



Australian Government

Assessment Requirements for PUAOPE015 Conduct briefings and debriefings

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency 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, performance criteria and range of conditions on at least one occasion and includes

- communicating with personnel in a group setting
- concluding briefings and debriefings including follow up and subsequent actions
- conducting briefings and debriefings using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- eliciting and encouraging contributions to briefings and debriefings in a constructive and positive way
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- planning and preparing for the briefings and debriefings including content, format and location
- preparing briefing and debriefing checklist and plan

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 follow up and subsequent actions after a briefing or debriefing
- briefing and debriefing plans
- content and format for conducting briefings and debriefings
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- personnel roles and responsibilities
- personnel who may participate in briefings and debriefings including contractors, local, state, territory and federal government employees, operations personnel, support personnel, volunteers and personnel from other organisations and/or agencies
- safe and appropriate locations to conduct briefings and debriefings
- types of briefings and debriefings
- use of Situation, Mission, Execution, Administration/logistics, Command/control and Safety

(SMEACS) in briefings

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>