



Australian Government

PUAPRO001 Promote a learning environment in the workplace

Release: 2

PUAPRO001 Promote a learning environment in the workplace

Modification History

Release 2.0 This is the first release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 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 promote a learning environment in which work and learning are integrated to support the achievement of individual and organisational objectives.

The unit is applicable to all public safety personnel who have a leadership role in their organisation, it is particularly relevant to those with supervisory or managerial responsibilities for teams.

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

Pre-requisite Unit

Not applicable

Competency Field

Public safety

Unit Sector

Public safety

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Create learning

PERFORMANCE CRITERIA

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

1.1 Organisational environment which facilitates learning is

opportunities	developed and supported
	1.2 Learning plans are developed as an integral part of individual and team performance plans
	1.3 Learning plans reflect diversity of learning styles, development needs and learning opportunities
	1.4 Individual and team access to and participation in learning opportunities is facilitated
	1.5 Advice is sought on planning and provision of learning, as required
2 Facilitate and promote learning	2.1 Organisational activities are used as opportunities for learning
	2.2 Coaching and mentoring is used to develop organisational knowledge, skills and attitudes
	2.3 Benefits of learning are shared with others in the team and organisation
	2.4 Work achievements are recognised by timely and appropriate recognition, feedback and rewards
3 Monitor and improve learning effectiveness	3.1 Learning of individuals and teams is monitored to determine type and extent of additional work based support
	3.2 Additional learning support is provided or arranged, as required
	3.3 Feedback from individuals and teams is used to identify and introduce improvements in future learning arrangements
	3.4 Change in the organisational environment is facilitated to promote learning
	3.5 Records and reports of competency are documented and maintained, 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.

Unit Mapping Information

This unit replaces and is equivalent to PUAPRO001B Promote a learning environment in the workplace.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAPRO001 Promote a learning environment in the workplace

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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

- arranging support for individuals who have learning difficulties
- creating learning opportunities
- developing learning plans
- developing links between work and learning
- encouraging and promoting achievement of competencies
- facilitating and promoting learning
- following organisational policies and procedures
- monitoring and improving learning effectiveness
- promoting collaborative processes in learning environments
- providing leadership and support to individuals and teams to develop and maintain flexible learning environments
- supporting and encouraging learning by individuals and teams.

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

- group dynamics
- learning opportunities within the organisation or team
- learning strategies including coaching, mentoring, exchanges and/or rotations, action learning and structured training programs
- organisational documentation, policies and procedures
- organisational records and reports on competencies
- principles of adult learning.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- 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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