



Australian Government

CSCSAS021 Participate in incident briefing, debriefing and analysis

Release: 1

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Modification History

Release	Comments
1	This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to participate in incident briefings and post-incident debriefings, and to prepare incident documentation.

This unit applies to those working as part of a specialist emergency response team in prisons, secure custodial centres and community facilities under custodial supervision. With contextualisation this unit may apply in other work environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to incident response and reporting.

Those undertaking this unit work autonomously drawing upon support from a range of established resources. The role involves complex task organisation and analysis in a range of contexts including those that are unfamiliar and unpredictable.

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

Competency Field

Safety and security

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Participate in incident briefing	1.1 Ensure a safe and appropriate location is used for incident briefing. 1.2 Contribute relevant knowledge or insight to briefing to enhance

	incident response formulation. 1.3 Encourage all incident response team members to contribute to briefing. 1.4 Request clarification of incident response purpose, team roles and actions if required.
2. Participate in post-incident debriefing	2.1 Respond to requests to undertake post-incident debriefing actions in a timely manner. 2.2 Reflect on incident response actions of self and others, including consideration of response outcomes and organisational expectations. 2.3 Work cooperatively with all people involved in the conduct of the post-incident debriefing, recognising individual roles and responsibilities. 2.4 Identify and seek information required for the post-incident debrief from relevant people. 2.5 Actively contribute to post-incident debriefing process as required by designated role. 2.6 Complete required debriefing actions within designated timelines.
3. Contribute to incident analysis	3.1 Collect and record details of incidents as required by designated role. 3.2 Contribute to development of incident timeline. 3.3 Identify conditions and/or circumstances that contributed to the incident. 3.4 Analyse incident response to identify areas for improvement or adjustment.
4. Prepare and submit incident documentation	4.1 Prepare and submit written recommendations based on incident analysis.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

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Assessment Requirements for CSCSAS021 Participate in incident briefing, debriefing and analysis

Modification History

Release	Comments
1	These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

Please refer to the advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- using effective oral and written communication
- using reflection techniques to reflect on own and others' actions to inform analysis of incident response
- using analytical skills to assist in the examination of details relating to the incident and response

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's policies and procedures related to incident response and reporting
- duty of care
- code of conduct
- language and style of communication appropriate for written reporting
- available resources that may assist post-incident analysis e.g. CCTV
- organisation's IT and information systems
- effective communication techniques

Assessment Conditions

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered by an individual participating in incident briefings and analysis, including coping with irregularities and communicating with others.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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