



Australian Government

POLGEN016 Conduct briefings and debriefings in a policing environment

Release: 1

POLGEN016 Conduct briefings and debriefings in a policing environment

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to communicate during briefings and debriefings, including the planning, delivery and conclusion aspects of the process.

This unit applies to those working as police staff in operational and non-operational situations within the 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 related to information security.

Those undertaking this unit would work both autonomously and within teams as required. They would be required to apply critical thinking and analysis skills to brief and debrief stakeholders within policing. They would demonstrate ethical and professional policing qualities, and show adaptability while performing complex tasks across a broad range of contexts.

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

Competency Field

General

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. Prepare for briefings and debriefings	1.1 Plan delivery of briefings/debriefings by developing a presentation consistent with the requirements of the policing project.

	1.2 Identify clients/stakeholders required to attend briefings/debriefings. 1.3 Identify security level of information and deliver briefings/debriefings accordingly. 1.4 Inform client/stakeholders of briefing/debriefing requirements.
2. Conduct the briefings and debriefings	2.1 Outline purpose and structure of the briefings/debriefings to clients/stakeholders. 2.2 Present information in line with jurisdictional standards. 2.3 Assess client/stakeholder understanding of briefings/debriefings. 2.4 Adapt communication techniques to facilitate client/stakeholder understanding. 2.5 Encourage contributions from clients/stakeholders to support the effectiveness of the briefings/debriefings.
3. Conclude the briefings and debriefings	3.1 Respond to feedback/contributions received from client/stakeholder for continuous improvement purposes. 3.2 Record briefing/debriefing outcomes and findings for further actions in line with jurisdictional standards. 3.3 Conduct review of briefings/debriefings to improve own performance.

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 NA				

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

No equivalent unit.

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 POLGEN016 Conduct briefings and debriefings in a policing environment

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.

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.

- planning briefing and debriefing, including identification of stakeholders, security requirements, safe locations, and delivery method
- communicating with clients and stakeholders
- delivering briefing and debriefing, in accordance with plan and/or changing circumstances
- applying communication techniques to facilitate understanding and encourage contributions
- selecting appropriate media to present briefings/debriefings
- addressing and recording feedback and contributions from client and stakeholder
- reviewing own performance

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.

- jurisdictional policies and procedures related to occupational or workplace health and safety, and conduct of briefing and debriefings
- jurisdictional quality and performance standards
- Commonwealth, state and territory legislation related to information security, privacy, and freedom of information.
- communication techniques

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.

Consideration must be given to practical assessment for this unit. Refer to advice in the companion volumes.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

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

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