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

Assessment must confirm the ability to identify policies, legislation and regulations that are relevant to ranges, to apply service writing conventions and to review and amend Range Standing Orders.

Assessment must also confirm the ability to accurately interpret and apply relevant legislation, regulation, Defence policies, safety traces and training objectives in preparing Range Standing Orders.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated work environment, in accordance with all relevant legislation, policies, regulations and organisational requirements.

A portfolio of a variety of completed Range Standing Orders should be submitted as evidence for assessment.

Specific resources for assessment

There are no specific resource requirements for this unit.

Guidance information for assessment

In all cases assessment should be supported by questions to assess knowledge and those aspects of competency which are difficult to assess directly.

Questioning techniques should suit the language and literacy levels of the candidate.

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.

Sources of information may include	<ul style="list-style-type: none"> Defence instructions Defence standards Legislation and regulations Range user comments Technical or doctrinal pamphlets Training information bulletins Weapon pamphlets
Ranges may be	<ul style="list-style-type: none"> In the air On land On water
Technical knowledge may include knowledge about	<ul style="list-style-type: none"> Live or non-live firing training requirements Range practices Range training areas including Defence, other government or privately owned land Weapons/systems from the Australian Defence Force or Foreign Forces inventory
Legislation, regulation and Defence policies may include	<ul style="list-style-type: none"> Defence Force regulations Defence instructions Defence Security Manual Environmental Protection and Biodiversity Conservation Act Other federal or state/territory legislation The Defence Act
Safety traces may include	<ul style="list-style-type: none"> Ammunition danger area templates Range danger area traces
Training objectives may include	<ul style="list-style-type: none"> Overseas forces training objectives User training objectives

RANGE STATEMENT**Prescribed format may include**

That specified by Director Training Area Management
 That contained in Australian Defence Force Publication 102 Service writing
 That contained in various Defence style sheets for publication

The distribution of Range Standing Orders may include

Electronic
 Hard copy

Reviews may be

Formal
 Informal

Unit Sector(s)

Not applicable.

Corequisite Unit/s**Co-requisite Unit/s**

Nil