



Australian Government

POLAUX001 Perform basic administrative police duties

Release: 1

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Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLGD010A Perform police administrative duties. • Content and formatting updated to comply with the new standards • Unit recoded POL • Title updated • Elements 1 and 2 reworded • Element 3 removed • Two new Elements added

Application

This unit describes the skills required to perform administrative police duties, including managing work outputs and own learning, completing administrative tasks and using communications equipment.

This unit applies to those working as police liaison officers operating within a policing environment.

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 relating to information security and codes of conduct.

Those undertaking this unit would work independently or under supervision, with responsibility for their own functions and outputs. They would perform explicit tasks within established parameters and would develop solutions in predictable contexts.

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

Competency Field

Auxiliary

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. Manage work outputs	1.1 Establish tasks, priorities and deadlines in consultation with others. 1.2 Plan and prioritise tasks to meet deadlines. 1.3 Reprioritise tasks to accommodate changing circumstances. 1.4 Clarify requirements with supervisors to facilitate completion of tasks. 1.5 Complete tasks in accordance with instructions received and agreed timeframes. 1.6 Seek suggestions on ways to improve work outputs and performance.
2. Complete administrative tasks	2.1 Document details of tasks and commitment to maintain basic work records. 2.2 Complete documentation in correct format for submission within required timeframe. 2.3 Maintain security of documentation.
3. Use police communication equipment	3.1 Identify procedures and techniques for the use of police communications equipment. 3.2 Operate police communications equipment. 3.3 Record received information for reporting purposes. 3.4 Transmit information concisely and clearly to facilitate accurate reception of message.
4. Manage own learning	4.1 Identify own learning needs in consultation with relevant personnel. 4.2 Identify opportunities to meet learning needs and take action in consultation with relevant personnel. 4.3 Collate evidence of on and off-the-job learning relevant to work role.

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
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 on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLGD010A Perform police administrative duties.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

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Assessment Requirements for POLAUX001 Perform basic administrative police duties

Modification History

Release	Comments
1	These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

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 one occasion.

- managing time and prioritising tasks
- communicating effectively within the range of situations required for the job role
- operating the different communications equipment required by the organisation
- transmitting and receiving communications accurately using the organisation's communications systems and equipment

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.

- organisational communication policy, processes and systems for use within own job role
- range of communications equipment for use in police liaison
- range of workplace documentation relevant to job role

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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

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