



Australian Government

PUATEA006 Lead a functional unit at an incident

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.

Application

A function is a defined grouping of related tasks and activities addressing core responsibilities of the Incident Controller. The work of a function is performed under the direction of a Functional Officer who reports to the Incident Controller. Functions are further divided into defined units (a functional unit) under the leadership of a unit leader reporting to a functional officer.

The unit of competency addresses the leadership, management and communication skills required to lead a functional unit in an operational environment. It includes establishing a functional unit, leading and managing a functional unit, communicating effectively within an incident environment and monitoring and reviewing a functional unit.

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

Pre-requisite Unit

Not applicable

Competency Field

Teamwork

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Establish functional unit

PERFORMANCE CRITERIA

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

1.1 Initial briefing, including information needed to lead the functional unit, is obtained from the Functional Officer

- and the Incident Controller's intent is confirmed
- 1.2 Functional unit objectives and tasks are identified
 - 1.3 Functional unit structure is developed, and resources required to perform activities are determined and sought
 - 1.4 Safe work practices and health and welfare arrangements for work area are established and monitored
- 2 Lead and manage functional unit**
- 2.1 Functional unit tasks are delegated based on an understanding of personnel and their capability, meetings are held, and briefings are given
 - 2.2 Additional information, equipment and resources are obtained, as required
 - 2.3 Performance of unit personnel is monitored, and support provided, as required
 - 2.4 Progress towards completion of tasks and achievement of objectives is monitored and work is adjusted and reallocated, as required
 - 2.5 Reports are provided through the chain of command
 - 2.6 Document and record management systems are established and maintained in accordance with organisational procedures
 - 2.7 Log of activities and decisions is maintained, in accordance with organisational procedures
 - 2.8 Injuries, accidents or near misses involving unit personnel are reported and critical incident support services for the unit are requested, in accordance with organisational procedures
- 3 Communicate effectively within incident environment**
- 3.1 Information sources and users required to perform, and support unit activities are
 - 3.2 Communication is undertaken with information sources and users
 - 3.3 Information received is recorded, clarified, confirmed, interpreted and accurately communicated and/or reported

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| | 3.4 | Procedures are implemented and followed when using communications systems during incident |
| | 3.5 | Information flows between own unit and other units and functions is established and maintained to support shared situational awareness |
| 4 Monitor and review functional unit | 4.1 | Functional unit activities are monitored and reviewed to determine the ongoing need for retaining the unit in support of the incident management team |
| | 4.2 | Unit objectives and task requirements are monitored and reviewed to ensure ongoing relevance and timeliness as incident situation changes |
| | 4.3 | Functional unit is demobilised, in accordance with incident demobilisation plan |
| | 4.4 | Briefings and debriefings are conducted, as required |
| | 4.5 | Performance of functional unit is reviewed, and a report is provided, in accordance with organisational requirements |

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

New unit, there is no equivalent unit.

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 PUATEA006 Lead a functional unit at an incident

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

- applying Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- completing reports
- conducting briefings and debriefings
- conducting meetings and preparing agendas
- delegating tasks to individuals within the unit
- demobilising functional unit
- identifying equipment and resources required by the unit
- implementing organisational policies and procedures
- maintaining a log of activities and decisions
- managing and leading a team including delegating responsibilities and tasks, monitoring performance, providing feedback and acting to ensure completion of functional unit requirements
- reporting injuries, accidents and near misses
- seeking, processing and communicating information using and maintaining a records management system
- working and liaising with the incident management team and external stakeholders

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

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- communication methods
- communication requirements for stakeholders
- demobilisation of functional unit
- equipment and resources for a functional unit
- incident documentation, record management systems and the management of information organisational documentation, policies and procedures including welfare arrangements

- procedures for meetings including agendas
- processes for conducting briefings and debriefings
- processes for monitoring functional unit progress
- report requirements and obligations
- team leadership and management including awareness of how personnel may react in incident response situations, basic principles of unit and team coordination, leadership practices, factors affecting decision making, maintenance of personal and shared situational awareness within the team and techniques for listening and questioning
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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 activities, exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment 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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