



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFDC001B Integrate into the cadet working environment

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to integrate young Australians, often for the first time, into a challenging, military like, work environment.

This environment provides cadets with a range of experiences and challenges that develop skills and values that will usually include team work, leadership, work ethos, self discipline, self reliance and initiative.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills This unit contains employability skills.

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 organisational requirements

- 1.1 **Protocols** for dealing with Australian Defence Force Cadet and Australian Defence Force personnel are complied with
- 1.2 Organisational operating procedures are complied with
- 1.3 Communication within the organisation is effective and in accordance with **standard procedures**
- 1.4 Assistance is sought within the organisation as required
- 1.5 **Personal administration** requirements of being a cadet are carried out in accordance with standard procedures
- 1.6 Standards of dress and bearing are maintained
- 1.7 Australian Defence Force Cadet code of ethical conduct and cadet organisation values are displayed
- 1.8 Knowledge of Australian Defence Force Cadet customs and traditions is displayed

2. Participate in personal development activities

- 2.1 Effective team work is implemented
- 2.2 Occupational health and safety (OH&S) requirements are recognised and applied at all times
- 2.3 Directions from superior are followed and activities are planned to achieve the desired outcome
- 2.4 Cadet activities are effectively participated in
- 2.5 Formal and informal performance feedback is regularly sought and acted upon appropriately

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 information
- encourage team members
- follow instructions and directives
- read and understand organisational policies and guidelines
- work in a team

Required Knowledge

- Australian Defence Force Cadet code of ethical conduct and cadet organisation values
- codes of conduct
- equal employment opportunity, equity and diversity principles
- nature of attitudes, values and beliefs
- OH&S requirements
- policies and procedures for reporting fraud, corruption, mal administration, and breeches of ethics
- regulatory requirements
- techniques for supporting team members

Evidence Guide

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

Assessment must confirm the ability to work as part of a team.

Consistency in performance

Competency should be demonstrated over time conducting routine tasks.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed while routine tasks are undertaken under supervision in the workplace or in a simulated workplace environment.

Specific resources for assessment

There are no special resource requirements for this unit.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

Protocols may include	Badges of rank
	Chain of command
	Customs of the service
Standard procedures may include	Equipment manufacturers' specifications and procedures
	Industry practices
	OH&S requirements
	Organisational instructions and policy
	Regulatory requirements
Personal administration may include	Maintaining Cadet Record of Service
	Pre and post course administration

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s	Nil
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