



Australian Government

PUAOPE004B Conduct briefings/debriefings

Revision Number: 1

PUAOPE004B Conduct briefings/debriefings

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor This unit covers the competency to lead and manage a briefing or debriefing.

Application of the Unit

Application of the Unit The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s PUACOM001C Communicate in the workplace

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. Prepare for the brief/debrief

- 1.1 A **briefing**/debriefing is planned and prepared in accordance with organisation's policy and procedures
- 1.2 **Relevant personnel** involved in the activity are identified and informed of debriefing requirements
- 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

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

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

Required Knowledge

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

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

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

Consistency in performance

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

Context of and specific resources for assessment

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

Specific resources for assessment

No special requirements

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

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

RANGE STATEMENT

	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

RANGE STATEMENT

	volunteers
	support personnel
	local
	state/territory 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 which may be before, during or following an activity under non-operational or operational conditions

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s	Nil
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