



Australian Government

Department of Education, Employment and Workplace Relations

PSPBORD403A Review operational schedules

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 skills and knowledge required to review flight schedules against the strategic long-term flight plan and immediate timeframe requirements. It includes reviewing operational flight schedules, confirming operations, monitoring weekly flying program, planning information collection, briefing management, assisting tactical operations, and assessing crew and aircraft readiness for operation.

In practice, reviewing operational schedules may overlap with other generalist and specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, using resources, developing work plans, gathering information, 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. Review operational flight schedules	1.1 Flight programs are checked and schedules reviewed against relevant plans/programs. 1.2 Operational priorities and capabilities are confirmed and take into account diverse conditions. 1.3 Variations to schedules are made in response to tasking priorities and capabilities. 1.4 Liaison with clients is established and maintained. 1.5 Regional-specific input is requested from clients as appropriate.
2. Confirm operations	2.1 Relevant plans/programs are reviewed . 2.2 Flight routes are confirmed as being consistent with known requirements and aircraft capabilities. 2.3 Service delivery standards and agreed performance targets are taken into account in planning . 2.4 Aircraft and crew availability is checked. 2.5 Clients are consulted as required regarding details of the flight plans and information requirements. 2.6 Contingencies are addressed. 2.7 The weekly flying program is formulated and published.
3. Monitor flying program	3.1 The flying program is checked against the relevant plans/programs. 3.2 The program is checked to make sure there are no conflicts with other operational areas. 3.3 Flights are re-programmed as required.
4. Plan information collection	4.1 Information requirements are identified. 4.2 The method of information collection is selected. 4.3 Stakeholders are identified. 4.4 Form of dissemination is identified.
5. Brief management	5.1 Management is kept informed of workload. 5.2 Management is informed of any relevant problems, issues or concerns. 5.3 Trends in service demand, outcomes, equipment, problems are identified and discussed.
6. Assist tactical operations	6.1 Tactical operations are supported by an approved client tasking . 6.2 Issues such as infrastructure support are addressed. 6.3 Contingencies are managed. 6.4 Opportunities to improve outcomes are identified. 6.5 Passenger approvals are requested. 6.6 Participation is undertaken as a member of the flight team as appropriate.
7. Assess crew and aircraft readiness for operation	7.1 Confirmation is received that aircraft and crews are available and crews are properly briefed . 7.2 The readiness of craft and equipment is confirmed.

ELEMENT**PERFORMANCE CRITERIA**

7.3 Appropriate action is taken if there is any concern about operational readiness.

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:

- analysing, planning and organising in the context of operational scheduling
- avoiding duplication in the efficient planning of surveillance flights
- interpreting relevant plans/programs
- applying relevant technology and equipment
- using problem solving
- using a range of communication and liaison methods with a diverse range of audiences
- responding to diversity, including gender and disability
- applying occupational health and safety and environmental procedures in the context of operational scheduling

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- enabling and allied legislation
- policy, procedures, guidelines, protocols and standard operating procedures
- organisational and jurisdictional values/ethics and codes of conduct
- aircraft capability
- clients' need for surveillance
- planning and scheduling
- information collection processes
- acquisition and interpretation of relevant agency information
- workplace and industry environment
- equity and diversity principles
- public sector legislation including occupational health and safety and environment related to review of operational schedules

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:
 - PSPBORD402A Develop surveillance flight routes
 - PSPBORD404A Analyse surveillance products
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPGOV406B Gather and analyse information
 - PSPGOV422A Apply government processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPREG401C Exercise regulatory powers

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)
- review of operational schedules 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 guidelines relating to the review of operational schedules
- operational equipment and technology
- case studies and workplace scenarios to capture the range of situations likely to be encountered when reviewing operational schedules

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 reviewing operational schedules, including coping with difficulties, irregularities and breakdowns in routine
- review of operational schedules in a range of (3 or more)

contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as security requirements, staff rostering and availability, 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:

- 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 *italics* in the Performance Criteria is explained here.

<i>Flight programs</i> may include:	• daily schedules • weekly schedules • monthly schedules
<i>Review</i> takes into account:	• regional environmental factors • availability of aircraft • availability of flight crew • addition of any passengers and freight
<i>Relevant plans/programs</i> include:	• Coastwatch monthly surveillance program • daily, weekly, monthly flight program
<i>Diverse conditions</i> may include:	• weather • additional passenger load, etc
<i>Planning</i> operations involves:	• considering flight route requirements: • visual flight routes • electronic flight routes • hybrid flight routes
<i>Information</i> collection includes:	• statistical results • analytical results • operational outcomes
<i>Tasking</i> involves:	• preparation of flight plans based on relevant plans/programs • information collection • strategic tasking consistent with the weekly flight plan • ad-hoc taskings • consideration of: • weather • tactical requirements • aircraft serviceability • crew availability
<i>Infrastructure support</i> includes but is not limited to:	• civil aviation considerations and requirements • reporting requirements • day or night operations • crewing • suitable platform

	• where to base • search planning • necessary technology and equipment
Contingencies include but are not limited to:	• office relief • who is on call • officer relief • overseas deployment
Briefing teams includes:	• briefing/de-briefing the contractor's flight crew • setting targets and standards • establishing purpose and objectives • providing opportunities to clarify and receive feedback

Unit Sector(s)

Not applicable.

Competency field

Border Protection.