



Australian Government

Department of Education, Employment and Workplace Relations

PSPBORD301A Conduct patrols

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the requirements to undertake all patrol functions, excluding marine. It includes preparing to patrol, conducting the patrol, gathering and reporting information, and reporting on and reviewing patrol activities.

In practice, conducting patrols may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, working effectively, using teamwork, networking, applying workplace safety procedures, etc.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to patrol	1.1 The purpose and objectives of the <i>patrol</i> are explained to <i>relevant personnel</i>. 1.2 The <i>legislation, regulations, policies and guidelines</i> under which the patrol is to be conducted are identified. 1.3 The powers of officers under the legislation are confirmed and applied correctly. 1.4 The patrol operation is planned to suit its objectives. 1.5 <i>Equipment, other resources and the need for assistance</i> which may be required for the purposes of the patrol are identified. 1.6 Any risks to the health and safety of officers involved in the patrol are identified and taken into account within the plan.
2. Conduct the patrol	2.1 The patrol is conducted in accordance with legislation, regulations, policies and guidelines. 2.2 Patrol activities are undertaken in <i>a thorough manner</i> in accordance with standard operating procedures. 2.3 <i>Records</i> are made of patrol actions, findings and outcomes in accordance with organisational policy and procedures.
3. Gather and report information	3.1 Initiative is used to identify possible information. 3.2 <i>Information</i> is <i>recorded</i> accurately. 3.3 Privacy and other legislative requirements are complied with. 3.4 Information is reported in an accurate and timely manner in accordance with organisational policy and procedures.
4. Report on and review patrol activities	4.1 Outcomes of patrol activities are recorded and disseminated in accordance with organisational policy and procedures. 4.2 The outcomes, procedures and processes used within the patrol are evaluated. 4.3 Improvements to procedures and processes are identified and actioned.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- conducting a thorough patrol in line with legal and policy requirements
- selecting and using equipment that meets the purposes of the patrol
- identifying and addressing occupational health and safety and environmental risks associated with conducting the patrol
- accurately recording and reporting information
- communicating with diverse audiences, conveying sometimes complex information orally and in writing
- responding to diversity, including gender and disability

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- Australian legal framework as it applies to the conduct of patrols
- enabling and allied legislation
- policy, procedures, guidelines, protocols and standard operating procedures
- jurisdictional and organisational values/ethics and codes of conduct
- the organisation's corporate planning cycle and risk management policy and practices
- confidentiality, privacy and security issues
- equity and diversity principles
- occupational health and safety and environment legislation, policies and guidelines relating to the conduct of patrols
- communication systems relevant to the workplace including communications network and radio protocols
- risk assessment techniques
- equipment operation, usage and maintenance procedures
- reporting procedures
- evidence handling and storage
- profiles and trends
- statements
- workplace and industry environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPBORD302A Use border protection technology equipment
 - PSPETHC301B Uphold the values and principles of public service
 - PSPGOV301B Work effectively in the organisation
 - PSPGOV302B Contribute to workgroup activities
 - PSPGOV303B Build and maintain internal networks
 - PSPGOV307B Organise workplace information
 - PSPLEGN301B Comply with legislation in the public sector
 - PSPOHS301A Contribute to workplace safety

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- conduct of patrols in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to the conduct of patrols
- case studies and workplace scenarios to capture the range of patrol situations likely to be encountered

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when conducting patrols, including coping with difficulties, irregularities and breakdowns in routine
- conduct of patrols in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- demonstration
- observation
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

<i>Patrol</i> may be conducted in the following areas:	• as defined by legislation and regulations • licensed depots • remote areas • tarmac • waterfront
<i>Relevant personnel</i> may include:	• intelligence • managers/supervisors • research and analysis • staff in other agencies • staff in other work areas • targeting and analysis • colleagues • employees of other agencies
<i>Legislation, regulations, policies and guidelines</i> may include:	• State and Territory legislation • Commonwealth legislation, such as: • Crimes Act 1914 • Customs (Prohibited Exports) Regulations • Customs (Prohibited Imports) Regulations • Occupational Health & Safety Act 1988 • Operating Directions and Explanatory Notes • enabling legislation such as: • Customs Act 1901 and regulations • Wildlife Protection Act 1982 • organisational manuals and/or work area standard operating procedures
<i>Equipment, other resources and assistance</i> may include:	• portable surveillance equipment • radio communications • vehicles • night vision devices (NVDs) • other agencies • navigation equipment: • maps • global positioning system (GPS)

	• compass. • health and safety equipment: • safety vests • hard hats • safety boots • intrinsically safe torches • marine • closed circuit television (CCTV) • Coastwatch
A thorough manner means:	• consistent with the objective of the patrol: • all activities in the immediate area of operation are observed • all attainable information is gathered, recorded and disseminated • all activities observed are consistent with the environment and are actioned appropriately • all observations are considered against the information/reasonable grounds that gave rise to the patrol
Records may include:	• audio tapes • logs/running sheets • notebooks • photographs • video footage
Information may include:	• addresses • business cards • invoices/bills of lading/or other documents • letters • maps/charts • names • photographs • reasonable grounds for search • telephone numbers • any combination of the above
Recorded may include recording in:	• NIS • NESS • INTERCEPT reports

Unit Sector(s)

Not applicable.

Competency field

Border Protection.