



Australian Government

PUAFIR405 Collect, analyse and provide regulatory information

Release: 1

PUAFIR405 Collect, analyse and provide regulatory information

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to collect, analyse and provide information to support the achievement of an organisation's objectives.

The unit applies to personnel authorised to collect and analyse information related to other organisations, industries and businesses and includes building Acts, regulations, codes of practice, guidelines and planning requirements.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify regulatory and other information sources

PERFORMANCE CRITERIA

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

- 1.1** Regulatory information needs of individuals, managers, persons conducting a business or undertaking and/or officers are determined and potential sources are

	identified
	1.2 Other information held by the organisation is reviewed to determine suitability and accessibility
	1.3 Plans are prepared to obtain information which is not available or accessible within the organisation
2 Collect and analyse regulatory and other relevant information	2.1 Collect and analyse regulatory and other pertinent information
	2.2 Information is collected in a format suitable for analysis, interpretation and dissemination
	2.3 Information is analysed to identify relevant trends and developments in terms of the needs for which it was acquired
3 Use management information systems	3.1 Management information system is used to store and retrieve data for decision making
	3.2 Technology available in the local work area and/or organisation is used to manage information
4 Record and report relevant information	4.1 Results of information gathering, analysis and synthesis is reported, in accordance with organisational procedures
	4.2 Results of information gathering, analysis and synthesis are reported and used to inform policy development and organisation decision making
	4.3 Information is disseminated to appropriate personnel within specified timeframes

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 Companion Volume Implementation Guide.

regulatory information must include one or more of the following

- acts, regulations, codes of practice and guidelines
 - dangerous goods codes
 - industry standards
 - ministerial or cabinet policy and guidelines documents
 - National Construction Code (Building Code of Australia)
 - planning requirements
- potential sources must include
- databases
 - interviews
 - literature search
 - observation
 - research
 - surveys

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR405B Collect, analyse and provide regulatory information.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAFIR405 Collect, analyse and provide regulatory information

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- analysing, recording and disseminating information
- authoring and presenting reports and submissions
- collecting, analysing and synthesising regulatory information
- disseminating information
- identifying information sources
- using appropriate methods to collect, collate and analyse information
- using management information systems to store and retrieve data

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- appropriate methods
- information collection, collation, analysis and display techniques
- information evaluation issues related to accuracy, credibility, pertinence, relevance, reliability and validity
- information storage requirements and methods
- management of information systems
- organisational documentation, policies and procedures
- project management techniques
- regulatory and other sources of information
- research techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools, and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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