



Australian Government

PUAOPE013 Operate communications systems and equipment

Release: 1

PUAOPE013 Operate communications systems and equipment

Modification History

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

Application

This unit of competency involves the skills and knowledge required to transmit and receive communications in routine and operational situations using the organisation's communications systems and equipment.

The unit is applicable to personnel who are required to operate an organisation's communications systems and equipment in support of the tasks they are undertaking. This may occur either in the field or from a facility.

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

Pre-requisite Unit

Not applicable.

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Use communications systems and equipment

PERFORMANCE CRITERIA

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

- 1.1** Communications equipment and techniques, including verbal transmissions and voice procedures, are selected to best meet the task, context and needs of the situation
- 1.2** Equipment is operated safely to support communications

		consistent with organisational policies and procedures
	1.3	Communications system is correctly utilised to facilitate transmission and reception
2 Transmit and receive communications	2.1	Information is transmitted concisely and clearly to facilitate accurate reception of the message, in accordance with organisational policies and procedures
	2.2	Contact is acknowledged, communication is confirmed, and action is initiated
	2.3	Communication faults and deficiencies are reported, in accordance with organisational policies and procedures
	2.4	Alternative communications strategies are employed, in accordance with organisational procedures, to address identified faults and deficiencies in communication
	2.5	Communication is processed and recorded, in accordance with organisational policies and procedures
3 Maintain communications equipment	3.1	Communications equipment is inspected to ensure operational readiness
	3.2	Fault finding techniques are applied and basic maintenance is conducted, in accordance with organisational policies and procedures
	3.3	Faulty equipment is identified and noted for repair and documentation is completed, in accordance with organisational 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.

organisation's communications equipment must include	• radio • telephone
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Unit Mapping Information

This unit replaces and is equivalent to PUAOPE013A Operate communications systems and equipment.

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 PUAOPE013 Operate communications systems and equipment

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, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- following organisational protocols, policies and procedures
- maintaining communications equipment
- making verbal transmissions
- operating a range of different communications equipment
- reporting communication faults and deficiencies
- transmitting and receiving communications using the organisation's communications systems and equipment
- using communications systems and equipment under non-operational and operational conditions
- using verbal communication procedures
- using voice techniques

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

- organisational documentation, policies and procedures
- range of communications equipment available
- types of and use of communications systems including organisational networks and hardware
- verbal transmission procedures
- voice techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) 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.

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 including
 - communications systems and equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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