



Australian Government

PUAFIR405B Collect, analyse and provide regulatory information

Release 3

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Modification History

Release	TP Version	Comments
2	PUA12 V2	Application of the Unit added Unit revised to reflect current work requirements Method of assessment added
1	PUA00 V8.1	Primary release on TGA

Unit Descriptor

This unit covers the competency required to collect, analyse and provide information to support the achievement of the organisation's emergency management objectives.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to personnel authorised by their agency to collect and analyse information related to organisations and businesses, and related building Acts, regulations, codes of practice, guidelines and planning requirements.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify regulatory and other relevant information needs and sources	1.1 Regulatory information needs of individuals/managers/ person conducting a business or undertaking (PCBU)/officers are determined and potential sources are identified. 1.2 Other information held by the organisation is reviewed to determine suitability and accessibility. 1.3 Plans are prepared to obtain information which is not available or accessible within the organisation.
2. Collect and analyse regulatory and other relevant information	2.1 Information is collected and compiled using appropriate methods, within defined timelines, and to meet the needs of individuals/managers/PCBU/officers. 2.2 Information is collected in a format suitable for analysis, interpretation and dissemination. 2.3 Information is analysed to identify relevant trends and developments in terms of the needs for which it was acquired.
3. Use management information systems	3.1 Management information systems are used to store and retrieve data for decision-making. 3.2 Technology available in the local work area/organisation is used to manage information.
4. Record and support regulatory and other relevant information	4.1 Results of information gathering, analysis and synthesis are reported within specific timeframes and in accordance with defined organisational standards. 4.2 Results of information gathering, analysis and synthesis are reported and used to inform policy development and organisation decision-making. 4.3 Information gathered is disseminated to appropriate personnel within the specified timeframe.

Required Skills and Knowledge

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

Required Skills

- analyse and record information
- collect and collate information
- communicate effectively
- disseminate information
- present information
- use management information systems to store and retrieve data
- write reports

Required Knowledge

- information collection, collation, analysis and display techniques
- information evaluation issues – accuracy, credibility, pertinence, relevance, reliability, validity
- information storage requirements and methods
- organisational reporting procedures
- project management/research techniques

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:

- effectively use information system/s to facilitate achievement of organisational objectives
- author and present reports and submissions
- collect, analyse and synthesise regulatory information.

Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

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

Specific resources for assessment

There are no specific resource requirements for this unit.

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 agency-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

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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. <i>Bold italicised</i> wording in the Performance Criteria is detailed below.	
<i>Regulatory information</i> may include:	• building codes • dangerous goods codes • ministerial or cabinet policy and guidelines documents • planning requirements • relevant acts, regulations, codes of practice and guidelines • relevant standards
<i>Potential sources</i> may include:	• databases • interviews • literature search • observation • research • surveys
<i>Other information</i> may include:	• annual reports • articles and promotional material • briefing notes, ministerial inquires/responses • coronial inquiries • proposals, project plans • routine and complex reports and submissions • royal commissions
<i>Appropriate methods</i> may include:	• categorising • comparing • indexing • integrating • linking • sorting
<i>Analysis</i> may include:	• application of statistical methods • critical analysis • mathematical calculations • problem solving
<i>Management information systems</i> may include:	• basic statistical information • client information • communication channels • computers • financial records • legislation, guidelines and awards • library

	• manuals • market trends • organisational, legal and policy materials • personnel resources • procedures • protocols • records management • registries and file records
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Unit Sector(s)

Not applicable.