



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUAOPE020A Lead a crew**

**Revision Number: 2**

## PUAOPE020A Lead a crew

### Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted.
1	PUA00 V8.1	Primary release on TGA.

### Unit Descriptor

This unit covers the competency required to lead a small team to perform operational tasks at an incident.

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

### Application of the Unit

This unit applies to personnel who are responsible for ensuring that tasks allocated to their team are effectively and efficiently carried out.

This work is typically undertaken under the supervision of an Operations Officer, Sector Commander, Strike Team Leader or Task Force Leader.

### 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.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Prepare crew for tasks

- 1.1 Initial briefing is obtained from Operations Officer or other designated supervisor in accordance with the Incident Action Plan (IAP).
- 1.2 Additional information, ***equipment and resources*** are obtained as required.
- 1.3 Crews are briefed and tasks are allocated.

#### 2. Lead crew to perform tasks

- 2.1 Tasks are implemented as directed by Operations Officer or other designated supervisor in accordance with the IAP.
- 2.2 Progress towards completion of tasks is ***monitored*** and tasking are adjusted as necessary.
- 2.3 ***Reports*** are provided to supervisor as per instruction.
- 2.4 ***Communication is maintained*** with supervisor, crew members and other personnel in the work area.
- 2.5 Safety, health and well being of crew members is monitored and appropriate action is taken where required.

#### 3. Conclude tasks

- 3.1 Completion of tasks is reported to designated supervisor.
- 3.2 Crew and equipment are made ready for further tasks.
- 3.3 Crew is debriefed in accordance with organisational requirements.
- 3.4 ***Documentation*** is completed in accordance with organisational requirements.

## Required Skills and Knowledge

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

### Required Skills

- brief and debrief crew members
- communicate effectively with crew members
- identify and correctly use equipment
- perform relevant operational tasks
- provide reports
- use communication equipment

### Required Knowledge

- agency work practices and guidelines
- communication flow requirements of sector to operations officer or sector personnel
- organisational command structure
- organisational policies and procedures (such as relevant legislation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- reporting requirements
- resource management responsibilities and systems (safe deployment and recording)
- risk assessment principles
- occupational health and safety (OH&S) requirements and procedures

## 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:

- understand briefings and communication requirements and convey these to crew members
- allocate tasks to crew members to achieve required outcomes
- monitor and report on progress

### Consistency in performance

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

### Method of assessment

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

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.

<b><i>Equipment and resources</i></b> may include:	<ul style="list-style-type: none"> <li>• Communication devices</li> <li>• Consumable materials</li> <li>• Food and drink</li> <li>• Machinery</li> <li>• Response equipment</li> <li>• Safety equipment</li> <li>• Vehicles</li> </ul>
<b><i>Monitoring of progress</i></b> may include:	<ul style="list-style-type: none"> <li>• Progress against plan</li> <li>• Utilisation of resources and incident behaviour</li> <li>• Welfare of personnel</li> </ul>
<b><i>Reports</i></b> may include:	<ul style="list-style-type: none"> <li>• Changes in incident behaviour</li> <li>• Incident situation</li> <li>• Progress of tasks</li> <li>• Safety risks</li> </ul>
<b><i>Incidents</i></b> may include:	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Flood</li> <li>• Hazardous materials</li> <li>• Landslip</li> <li>• Severe storm</li> </ul>
<b><i>Communication</i></b> may be maintained by:	<ul style="list-style-type: none"> <li>• Mobile data terminal</li> <li>• Radio</li> <li>• Signalling</li> <li>• Talking face-to-face</li> <li>• Telephone</li> </ul>
<b><i>Documentation</i></b> may include:	<ul style="list-style-type: none"> <li>• Completion of logs</li> <li>• Input to debriefs</li> <li>• Work times of crew members</li> </ul>

## Unit Sector(s)

Not applicable.