



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR005B Design and manage activities which exercise elements of emergency management

Release: 1

PUAEMR005B Design and manage activities which exercise elements of emergency management

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor	This unit covers the competency to design, manage and evaluate activities which exercise elements of emergency management.
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Application of the Unit

Application of the Unit	<p>The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.</p> <p>This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Determine objectives

- 1.1 The need for the exercise is identified in consultation with *stakeholders*
- 1.2 Objectives of the exercise which meet the identified need are determined

2. Design exercise

- 2.1 Exercise style, consistent with the objectives, is selected in consultation with stakeholders
- 2.2 Exercise is designed to ensure that objectives are met
- 2.3 ***Resources*** to support the exercise are identified and secured

3. Manage exercise

- 3.1 Personnel involved in the exercise are briefed in respect of aims, objectives, expectations and activity outcomes
- 3.2 The exercise plan is used to initiate and facilitate the conduct and direction of the exercise
- 3.3 The progress of the exercise is monitored and feedback provided to personnel

4. Evaluate outcomes

- 4.1 A post exercise debrief is planned based on the conduct and outcomes
- 4.2 A debrief is conducted with ***activity personnel***
- 4.3 The outcomes of the activities are reviewed against objectives
- 4.4 A report of the activity is prepared and distributed to stakeholders

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- communicate in a group setting
- conduct needs analysis
- manage and direct exercise activities
- negotiate with client groups and stakeholders
- plan and deliver briefings and de-briefings
- provide feedback

Required Knowledge

- adult learning principles and networks
- assessment and review techniques
- consultation
- emergency management concepts and principles
- legislative and regulatory arrangements relative to emergency management
- monitoring
- problem solving and decision making techniques
- project management principles

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

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

Ability to effectively plan, conduct and evaluate exercises and activities devised for the demonstration of emergency management competencies

Consistency in performance

Evidence of competence in this unit would need to be gathered over time in a range of activity contexts

Context of and specific resources for assessment

Context of assessment

On-the-job or in a simulated environment

Specific resources for assessment

Access to resources relevant to the exercise activities

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

Activities which exercise elements of emergency management (exercises) may

explore issues
promote awareness
educate
assess and demonstrate capability
evaluate risk treatment strategies
validate training
audit performance
evaluate emergency management plans

Activities may include

scenario analyses
case studies
role plays
discussion exercises
functional centre exercises (specific task environments within the workplace)
field exercises
synthetic training
high level architecture
multi media
virtual reality
distributed interactive soft ware

Stakeholders may include

staff
client groups
members of the public
community groups
industry groups
public and private sector organisations
politicians

The design process may include

determination of activity management structure
development of documentation
design of activity
issuing notification
briefings and de-briefings

Activity personnel may include

activity director
directing staff/coordinators/facilitators
safety officers
assessors/umpires
public relations staff

RANGE STATEMENT

	casualty simulators role player liaison officers administrative/welfare personnel to support learning and assessment tools
Resource needs may include	equipment finance personnel facilities logistics activity communications
Activity documentation may include	activity notification activity management checklists general instruction safety instructions timetable/schedule of events activity inputs (general idea special idea problems specific inputs)

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s	Nil
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