



Australian Government

Assessment Requirements for PUAOPE001 Manage the investigation function at an incident

Release: 1

Assessment Requirements for PUAOPE001 Manage the investigation function at an incident

Modification History

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

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

- analysing investigation data and information
- applying ethical standards to an investigation
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- conducting meetings including preparing agendas
- completing documentation and investigation reports
- implementing investigation and security plans
- implementing organisational policies and procedures
- liaising with Incident Controller or operations officer and other personnel
- maintaining logs
- managing a team including technical specialists
- monitoring resources
- operating in an investigational management role including delegating responsibility, allocating tasks, monitoring performance and providing feedback
- performing briefings and debriefings
- preparing, presenting and communicating information
- taking mitigation action to ensure completion of investigations
- working as a member of an incident management team to resolve an incident investigation
- working with maps and schematic 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

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- communication requirements for stakeholders
- ethical standards for investigations
- investigation and security plans
- investigation data and information analysis

- investigation planning requirements and processes
- investigation report requirements
- maintenance of logs
- management and facilitation of team work
- maps and schematic plans
- organisational documentation, policies and procedures
- procedures for meetings
- processes and procedures for briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS) plus questions
- resource requirements for an investigation

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.

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.

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>