Australian Government

Department of Education, Employment and Workplace Relations

PUA20910 Certificate II in Public Safety (Communications Operations)

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PUA20910 Certificate II in Public Safety (Communications Operations)

Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills Summary for PUA20910 Certificate II in Public Safety (Communications Operations)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA20910 Certificate II in Public Safety (Communications Operations) have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Public Safety qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units. **Employability Skill**	**Employability Skills Statement**
Communication	• adjust communication styles to reflect equity and diversity • apply cross-cultural communications • apply interpersonal communications • consult people on policies and decisions that affect them • follow instruction and reporting information • give and receive feedback in a constructive manner • identify and apply legislative and statutory requirements • read and interpret job instructions, workplace forms and reports • use a variety of verbal and non-verbal communication techniques including language style, active listening • write to a level required to complete workplace forms and reports

Teamwork	• apply principles of team work, and team aims and objectives • apply techniques for supporting others • apply the principles of equity and diversity • encourage other team members • guide and facilitate teams • provide suggestions • understand composition of teams, and roles and responsibility of team members • work in an acceptable and non-discriminatory way while establishing rapport and good working relationships with all colleagues
Problem solving	• apply personnel security principles such as need to know principle • protect information systems media, assets and data in accordance with specific workplace and Defence information systems security guidelines • report breaches of physical security to appropriate personnel
Initiative and enterprise	• apply techniques for supporting others
Planning and organising	• identify basic equipment faults • perform routine/field/emergency destruction procedures
Self-management	• ensure personal conduct complies with an awareness of workplace equity and diversity • maintain an individual awareness of responsibilities • show sensitivity to the differences between colleagues • work independently when required
Learning	• learn about Defence Instructions such as PERS 12-1 General Scope of Legal Assistance Provided to Service Personnel and Legal Aid to Australian Defence Force Members Overseas; PERS 19-2 Occupational Health and Safety (Commonwealth Employment) Act 1991 Implementation within the Australian Defence Force; PERS 26-2 ADF Policy on Religious Practices of ADF Members; PERS 32-1 Employment of Women in the ADF; PERS 32-2 Defence Equity Adviser Network; PERS 34-1 Redress of Grievance • learn about legislation such as Racial Discrimination Act 1975; Sex Discrimination Act 1984; Human Rights and Equal Opportunity Commission Act 1986 Privacy Act 1988; Occupational Health and Safety (Commonwealth Employment) Act 1991; Disability Discrimination Act 1992; Workplace Relations Act 1996, Public Service Act 1999
Technology	• access basic radio propagation • access and understand information exchange systems

	terminology and basic operations
	• access and understand satellite communications systems terminology and basic operations
	• configure basic circuits, such as communication circuit
	• ensure circuit procedures comply with specific workplace requirements
	• maintain communication circuits to facilitate the flow of messages
	• operate communications equipment
	• prepare communication equipment and circuit configuration
	• process, transmit and receive messages via voice systems
	• receive messages in accordance with specific workplace and Defence procedures
	• transmit messages in accordance with specific workplace and Defence procedures
	• understand task specific equipment configuration/operation
	• use computer keyboard
	• use message distribution systems and communications circuits

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Packaging Rules

Qualification Requirement: **9 units**
All 7 core units plus 2 elective units
Where a pre-requisite unit is attached to an elective unit it is identified by this symbol ∟.
The pre-requisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.
The 2 elective units may be taken from the elective units listed below and may include 2 units taken from this Training Package, any other endorsed Training Package or any state/territory accredited qualification where the unit is in a qualification at the same level or a higher level.

Code	Core Units
PUADEFCO401C	Maintain security in a Defence communications and information systems environment
PUADEFCO402C	Transmit and receive messages utilising Defence messaging systems
PUADEFCO403C	Transmit and receive data via information exchange systems
PUADEFCO405C	Conduct operator level maintenance in a Defence environment
PUADEFCO406A	Transmit and receive messages via voice
PUADEFEQ001C	Work with equity and diversity
ICAU3004B	Apply occupational health and safety procedures

Code	Elective Units
BSBSUS201A	Participate in environmentally sustainable work practices
ICAD2012B	Design organisational documents using computing packages ∟ ICAU1128B Operate a personal computer
ICAS2014B	Connect hardware peripherals
ICAU2005B	Operate computer hardware ∟ ICAU1128B Operate a personal computer
ICAU2006B	Operate computing packages
ICAU2007B	Maintain equipment and consumables
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace
ICPMM263C	Access and use the Internet

Code	Core Units
PUADEFCO106C	Transmit and receive messages via visual means
PUADEFCO107C	Perform flag ceremonial and flag protocol procedures
PUADEFCO108A	Support the operation of a communications and information system facility

NOTES

ICA units have been imported from the ICA05 Information and Communications Training Package.

ICP unit has been imported from the ICP05 Printing and Graphic Arts Training Package.

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