



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFRM212A Manage training areas and ranges

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to manage Defence training areas and ranges.

Defence training areas and ranges are areas prescribed for the conduct of Defence activities and exercises. Their management is a process requiring a range of functions including the management of the activities being conducted on these training areas and ranges, the security of facilities and personnel, the investigation of incidents and accidents, and the maintenance and upgrading of the facilities

Application of the Unit

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This unit was developed for range management and range control work within Defence but may also be applicable to other workers.

Typically people who 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. Manage training area and range activities

- 1.1 **Responsibilities** associated with the management of **training area** and **range** activities are identified from **relevant regulations and instructions**
- 1.2 **Plans and instructions** for the efficient operation of the training area/range are identified and implemented
- 1.3 Adequacy and suitability of **resources** are identified, with shortfalls being reported in accordance with Range Standing Orders, policy and procedures, regulations and instructions
- 1.4 **Stakeholders** are identified and **relevant information** is forwarded to them in accordance with Range Standing Orders, policy and procedures, regulations and instructions
- 1.5 Training area and range activities are controlled and coordinated to ensure safe and sustainable operations

2. Manage training area and range security

- 2.1 Currency and adequacy of current security **processes, procedures and plans** are identified in accordance with Range Standing Orders, policy and procedures, regulations and instructions
- 2.2 Access and egress are monitored, adjusted and changes are promulgated in accordance with Range Standing Orders, instructions, policy and procedures regulations and instructions
- 2.3 Unauthorised access and security breaches are identified and **reported** in accordance with Range Standing Orders, policy and procedures, regulations and instructions

3. Facilitate investigations

- 3.1 **Incidents** and accidents are identified and reported in accordance with Range Standing Orders, policy and procedures, regulations and instructions
- 3.2 **Investigations** are conducted in accordance with Range Standing Orders, policy and procedures, regulations and instructions
- 3.3 Recommendations for changes to policy and procedures resulting from investigations are implemented in accordance with Range Standing Orders, policy and procedures, regulations and instructions

4. **Monitor and maintain training area and range facilities**

- 4.1 Training area and range facilities are monitored in training area in accordance with Range Standing Orders, policy and range facilities procedures, regulations and instructions
- 4.2 Maintenance requirements are identified and **reported** in accordance with Range Standing Orders, policy and procedures, regulations and instructions
- 4.3 Facility improvements and upgrades are identified and reported in accordance with Range Standing Orders, policy and procedures, regulations and instructions

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, interpret and apply Range Standing Orders and other instructions and policy
- apply interpersonal techniques
- apply verbal and non-verbal communication techniques
- communicate verbally and in writing
- conduct and critique briefings
- conduct and participate in investigations
- conduct liaison and negotiations
- conduct risk assessment, and develop and implement risk management plans
- develop, implement and modify operational and security plans associated with the operation of a training area and range
- direct and control all aspects of range management
- exercise Defence regulations relevant to Defence practice areas
- exercise tact and judgement in a command and control environment
- interpret and apply technical information
- manage communications within and between training area and range groups and external agencies (contractors, emergency response etc.)
- provide leadership as a member of a team
- read and understand technical specifications, maps, diagrams, traces
- represent mathematical ideas in appropriate format
- solve problems and make decisions
- write at a level to complete all reporting requirements

Required Knowledge

- communications equipment and systems
- composition of teams and roles and responsibilities of team members
- Defence practice areas (DPA) - areas of land, sea or air declared for the purpose of conducting Defence operations or practices under Defence Force Regulations (DFR) Part XI, by the Minister for Defence and notified in the Commonwealth of Australia Gazette
- emergency plans and procedures
- environmental instructions and policy post activity reporting
- facility management processes and procedures
- investigation processes and procedures
- local alert and warning systems
- local documentation requirements
- local operational briefing and debriefing procedures
- locally available resources, their capabilities and access to them

REQUIRED SKILLS AND KNOWLEDGE

- locally used information management and communications systems
- maintenance processes and procedures
- nature of local hazards and plans, including effects on the provision of communications
- principles of risk assessment and risk management
- range danger area traces
- range practice manuals
- Range Standing Orders, instructions, clearance certificates and standard operating procedures(SOP)
- relevant OH&S and regulatory requirements
- relevant policies, publications, legislation and regulations
- relevant security instructions, requirements and reporting
- team work principles and strategies
- verbal and non-verbal communication techniques
- weapons/systems characteristics
- written communication to a level required to complete workplace documentation 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:

- prepare for and manage training area and range activities
- manage training area and range security
- facilitate the conduct of investigations
- monitor and maintain training areas and ranges.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated training area and range management contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated work environment in accordance with all relevant legislation and Defence.

Specific resources for assessment

Access to an operating training area and range.

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.

Responsibilities of training area and range management may include	Activities which may be conducted All requirements of legislation, regulation and instructions for the location of and safe operation of training areas and ranges Conduct of briefings Coordination and de-conflicting of use Delegations and authorisations Emergency management Environmental planning, monitoring and implementation Liaison with units, local authorities and neighbouring property owners/residents Maintenance of training areas, ranges, facilities, equipment and plant Management of contractors Physical extent of training areas and ranges Processes and procedures for operation Resources allocated Safety requirements for their operation Staff development and training
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 And may include defence practice areas combined, joint or single service exercises depending on participating organisation
Ranges may include	All air, land and/or sea areas used for Defence live-firing weapons practices, tests or operations
Relevant regulations and instructions may include	Part XI - Defence Practice Areas, Regulations 51 and 52

RANGE STATEMENT**Plans and instructions may include**

Standing Orders related to the training area/range SOP

Contracts

Environmental instructions/policy

Exercise instructions

Plans to be implemented to meet specific threats or conditions e.g. environmental, emergency response

Post activity reports

Range clearance certificates

Range instructions

Range practice manuals

Range Standing Orders

Safety traces

Standing operating instructions

Resources may include

Contractors/representatives for training area and range support, operation and maintenance

Finance allocated for operation of training areas and ranges facilities, equipment and plant allocated for operation of training areas and ranges

Staff allocated either permanently or temporarily for operations

Stakeholders may include

ADF ships, bases, formations and users

Authorised external agencies such as other nations

Defence forces and AFP

Contractors

Local communities

Relevant information may include

Closures and restrictions

Details of briefings, communications and coordination/reporting requirements

Emergency procedures

Hazards, both physical and environmental

Information and advice on training area and range conditions, usage, bookings, requirements of users and activities to be conducted

Requirements of users

RANGE STATEMENT**Processes, procedures and plans may include**

Security and safety requirements

Regional, state/territory or national plans

Security plans specific to a specific activity within a training area or range

Those promulgated in range standing orders

User formation or unit security instructions

Reports may include

Debrief reports

Maintenance/condition reports

Organisational reports

Periodic or as-required security reports

Reports required for coronial or other legal proceedings

Incidents may include

Accidents

Any hazardous matter identified in instructions

Conflict between users

Fire

Security breaches

Storm damage

Investigations may include

Formal or informal

Investigations under Defence (Inquiry) Regulations conducted by training area and range personnel or external agency

Quick assessments

Routine inquiry

Unit Sector(s)

Not applicable.

Corequisite Unit/s**Co-requisite Unit/s** Nil