



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFCP007A Provide specialist safety case advice

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to provide specialist advice related to organisational responsibilities in reviewing a safety case report.

The provision of advice may be verbal or in a written format and will relate specifically to issues that are encountered in safety case activity.

The unit includes the requirement to identify the issues, provide advice, formulate options and select the preferred option to address the identified issues.

This competency specifically addresses advice that is relevant to safety case activity; it is not intended to cover technical advice that is provided in a broader context of the organisational endeavour or a professional discipline.

Application of the Unit

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This unit was developed for Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

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. Identify and analyse the issue/s

- 1.1 Circumstances that require the provision of ***advice*** relating to a ***safety case*** are observed, received and clarified
- 1.2 Issues are identified and confirmed if necessary through consultation with relevant personnel
- 1.3 Circumstances are analysed and issue/s are interpreted and clearly defined
- 1.4 Research related to the issue/s is conducted and the advice of relevant personnel is sought to clarify unclear findings

ELEMENT	PERFORMANCE CRITERIA
2. Formulate options for safety case advice	2.1 Options related to the provision of advice are identified and evaluated 2.2 Options are prioritised and the preferred option/s is chosen
3. Provide specialist safety case advice	3.1 Advice is formulated and discussed with stakeholders 3.2 Stakeholders' requirements are negotiated, documented and incorporated within the proposed advice 3.3 Concluding advice is provided in accordance with <i>ethical and practical guidelines</i> and within specified <i>resource</i> constraints

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- analyse and evaluate information
- communication and interpersonal
- identify relevant information
- liaise effectively with colleagues and stakeholders
- prepare and present reports
- provide and receive feedback in a constructive manner
- review literature
- use a variety of verbal and non-verbal communication techniques
- use appropriate information technology and software

Required Knowledge

- analysis process
- applicable regulatory systems
- duty of care
- information sources
- organisational guidelines and standards
- organisational policies and procedures
- product knowledge related to systems and/or equipment in service in the organisation
- professional codes of practice
- research techniques
- safety case documentation
- statutory requirements relevant to safety cases
- verbal communication techniques
- written communication to a level required in the preparation of letters and reports

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:

- identify the issues surrounding the provision of advice
- conduct research into identified issues
- select the most appropriate option
- present the advice.

Consistency in performance

Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts.

Context of and specific resources for assessment

Context of assessment

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

Specific resources for assessment

Access is required to:

- computer and relevant software
- legislation, guidelines, procedures and protocols relating to safety case processes
- plans
- workplace documentation.

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.

Advice may be

By request
 Formal or informal
 Spontaneous
 Verbal or written
 And may include advice relating to:

- acquisitions
- inspections
- policy implementation
- technical manual development
- staff processes
- transport
- disposal
- trials
- risk
- inter-operability

Safety case is

Term used to describe a sophisticated, comprehensive and integrated risk management system, which demonstrates how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal

As a report, a formal documented snapshot in time, demonstrating that due diligence has been given to the hazards associated with the introduction into service of new capability, documenting the system that facilitates the management of hazards

Ethical and practical guidelines must

- Comply with professional codes of practice (as applicable)

Resources may include

Financial
 Information technology applications and tools
 Infrastructure
 Personnel

RANGE STATEMENT

Technical
Time
Transport

Unit Sector(s)

Not applicable.