



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUAOPE004A Conduct briefings/debriefings**

**Release: 1**

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### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit covers the competency to lead and manage a briefing or debriefing  
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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

### **Elements and Performance Criteria**

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| <b>Element</b>                  | <b>Performance Criteria</b>                                                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Prepare for the brief/debrief | <p>1.1 A briefing/debriefing is planned and prepared in accordance with organisation's policy and procedures</p> <p>1.2 Relevant personnel involved in the activity are identified and informed of debriefing requirements</p> |

- 1.3 Briefing/debriefing meeting is scheduled as soon as possible following the incident
  - 1.4 An appropriate location for the brief/debrief is selected
  - 1.5 Appropriate incident information is collected
- 2 Conduct the brief/debrief
  - 2.1 Purpose and structure of the brief/debrief is outlined to incident personnel
  - 2.2 Discussion, analyses and evaluation by personnel of their anticipated or actual roles in the activity are encouraged
  - 2.3 Contributions from personnel during the brief/debrief are continually sought, encouraged and valued
  - 2.4 Review of the activity against the policies, practices and training of the organisation is undertaken to identify any discrepancies
  - 2.5 Brief/debrief is conducted in accordance with the organisation's policies and procedures
- 3 Conclude the brief/debrief
  - 3.1 Contributions of personnel are acknowledged in a positive way
  - 3.2 Brief/debrief follow-up actions are identified and acted upon in a timely manner
  - 3.3 Brief/debrief findings are summarised and recorded if appropriate in a format suitable for subsequent action by the appropriate personnel
  - 3.4 Reports are prepared for presentation to appropriate personnel as required

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

### Critical aspects of evidence

It is essential for this unit that competence be demonstrated in ability to communicate effectively with personnel and elicit and encourage contributions to the briefing/debriefing in a constructive and positive way

### Interdependent assessment of units

Pre-requisite units PUACOM001A Communicate in the workplace

Co-requisite units: Nil

### Underpinning knowledge

organisation's policies  
practices and training processes in relation to activity  
organisation's procedures for activity debriefing

### Underpinning skills

communicate clearly in a group setting  
provide feedback and encourage contributions from group members  
manage group processes  
prepare a briefing/debriefing plan

### Resource implications

No special requirements

### Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments

### Context of assessment

Evidence of competent performance by observing an individual conduct post activity briefings in a variety of actual and/or simulated operational contexts

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## Range Statement

### **Activities may include**

Incidents  
meetings  
public safety campaigns

### **Briefing may take place**

prior to undertaking operational activities  
when significant changes are anticipated at an incident  
prior to undertaking training  
prior to undertaking workplace projects and other work related activities  
at regular intervals

### **Debriefing may take place**

when incident personnel have been relieved  
immediately after the incident  
when personnel return to their home base  
a convenient time after the incident after a meeting/event  
at shift change overs

### **Brief/debrief plan will include**

purpose  
subject matter  
timing  
location  
participants  
methodology

### **Brief/Debrief checklist may include**

incident background  
fatalities  
injuries  
loss  
damage  
incident response  
control and command  
communications  
supporting organisations  
welfare  
equipment and plant  
first aid and medical  
stress  
resources committed to the incident  
assessment of response strategies  
strategies to improve response  
adequacy of initial briefing  
analysis of planning  
analysis of performance against aims and objectives  
**Brief/debrief follow-up action may include**  
personnel informed of the outcomes of the debrief  
action taken to address issues identified

**Subsequent action may include**

reporting to other organisations

review of procedures

**Briefing/debriefing content and format may include**

facilitator led

collaborative

problem based

descriptive illustrative

level of language used

**Organisational policy, procedures, requirements and guidelines may vary between sectors and organisations and may include**

legislation relevant to the operation/incident/response

legislation relevant to the organisation

operational

corporate and strategic plans

operational policy and procedures

operational performance standards

organisational personnel practices and guidelines

organisational quality standards

**Relevant personnel**

human-operations personnel

volunteers

support personnel

local

state and federal governments

**Reports may be submitted to**

organisation's management

steering committees

training division personnel

government agencies

**Locations**

Will vary according to the timing of the brief/debrief that may be before, during or following an activity under non-operational or operational conditions

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**Unit Sector(s)**

Not applicable.