



Australian Government

Department of Education, Employment and Workplace Relations

PUA60501 Advanced Diploma of Public Safety (Firefighting Management)

Release: 1

PUA60501 Advanced Diploma of Public Safety (Firefighting Management)

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 PUA60501 Advanced Diploma of Public Safety (Firefighting Management)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA60501 Advanced Diploma of Public Safety (Firefighting Management) 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.

The Employability Skills within a qualification may vary depending on qualification packaging options.

These Employability Skills may be obtained by the completion of this qualification but in no way reflect skills that may apply to any particular position within a fire service. Employability Skill	Employability Skills Statement
Communication	• impart the organisation's message accurately and in a clear, concise and confident manner to gain stakeholder's understanding and commitment • manage grievances and complaints in line with organisational procedures • negotiate strategies and tactics • obtain feedback from other organisations and governments to inform and improve service delivery • recognise and communicate achievements within the organisation
Teamwork	• establish and agree upon team goals to achieve work tasks • lead and motivate people • recognise and convey to team members, the roles and responsibilities of stakeholders

	• take into account the capabilities of people and teams
Problem solving	• address performance problems confidentially and in a constructive and timely manner, in line with relevant organisational procedures • assess the nature, extent and potential of the emergency • establish problem solving/issue resolution procedures within legislative requirements and organisation's guidelines • keep expenditure within budget, identifying any potential over-runs and renegotiating the budget accordingly • prepare cost-benefit analyses for major cost items in accordance with the organisation's policy and procedures • use analytical tools and processes • use decision making techniques
Initiative and enterprise	• promote the organisation through media, government and the community in a positive and constructive manner, in line with organisational procedures • encourage initiative and innovation • establish formal and informal networks at the local, regional and national levels to support ongoing and future liaison and collaboration
Planning and organising	• allocate financial resources as agreed to in the operational plan and the budget negotiation process (as appropriate) • analyse implications of major shifts in proposed or actual budget expenditures • determine or review human resource needs within the anticipated operational needs and allocated budget • develop a strategic plan for risk management • establish an appropriate control structure in accordance with approved operating procedures • identify organisational capabilities to manage risk • make selections, transfers and promotions in accordance with organisation policies and procedures
Self-management	• conduct dealings with stakeholders in line with organisational procedures • demonstrate consistency between instructions and action in self and others • provide advice confidentially on matters sensitive to governments and the organisation, in line with privacy and confidentiality legislation and guidelines
Learning	• learn about accounting principles, accrual and cash management procedures, costing policies and procedures, financial management principles • learn about leadership theory and principles • learn about legislative roles and responsibilities of other

	agencies and relevant organisations
Technology	• establish communication systems and procedures • operate computer-based tools to produce financial reports • use a range of information technology devices in accordance with organisational procedures • use information management systems in accordance with organisational procedures

Packaging Rules

Code	Core Units
PUACOM010B	Promote the organisation's mission and services
PUAMAN001B	Manage the organisation's public safety responsibilities
PUAMAN003B	Manage human resources
PUAMAN007B	Manage financial resources
PUAOPE006B	Control multi agency emergency situations

Code	Elective Units
PUAFIR602B	Manage the implementation of community safety strategies
BSBMGT502B	Manage people performance
BSBINN502A	Build and sustain an innovative work environment
PUAPRS20529B	Manage marketing requirements
PUACOM004B	Manage organisational communication strategies
PUAFIR601B	Develop and administer agency policy, procedures and practices
PUAOHS004B	Establish and maintain the occupational health and safety system
PUAOPE008B	Coordinate resources within a multi agency emergency response
PUAPOLMG007A	Contribute to policy formulation and revision
PUAOPE019A	Control a Level 3 incident
PUAOPE024A	Manage operations for a Level 3 incident
PUAOPE026A	Provide strategic safety advice at an incident

NOTES

It is important to note that where units of competency within this qualification have pre-requisite requirements, the learner must have been assessed as competent within a fire context prior to undertaking training or assessment.

BSB units have been imported from the BSB07 Training Package

Information about customising PUA00 Public Safety Training Package qualifications is

Code**Core Units**

on page <u>12</u> .
