



Australian Government

POLGEN035 Conduct briefings and debriefings in a policing environment

Release: 2

POLGEN035 Conduct briefings and debriefings in a policing environment

Modification History

Release 2. Modifications have been made to:

- Elements and Performance Criteria
- Performance Evidence
- Assessment Conditions

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

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.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes of the unit

1 Prepare for briefings and/or debriefings

2 Conduct briefings and/or debriefings

3 Conclude briefings and/or debriefings

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element

- 1.1** Plan delivery of briefings and/or debriefings by developing a presentation consistent with the requirements of the policing project
- 1.2** Identify clients and/or stakeholders required to attend briefings and/or debriefings
- 1.3** Identify security level of information and deliver briefings and/or debriefings accordingly
- 1.4** Inform clients and/or stakeholders of briefing and/or debriefing requirements
- 2.1** Outline purpose and structure of the briefings and/or debriefings to clients and/or stakeholders
- 2.2** Present information in line with jurisdictional standards and changing circumstances
- 2.3** Consider client and stakeholder feedback and contributions to assess understanding of briefings and/or debriefings.
- 2.4** Adapt communication techniques to facilitate client and/or stakeholder understanding
- 2.5** Encourage contributions from clients and/or stakeholders to support the effectiveness of the briefings and/or debriefings.
- 3.1** Respond to feedback and contributions received from clients and/or stakeholders to improve future briefings and/or debriefings
- 3.2** Record briefing and/or debriefing outcomes and findings for further actions in line with jurisdictional standards
- 3.3** Conduct review of briefings and/or debriefings to improve personal performance

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 POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to POLGEN016 Conduct briefings and debriefings in a policing environment.

Links

Companion Volume Implementation Guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

Assessment Requirements for POLGEN035 Conduct briefings and debriefings in a policing environment

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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:

- addressing and recording feedback and contributions from clients and/or stakeholders
- applying communication techniques to facilitate understanding and encourage contributions
- communicating with clients and/or stakeholders
- delivering briefing and debriefing in accordance with plan and changing circumstances
- planning briefing and debriefing, including identification of clients and/or stakeholders, security requirements and delivery method
- reviewing and recording briefing and debriefing outcomes
- reviewing own performance

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:

- Commonwealth, state and territory legislation related to information security, privacy, and freedom of information
- communication techniques
- continuous improvement procedures
- jurisdictional policies and procedures related to work health and safety (WHS) and conduct of briefings and debriefings
- jurisdictional quality and performance standards
- security levels.

Assessment Conditions

Assessment must occur in operational workplace situations or, where this is not available, in

simulated situations that replicate workplace conditions.

Assessors of this unit must satisfy relevant vocational education and training legislation, frameworks and/or

standards.

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