



Australian Government

PSPINM008 Promote and educate about injury management

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPIM407A Promote and educate about injury management. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to provide formal and informal education in an ongoing context about injury management, claims management and/or rehabilitation activities. It includes preparing information materials, preparing for and delivering presentations, and reviewing outcomes.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

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.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar contexts.

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

Competency Field

Injury management

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 information materials	1.1 Determine the purpose of the materials, intended audience and media to be used. 1.2 Design materials to suit intended audience. 1.3 Seek feedback on the content and presentation of materials, and make revisions. 1.4 Use interpreters and/or translators as required to ensure materials reach a diverse audience.
2. Prepare presentation	2.1 Determine objectives for the presentation to reflect the identified needs of the audience. 2.2 Make provisions for participants to contribute to sessions based on their experience. 2.3 Include examples of issues and how they were addressed in presentation materials. 2.4 Determine methods to be used and presentation style of information to suit the specified objectives of the session, the needs of the participants and the size and location of the group.
3. Deliver presentation	3.1 Structure the presentation of sessions to facilitate the creation of opportunities for discussion of broad conceptual, ethical and legal issues surrounding injury management. 3.2 Explain objectives of the session, structure of the activities and other details to participants to suit their level of understanding and experience, and elicit feedback. 3.3 Adapt materials and presentation techniques to the particular audience. 3.4 Use case studies for illustrative purposes and address urgency and levels of risk in injury management. 3.5 Highlight models of excellence in injury management.
4. Review session outcomes	4.1 Encourage participants to provide feedback on all aspects of the education sessions. 4.2 Review suitability of the approach, the content and outcomes as a guide for further activities. 4.3 Review your own performance against objectives and in response to participants' feedback. 4.4 Undertake needs analysis for further education sessions. 4.5 Provide advice to relevant people regarding possible future activities or amendments to organisational awareness strategy and

	programs.
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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPIM407A Promote and educate about injury management.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPINM008 Promote and educate about injury management

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector 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.

- making presentations to provide awareness sessions aimed at improving injury management skills of less experienced members of staff
- tailoring sessions to the needs of adult learners
- explaining complex concepts and formal documents, including legislation, standards and codes of conduct
- using communication styles to suit different audiences and purposes
- mentoring culturally and linguistically diverse staff to maximise rehabilitation and/or return to work outcomes
- incorporating feedback from attendees into future session design and delivery

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.

- work health and safety and environmental procedures, legislation, policies, guidelines and processes relating to injury management
- the organisation's strategic objectives related to injury management
- national strategic objectives relating to rehabilitation and return to work
- the link between ongoing information sessions and effective injury management
- audience requirements
- adult learning principles

- public sector values and codes of conduct

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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