



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFCO107C Perform flag ceremonial and flag protocol procedures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to perform specific flag ceremonial and flag protocol procedures in a Defence environment.

Application of the Unit

Application of the Unit

This unit was developed for Navy communications and information systems operators but is applicable to any individual in this field of work.

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. ***Perform flag ceremonial and protocol procedures***

- 1.1 Ceremonial and protocol instructions are received and confirmed with appropriate personnel
- 1.2 All equipment is checked for serviceability and any faults are reported to appropriate personnel
- 1.3 Where faults are identified, advice from appropriate personnel is followed
- 1.4 Equipment is set up and checked for readiness
- 1.5 Ceremonial procedures are carried out in accordance with specific workplace and prescribed instructions
- 1.6 Equipment is dismantled and safely stored

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- connect equipment required to dress ship
- encourage other team members
- follow instructions/directives and report information
- follow flagdeck discipline
- hoist flags
- provide timely and accurate reports
- use a variety of verbal and non-verbal communication techniques
- use actively listen techniques

Required Knowledge

- bending on and breaking of flags
- colours and meanings of flag disks
- colours and meanings of flags
- composition of teams and roles and responsibility of team members
- dress ship blocks and halyards connection procedures
- occupational health and safety/radiation hazard policies and procedures
- safety harness operation
- specific ceremonial procedures
- techniques for supporting others

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:

- perform at least five of the specific flag ceremonial and protocol procedures listed in the Range Statement
- make correct reports made to appropriate personnel
- perform procedures in accordance with prescribed instructions
- correctly interpret meanings of signal flags.

Consistency in performance

Competency should be demonstrated over time to ensure the individual is assessed across a wide variety of situations within the workplace.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

Access is required to:

- communications publications
- specific workplace operating procedures
- task specific equipment.

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 and protocol procedures include

Ceremony of Colours
 Ceremony of Sunset
 Courtesy salutes
 Distinguishing flags and ensigns in boats
 Dress ship as directed by appropriate authorities and detailed in relevant publications
 Entering harbour flagshifts and leaving harbour flagshifts including:

- Australian White Ensign
- Australian National Flag
- International Callsign
- Harbour destination flags/pennants
- Foreign national flags
- Night ensign
- Out of routine

Flag discs
 Half masting and rehoisting of the Australian White Ensign (AWE)/Australian National Flag (ANF) on ANZAC Day, Remembrance Day and as directed by the appropriate authorities
 Undress ship as directed by appropriate authorities and detailed in relevant publications
 VIP flag ceremonial for members of the Royal family, officers entitled to fly a flag or broad pennant, Governor General

Unit Sector(s)

Not applicable.