



Australian Government

PUAOPE015 Conduct briefings and debriefings

Release: 1

PUAOPE015 Conduct briefings and debriefings

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 lead and conduct a briefing and/or a debriefing in operational and nonoperational situations, in a range of environments. It includes planning and preparing for briefings and debriefings, conducting briefings and debriefings and concluding briefings and debriefings.

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 Plan and prepare for briefing and debriefing

PERFORMANCE CRITERIA

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

- 1.1** Content and format for briefing and debriefing are determined
- 1.2** Briefing and debriefing plan is prepared, in accordance with organisational policies and procedures
- 1.3** Personnel involved in the activity are identified and informed of briefing and debriefing requirements

	1.4	Safe and appropriate location for the briefing and debriefing is selected
2 Conduct briefing and debriefing	2.1	Purpose and structure of the briefing and debriefing is outlined to incident personnel
	2.2	Understanding is sought and clarifications are provided, as required
	2.3	Contributions during the debriefing and evaluation by personnel of their anticipated or actual roles in the activity is encouraged
	2.4	Briefing is conducted using Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
	2.5	Briefing and debriefing checklist is used, as appropriate, in accordance with organisational policies and procedures
3 Conclude briefing and debriefing	3.1	Contributions of personnel are acknowledged in a positive way
	3.2	Briefing and debriefing follow up action is identified and acted upon in a timely manner
	3.3	Debriefing activity is reviewed against the policies, procedures and training of the organisation to identify lessons learnt and opportunities for continuous improvement
	3.4	Briefing and debriefing findings are summarised and recorded, in a format suitable for subsequent action

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.

content and format for briefings and

- adapting language to suit audience

debriefings must include

- collaborative approach
- descriptive and illustrative
- facilitator led
- predetermined Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- problem based

Unit Mapping Information

This unit replaces and is equivalent to PUAOPE015A Conduct briefings and debriefings.

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 PUAOPE015 Conduct briefings and debriefings

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

- 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.

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