



Australian Government

PUAFIR504 Assist with formulation and implementation of plans and policies

Release: 1

PUAFIR504 Assist with formulation and implementation of plans and policies

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 consult on, develop, implement and evaluate a policy or plan for an organisation. It applies to personnel required to contribute, both individually and as part of a work team, to the formulation and implementation of organisational policies and plans.

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 Monitor administration of organisational policies, procedures and plans

PERFORMANCE CRITERIA

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

1.1 Requirements for the administration of organisational policies, procedures and practices are identified and monitored

	1.2	Policies and plans that are no longer relevant are identified and recommendations for change are made, in accordance with organisational procedures
2 Identify and consider stakeholder concerns	2.1	Stakeholders are identified and consulted, in accordance with organisational procedures
	2.2	Organisation is represented at stakeholder meetings and external events with policies, procedures and plans explained
	2.3	Meetings with stakeholders are conducted on a regular basis or as required, in accordance with organisational procedures
3 Facilitate policy change within the organisation	3.1	Policies, procedures and plans are facilitated, in accordance with organisational procedures
	3.2	Personnel are encouraged to participate in and comment on proposed changes to policies, procedures and plans
	3.3	Formal submissions on policies, procedures, plans and operational issues are drafted based on feedback
	3.4	Submissions are written and submitted, in accordance with organisational procedures
4 Contribute to strategic and operational planning process	4.1	Contributions are made to organisational forward planning initiatives
	4.2	Contributions to strategic and operational planning processes are focused on activities relevant to the organisation
5 Assist in the preparation and implementation of organisational business plans	5.1	Development of strategic plan is contributed to and linked to organisational business planning
	5.2	Organisational objectives and plans are implemented through activities and projects related to legislation, industry awards and agreements and policies and procedures

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.

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR504B Assist with formulation and implementation of plans and policies.

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 PUAFIR504 Assist with formulation and implementation of plans and policies

Modification History

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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 and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assisting in the development, implementation and evaluation of policies, procedures or plans
- assisting in the preparation and implementation of organisational business plans
- contributing to strategic and operational planning processes
- developing and proposing submissions
- facilitating policy and plan change within the organisation
- following consultative processes
- identifying and considering stakeholder concerns
- implementing change management strategies to deal with resistance to policy development
- monitoring the administration of organisational policies, procedures and plans

Knowledge Evidence

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

- concepts involved in the policy cycle
- consultative procedures and processes in the policy cycle
- methods for implementing and evaluating policies, procedures and plans
- organisational documentation, policies and procedures including submissions
- reasons for resistance to policy development and strategies for dealing with issues that arise
- role of management, employees and stakeholders in policy and plan development
- stakeholders and external organisations
- submission types
- types of operational plans
- 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.

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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.

Competency should be demonstrated over time and in a range of contexts; the evaluation of the development and implementation of organisational plans and policies may require a few months.

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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