



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFCM121C Conduct ceremonial drill activities

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to supervise the planning, coordination and conduct of ***ceremonial drill activities***.

Ceremonial drill fosters discipline, team work and a sense of collective identity while providing an appropriate means to physically commemorate the unique history, customs and traditions of military service.

Application of the Unit

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This unit is applicable to military personnel who have a responsibility for the organisation's planning, conduct and supervision of ceremonial activities.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Pre-requisite Unit/s Nil

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. **Plan and coordinate a ceremonial activity**

- 1.1 Verbal or written brief or other instructions describing the ceremonial activity are received and implemented
- 1.2 Verbal and written ***instructions/briefs*** are prepared and issued to participants and other relevant parties
- 1.3 Stores, equipment, personnel and other support required for the ceremonial activity are requested
- 1.4 Area to be used for the ceremonial activity is established and marked in accordance with instructions and ***standard procedures***
- 1.5 Participation by support personnel is arranged
- 1.6 Relevant rehearsals and other preparation is conducted

ELEMENT**PERFORMANCE CRITERIA****2. Conduct a ceremonial activity**

- 2.1 Dress and equipment of participants is inspected and faults are corrected prior to the activity
- 2.2 Drill movements and words of command are issued to conduct the ceremonial activity
- 2.3 Ceremonial activity is organised and directed

3. Finalise a ceremonial activity

- 3.1 Feedback on performance is provided to participants
- 3.2 Equipment is reconditioned and stowed, and location is refurbished
- 3.3 Post activity reports and documentation are completed as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- access and use workplace information including:
- use applicable writing conventions
- compose general instructions and other forms of correspondence
- carry out orders and instructions and comply with standard operating procedures (SOPs)
- communicate with others using words of command
- demonstrate correct dress, bearing and drill
- display leadership
- instruct team members
- organise, plan, coordinate
- perform colour and sword drill
- perform drill movements

Required Knowledge

- drill and ceremonial orders of dress
- equity and diversity
- format for the conduct of procedural drill lessons
- formations for ceremonial drill
- occupational health and safety (OH&S)
- protocol for funerals and guards of honour
- purpose of national flag and methods of paying compliments
- risk management
- types of colours, flags and banners; entitlements to display, protocols and compliments
- words of command required to direct ceremonial occasions

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- demonstrate the prescribed standards of dress, bearing and drill
- coordinate activities
- work as part of a team.

Consistency in performance

Competency should be demonstrated in a range of contexts over time.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in a simulated workplace environment.

Specific resources for assessment

Access is required to:

- training areas
- training stores
- doctrine and other publications.

EVIDENCE GUIDE

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Ceremonial drill activities may include

Beating the retreat
 Birthday, graduation and passing out parades
 Colour escorts
 Commemorative events
 Freedom of entry
 Guard mount
 Honour guards
 Military funerals
 Presentation of colours, guidons and banners
 Reviews
 Unit parades

Instructions/briefs may include information on

Administrative support requirements
 Dates and timings
 Dress and equipment
 Identity and actions of guests and very important persons
 Identity of participants
 Location/s
 OH&S
 Rehearsal times, locations and other requirements
 Responsibilities of key staff
 Risk mitigation strategy
 Security measures

Standard procedures may include

Australian Standards
 Defence Instructions
 Doctrinal pamphlets
 OH&S regulations
 Organisational policies and procedures

RANGE STATEMENT

Procedure manuals
Relevant local government by laws
Relevant state/territory or federal legislation
Routine Orders
SOPs
Standing Orders
Written and verbal orders

Unit Sector(s)

Not applicable.