



Australian Government

PUATEA002 Work autonomously

Release: 1

PUATEA002 Work autonomously

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 work as a member of a team, or as an individual for periods of time without direct supervision, and to mentor and coach either in an operational or nonoperational environment.

The unit applies to personnel working in public safety but is particularly pertinent to new staff seeking to understand and apply organisational expectations and limits with regards to decision making.

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

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUATEA001 Work in a team

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

- | | |
|---------------------------------------|---|
| 1 Undertake work activities | 1.1 Work requirements are identified, and activities are undertaken, in accordance with organisational procedures |
| | 1.2 Instructions and directions are identified and implemented |
| | 1.3 Communication is maintained with team leader or supervisor advising of progress of task activity |
| | 1.4 Personal safety and the safety of others is maintained, in accordance with organisational procedures |
| | 1.5 Legal requirements and/or the ramifications of work activities are communicated to the team leader or supervisor |
| | 1.6 Work area is determined or selected, in accordance with organisational procedures |
| | 1.7 Equipment is operated, in accordance with manufacturers' specifications |
| | 1.8 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and organisational policies and procedures are applied |
| 2 Accept responsibilities | 2.1 Responsibilities are accepted, in accordance with organisational policies and procedures |
| | 2.2 Team leader is appraised of the outcome of work task activity |
| | 2.3 Any activity that exceeds the scope of the defined task is referred to the team leader or supervisor |
| 3 Set performance requirements | 3.1 Performance requirements are based on organisational objectives and goals and agreed to with the team leader or supervisor |
| | 3.2 Performance requirements are reviewed with the team leader or supervisor |
| 4 Maintain team performance | 4.1 Individual performance is monitored against organisational performance requirements and appropriate action is taken to maintain performance, as required |

- 4.2 Performance of others is monitored, in accordance with organisational procedures and appropriate action is taken through coaching and mentoring to ensure team objectives and goals are met
- 4.3 Feedback and constructive advice is provided to the supervisor or team leader
- 4.4 Issues which cannot be rectified or addressed are referred to the supervisor or team leader for action, in accordance with organisational policies and procedures
- 4.5 Supervisor or team leader is advised of any changes in work priorities or tasks
- 4.6 Documentation relevant to team and individual performance is completed, in accordance with organisational procedures

5 Act as a team leader

- 5.1 Responsibility for the performance of the team is accepted
- 5.2 Work goals are set, tasks are identified and are presented to team members
- 5.3 Instructions and directions are communicated to team members clearly and unambiguously
- 5.4 Team members' concerns and queries are recognised, discussed and dealt with
- 5.5 Legal requirements or ramifications of work activities are communicated to team members
- 5.6 Duties, rosters and responsibilities are allocated to team members having regard to the competency required to undertake assignments or tasks, in accordance with organisational policies and procedures
- 5.7 Feedback on own performance is sought
- 5.8 Level of authority is recognised and adhered to when acting as a team leader
- 5.9 Operational debriefing is conducted, in accordance with the 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 PUATEA002B Work autonomously.

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 PUATEA002 Work autonomously

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 and performance criteria on at least one occasion and includes

- accepting work task or activity responsibilities
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing the impact of legal requirements on activities
- carrying out team leader responsibilities including coaching and mentoring team members
- communicating performance expectations including providing feedback
- completing a range of organisational documentation
- conducting debriefings
- conveying work activity or task instructions and directions
- encouraging and monitoring team members' performance
- following organisational policies and procedures
- identifying and undertaking work activities
- identifying conditions and working area impacts
- implementing team building activities
- maintaining team performance
- offering informal performance counselling
- performing operational and nonoperational activities
- representing and reporting issues to management
- scoping of allocated tasks
- setting goals, identifying tasks, allocating duties, rosters and responsibilities
- setting performance requirements

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

- impact of performance issues
- legal requirements and ramifications of team activities
- methods of setting performance expectations and monitoring performance
- organisational documentation, policies and procedures

- possible work areas and conditions
- requirements for documenting team performance and work activities or tasks
- scope of operational and nonoperational activities
- team dynamics
- team members' duties and responsibilities including team leader responsibilities
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including personal safety, safety of others, duty of care responsibilities and 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
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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