



Australian Government

POLAUX025 Perform policing administrative duties

Release: 1

POLAUX025 Perform policing administrative duties

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

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

This unit applies to those working as police liaison officers or community police 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.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1 Manage work tasks

- 1.1** Establish administrative tasks, priorities and deadlines in consultation with others
- 1.2** Plan and prioritise administrative tasks to meet deadlines
- 1.3** Reprioritise administrative tasks to accommodate changing circumstances
- 1.4** Clarify requirements with supervisors to facilitate completion of administrative tasks
- 1.5** Seek suggestions from supervisors on ways to improve work outputs and performance

2 Complete administrative duties

- 2.1** Complete administrative tasks in accordance with instructions received and agreed timeframes
- 2.2** Document details of administrative tasks and commitment to maintain basic work records
- 2.3** Complete documentation in correct format for submission within required timeframe
- 2.4** Maintain security of documentation in accordance with organisational policies

3 Use police communication equipment

- 3.1** Identify procedures and techniques for the use of police communications equipment
- 3.2** Operate police communications equipment in accordance with organisational policies
- 3.3** Record information received for reporting purposes
- 3.4** Transmit information concisely and clearly to facilitate accurate delivery 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 for continuous improvement purposes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX001 Perform basic administrative police duties.

Links

Companion Volume Implementation Guides can be found on VETNet - -

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

Assessment Requirements for POLAUX025 Perform policing administrative duties

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- managing time and prioritising tasks
- communicating effectively within the range of situations required for the job role
- operating police communications equipment required to perform tasks of the job role
- transmitting, receiving and documenting communications accurately using police communications protocols, systems and equipment
- identifying opportunities to improve own performance
- completing administrative duties and documentation required for the job role.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational information security policies and procedures
- organisational communication policy, processes and systems for use within own job role
- range of communications equipment, procedures and techniques for use in police liaison
- range of workplace documentation relevant to job role
- communication, time management and prioritisation techniques relevant to job role.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated

workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

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