



Australian Government

Department of Education, Employment and Workplace Relations

PUA31404 Certificate III in Public Safety (Community Safety)

Release: 1

PUA31404 Certificate III in Public Safety (Community Safety)

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 PUA31404 Certificate III in Public Safety (Community Safety)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA31404 Certificate III in Public Safety (Community Safety) 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	• adopt a calm, caring and reassuring manner in interaction with the casualty and others • communicate with stakeholders and convey information, which may include clarifying, listening, paraphrasing, questioning, summarising • exercise courtesy, consideration and sensitivity at all times with the client • give and receive instructions • interact with people internally and externally through verbal, non verbal and written communications in the workplace and follow verbal and written workplace instructions • make notes of observations • provide and receive feedback in a constructive manner • read and understand the organisation's plans, policies and procedures

	• use language in all communications which is clear, concise and appropriate to client, assignment and organisation's requirements • use non verbal communication which is positive, culturally appropriate and tailored to the audience • use skills to follow instructions/directives and to report information
Teamwork	• apply interpersonal skills • assist members of other emergency services • attend and contribute to work related meetings and workplace committees • participate in group discussions and informal meetings • promote cooperation • recognise and access contribution of individuals of different ages, gender, and social and cultural backgrounds • seek peer support when required • suggest and debate practical consultation and decision making strategies • work effectively with other personnel in the organisation
Problem solving	• assess moving casualty to a safer location • identify and communicate additional or specific resource requirements • identify hazards to self and others and take appropriate action to safeguard against injury • monitor and assess treatment, and appropriately amend the management plan in response to changes in condition of the casualty and/or environment • operate within local supervisory/management responsibility and apply known solutions to a variety of predictable problems • provide emergency care pending the arrival of appropriately qualified personnel • recognise and resolve problems and conflict • rectify and/or report first aid equipment faults • use the organisation's policies and procedures
Initiative and enterprise	• make initial assessment of extent and nature of emergency care required • monitor treatment • use information such as characteristics of natural, local and built environments, demographics (population distribution, social, cultural, health status and education data), economic activity reports and government reports • use improvised techniques, when limited access to equipment necessitates

Planning and organising	• accurately record details of casualties' condition, treatment and response to treatment in line with organisation's procedures • assess work load and set priorities within allocated timeframes • compare calculated level of risk to the established risk evaluation criteria and determine to be acceptable or unacceptable in consultation with the supervisor • determine scope and focus of a feasible emergency risk management project • evaluate treatment plans to determine residual risk following implementation • identify factors affecting work requirements, assess impact and take appropriate action to ensure work requirements are met • monitor, review and record effectiveness and efficiency of the treatment plan, in accordance with organisational policies and procedures, to ensure compliance and validity • use equipment according to casualty's condition, availability and to organisation's procedures
Self-management	• apply knowledge of current practices and procedures in emergency care • apply knowledge of legal and ethical issues in pre-hospital care • conduct oneself at all times in accordance with organisation's policies, procedures and standards • develop and maintain own expertise • identify training and development needs relevant to the area of work • maintain universal hygiene precautions • maintain work effectiveness • manage own work • monitor own work • observe designated dress codes • participate in programs to ensure level of expertise meets organisation's requirements • recognise and manage signs of personal stress • recognise level of well being necessary to perform work effectively • remain calm under pressure • voice personal view to the review process
Learning	• learn about assessment of casualty, in accordance with organisation's procedures • learn about culture, diversity and history of communities, environments and associated concerns, issues and sensitivities • learn about current practices and procedures in emergency care • learn about group dynamics

	• learn about perception of risks • learn about strategies for resolving conflict
Technology	• analyse information • operate first aid equipment • represent mathematical ideas in appropriate format • use information technology effectively • use technology such as monitoring and assessment resources • use technology, which may include specified methods or tools for examining any available data, such as audit results/incident reports

Packaging Rules

Code	Core Units
PUACOM001C	Communicate in the workplace
PUACOM002B	Provide services to clients
PUATEA004D	Work effectively in a public safety organisation

Code	Elective Units
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Group A

PUACOM014B	Contribute to community safety
OR	
PUAFIR208B	Participate in community safety activities
PUACOM015B	Conduct community safety activities
OR	
PUAFIR301B	Undertake community safety activities
PUAEME001B	Provide emergency care
PUAEME002C	Manage injuries at emergency incident
PUAEMR006B	Treat risk at an operational level
PUAEMR007B	Conduct risk assessment
PUAEMR008B	Contribute to an emergency risk management process
PUAFIR206B	Check installed fire safety systems
PUAFIR314B	Utilise installed fire safety systems
PUAOHS001C	Follow defined occupational health and safety policies and procedures
PUAOHS002B	Maintain safety at an incident scene
PUAPOLIM002A	Promote public safety objectives by liaison with a culturally specific community
PUAWER001B	Identify, prevent and report potential workplace emergency situations

Code	Core Units
PUAWER004B	Respond to workplace emergencies
PUAWER008B	Confine small workplace emergencies
Group B	
PUACOM005B	Foster a positive organisational image in the community
PUACOM006B	Plan and conduct a public awareness campaign
PUACOM011B	Develop community awareness networks
PUACOM012B	Liaise with media at a local level
PUALAW001B	Protect and preserve incident scene
PUALIO002B	Provide local community, cultural and geographic information to other agencies and tourists
PUAPOLIM003A	Provide interpreting and translating services
PUATEA001B	Work in a team
PUATEA002B	Work autonomously
CHCCD401D	Support community participation
CHCCD413D	Work within specific communities
CHCGROUP302D	Support group activities
CHCYTH301D	Work effectively with young people
RTD3816A	Service committees
TAADEL301C	Provide training through instruction and demonstration of work skills
SITXMPR002A	Create a promotional display or stand

NOTES

CHC units have been imported from the CHC02 Community Services Training Package.

RTD unit has been imported from the RTD02 Conservation and Land Management Training Package.

Code**Core Units**

TAA unit has been imported from the TAA04 Training and Assessment Training Package.

THT unit has been imported from the THT02 Tourism Training Package.

Information about customising PUA00 Public Safety Training Package qualifications is on page [12](#).