



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFSO007A Provide general support to combat systems operations

Revision Number: 1

PUADEFSO007A Provide general support to combat systems operations

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to provide general support to combat systems operations.

Application of the Unit

Application of the Unit

This unit was developed for Combat Systems Operators working within Defence but is applicable to any individual in this field of work. This unit is intended for application in an operations room setting. General support duties are performed in addition to one's core duty function which will usually relate to sensor operations.

The application of this unit in the workplace includes receiving and clarifying work instructions, preparing combat systems equipment for use, and performing supportive administrative tasks. It also includes handling and loading operational data into combat systems equipment and assisting in the dissemination of information to aid in command decision making.

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. Participate in workplace briefings

- 1.1 Workplace briefings are attended, where allocated tasks and general support requirements are received
- 1.2 ***Relevant information*** from the briefing is recorded and clarified as required
- 1.3 Information or tasks specific to general support requirements are incorporated into own duty performance

ELEMENT**PERFORMANCE CRITERIA****2. Prepare and enable equipment for operation**

- 2.1 **Ancillary equipment** is gathered and made available in preparation to undertake duties
- 2.2 Equipment is turned on and daily system operability tests are performed
- 2.3 Equipment faults or defects are recognised and reported in accordance with organisational policies and procedures
- 2.4 Operational data required to enable equipment function is loaded
- 2.5 Communication links are checked to confirm ability to communicate internally and externally to the operations room

3. Process and distribute information to promote situational awareness

- 3.1 **Tasks relating to the processing and distribution of information** are received and acted on
- 3.2 Relevant information is gathered and interpreted for application to current situation
- 3.3 Relevant information is displayed and/or distributed in accordance with organisational policies and procedures
- 3.4 **Security procedures** are strictly applied in accordance with organisational policies and procedures
- 3.5 Currency of information is maintained in accordance with shift supervisor instructions

4. Perform administrative support tasks

- 4.1 **Correspondence** is compiled and distributed in accordance with organisational policies and procedures
- 4.2 Official records of workplace occurrences are maintained to allow for subsequent review in accordance with organisational policies and procedures
- 4.3 Ancillary equipment stores holding and deficiencies are monitored and reported to shift supervisor in accordance with organisational policies and procedures

ELEMENT**PERFORMANCE CRITERIA****5. Clean operations room**

- 5.1 Cleaning equipment is gathered in accordance with cleaning task requirements
- 5.2 Safety requirements during cleaning duties are applied in accordance with organisational policies and procedures
- 5.3 Cleaning is conducted in accordance with shift supervisor instructions and organisational policies and procedures
- 5.4 Chemicals used during cleaning are handled in accordance with standards contained within the appropriate material safety data sheet
- 5.5 Where **departmental equipment** is cleaned, manufacturer cleaning instructions are complied with
- 5.6 At the completion of cleaning, equipment is correctly stored and refurbished ready for later use

6. Secure operations room in preparation for periods of inactivity

- 6.1 Internal and external communications links are closed in accordance with organisational policies and procedures
- 6.2 Departmental equipment is sanitised to prevent loss of data or breach of departmental security requirements
- 6.3 Departmental equipment is correctly shut down and secured in accordance with organisational policies and procedures
- 6.4 Ancillary equipment is correctly recovered, refurbished and stored ready for later use

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- accurately analyse and validate operational data
- apply a range of problem-solving strategies to work outcomes
- clean a workplace in accordance with organisational requirements
- clearly articulate information and advice
- comply with operations room security requirements
- consistently evaluate and monitor own performance
- effectively communicate with operations room personnel and adequately receive and interpret instructions
- maintain a small equipment inventory
- manage own tasks within timeframes

Required Knowledge

- basic cleaning routines and organisational requirements
- basic inventory management policy and procedures
- correspondence and records management policy and procedures
- information support requirements within operations room including collecting, displaying and disseminating information
- management of security policy and procedures
- operations room security requirements
- procedure and requirements for loading and validating operational data into combat systems
- procedure to perform daily system operability testing including recognising and responding to faults
- scope and nature of general support tasks applicable to operations room environment
- use and application of operations room ancillary equipment

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:

- adequately prepare operations room equipment for function
- contribute to information management which promotes operations room situational awareness
- effectively incorporate general support duties into core duties as a member of the operations room shift
- apply organisational security requirement during the performance of duty.

Consistency in performance

Competency should be demonstrated over time and across a range of simulated or actual workplace situations.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed over time and across a range of simulated or actual workplace situations.

Specific resources for assessment

Access is required to:

- actual or simulated operations room
- equipment and ancillary equipment used in a functioning operations room
- organisational policies and procedures relevant to a functioning operations room.

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.

Relevant information may include

- Administrative requirements
- Area risk state
- Authentication policy
- Cleaning requirements
- Emissions control policy
- Emitter state
- Equipment requirements
- Operator expectations
- Security requirements
- Serial information
- Situational awareness

Ancillary equipment may include

- Charts
- Command support systems
- Expandable Bathythermograph
- Expendable mobile anti-submarine warfare training target
- Headsets
- Job aids/aide memoire
- Plotting equipment
- Stationary

Organisational policies and procedures may include

- Instructions
- Operating manuals
- Orders
- Relevant Australian Standards
- Relevant Commonwealth Acts
- Relevant Maritime Laws
- Security policy and procedure
- Standard Operating Procedures

RANGE STATEMENT**Operational data may include**

Air lanes
Combat air patrol stations
Cryptographic information
Data link information
Exercise area data
Handover gates
Local notice to mariners
Reference points
Rendezvous information
Sensor tracking sectors

Tasks relating to the processing and distribution of information may include

Laying out publications, logs and cryptographic material
Obtaining operational data including call signs, intelligence report, exercise serials
Reading and extracting information from a range of sources in support of operations room activities
Recording operational information on systems such as CCTV, notepad, state boards, visual display screen

Security procedures may include

Control of access
Cryptographic material muster
Document security
Information system security
Publication muster
Securing containers

Correspondence may include

Email
Information systems
Operations room narrative
Signals
Underwater telephone log

Departmental equipment may include

Command support systems
Computers
Information systems
Office machines

RANGE STATEMENT

State boards
Tactical display
Weapons consoles

Unit Sector(s)

Not applicable.