



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFRM101B Provide technical advice on ranges and training areas

Revision Number: 1

PUADEFMR101B Provide technical advice on ranges and training areas

Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to provide technical advice related to *ranges* and *training areas*.

The provision of advice may be verbal or in a written format and will relate specifically to issues that are encountered in ranges and training areas. It 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 ranges and training areas; it is not intended to cover technical advice that is provided in a broader context.

Application of the Unit

Application of the Unit

This unit was developed for range management and range control work within Defence but may be applicable to work in this field.

Typically, people who or apply this unit would 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

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 and analyse the issue(s)**

- 1.1 The circumstances that require the provision of **advice** are observed, received and clarified
- 1.2 The issues are identified and confirmed if necessary through consultation with relevant personnel
- 1.3 The circumstances are analysed and the 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 findings that are unclear

2. **Formulate options**

- 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 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 **ethical and practical guidelines** and within specified time and budget

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 information
- liaison
- 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
- Code of behaviour
- Duty of care
- ethical standards
- information sources
- organisation guidelines and standards
- Professional codes of practice
- Range Standing Orders
- range use procedures
- research techniques
- verbal communication techniques
- written communication to a level required in the preparation of letters and reports

Evidence Guide

EVIDENCE GUIDE

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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, the conduct of research into those issues, the selection of the most appropriate option and the actual presentation of the advice.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated advisory contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed by observing an individual in an advisory role within the workplace or simulated environment.

Specific resources for assessment

There are no specific resource requirements for this unit.

Guidance information for assessment

In all cases assessment should be supported by questions to assess knowledge and those aspects of competency which are difficult to assess directly.

Questioning techniques should suit the language and literacy levels of the candidate.

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.

Ranges may include	All air, land and/or sea areas used for Defence live-firing weapons practices, tests or operations
Training areas may include	Any area of land, sea, undersea, or air used for any military manoeuvres or simulated wartime operations involving planning, preparation and execution, carried out for the purpose of training and evaluation Combined, joint or single service exercises
Advice may include	By request Formal or informal Spontaneous Verbal or written and may include advice relating to: • application of range safety procedures • range boards • range use and facilities • suitability of training areas • the establishment and disestablishment of purpose built ranges
Ethical and practical guidelines must may include	Comply with professional codes of practice (as applicable)

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil