



**Australian Government**

# **PUATEA002B Work autonomously**

**Release 3**

## PUATEA002B Work autonomously

### Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	First release in TGA.

### Unit Descriptor

This unit covers competency for working as a member of a team or as an individual for periods of time without direct supervision and for mentoring and coaching either in an operational or non-operational environment.

### Application of the Unit

This unit applies to all workers working in the Public Safety Industry, but is particularly relevant for new workers to understand the organisation's expectations and limits in regards decision making.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

PUATEA001B Work in a team (Fire sector specific)

### 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. Undertake work activities	1.1 Work requirements are identified and undertaken. 1.2 Instructions and directions are understood and implemented. 1.3 Communication is maintained with team leader advising of progress of task/activity. 1.4 Personal safety and safety of others is maintained. 1.5 Any legal requirements and/or ramifications of <i>activities</i> are communicated to team leader. 1.6 <i>Work area</i> is determined or selected in accordance with operational or organisation's requirements. 1.7 Equipment is operated in accordance with the manufacturer's specifications. 1.8 OH&S and the organisation's policies and procedures.
2. Accept responsibilities	2.1 Responsibilities are accepted according to the organisation's policy and procedures. 2.2 Team leader is appraised of the outcome of task/activity. 2.3 Any activity that exceeds the scope of the defined task is referred to the supervisor.
3. Set performance requirements	3.1 <i>Performance requirements</i> are based on objectives and goals and agreed with supervisor.
4. Maintain team performance	4.1 Individual performance is monitored against defined performance requirements and appropriate action taken to maintain performance if required. 4.2 Performance of others is monitored and appropriate action is taken through coaching and mentoring to ensure team objectives and goals are met. 4.3 Supervisor is provided with feedback and constructive advice. 4.4 Issues which cannot be rectified or addressed are referred to the supervisor for appropriate action according to the organisation's policy. 4.5 Supervisor is advised of any changes in priorities or tasks. 4.6 All <i>required documentation</i> relevant to performance is completed.
5. Act as a team leader as required	5.1 Responsibility for the performance of the team is accepted. 5.2 Goals are set, tasks identified and presented to team

**ELEMENT****PERFORMANCE CRITERIA**

- 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 Any legal requirements and/or ramifications of team activities are communicated to team members.
- 5.6 Duties, rosters and responsibilities are allocated to team members having regard to the skills and knowledge required to properly undertake the assignment or task and according to organisation's policy and procedures.
- 5.7 Feedback on own performance is provided as required.
- 5.8 Level of authority is recognised and adhered to.
- 5.9 Operational debrief is conducted in accordance with the organisation's requirements.

## **Required Skills and Knowledge**

### **Required Skills**

- communicating instructions and directions
- communicating performance expectations
- completing a range of documentation
- encouraging team members
- informal performance counselling
- providing feedback on performance
- representing issues to management
- team building

### **Required Knowledge**

- defined OH&S policies and procedures
- knowledge of current principles and practices
- legal requirements and ramifications of team activities
- method of monitoring performance
- organisation's policy for referring performance issues
- organisation's policy relevant to hours of work and work allocation
- organisation's requirements for documenting team performance and activities
- procedures and methods of setting performance expectations
- required to work in a team
- team members' duties and responsibilities

## Evidence Guide

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

It is essential for this unit that competence be demonstrated in communication of performance expectations and providing feedback to team members.

### **Consistency in performance**

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

### **Context of and specific resources for assessment**

#### **Context of assessment**

On the job or in a simulated work environment. Where workplace observation is insufficient simulations or case studies may be used.

#### **Specific resources for assessment**

No special requirements.

## 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.

- Scope of allocated task*** may include:
- extent of activity
  - content of activity
  - degree of responsibility for task
- Performance requirements*** include
- goals
  - objectives
  - plans
  - standards
  - performance indicators
  - production rates
- Work area*** may be dependent upon
- activity conducted
  - road accessibility
  - logistical support
  - water availability
  - vicinity of built-up areas
  - areas of reduced visibility
  - distance to operation
  - hazards
  - vehicle parking
- Performance issues*** may include:
- occupational health and safety
  - hours of work details
  - concerns about ability to complete work
  - inadequate resources
- Appropriate personnel*** may include:
- manager
  - human resource personnel
  - team leader
  - supervisor
  - team members
- Required documentation*** may include:
- forms
  - proformas
  - incident reports
  - rosters
  - timesheets
  - written reports
  - logs
  - standard operating procedures
  - checklists



- Activities** may include:
- non operational activities:
    - tasks
    - projects
    - preparing documentation
  - operational activities:
    - responding in a combat or support role to natural emergencies (fire/flood)
    - technological/industrial emergencies
    - civil/political emergencies and non-emergency operations including community events
    - public relations activities
    - sporting events
    - parades
    - festivals
- Conditions under which operational activities** may be may include:
- hazardous conditions including adverse weather
  - after dark operations
  - emergency operations
  - difficult terrain
  - time pressure
  - varying time frames from immediate/short term to long term response operations
  - varying access to equipment necessitating the use of improvised techniques
  - varying levels of resources
  - single or multi organisation responses

## Unit Sector(s)

Not applicable.