



Australian Government

Department of Education, Employment and Workplace Relations

PUAOPE015A Conduct briefings and debriefings

Revision Number: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency required to lead and manage a briefing and a debriefing. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to people who are required to conduct briefings and debriefings in operational and non-operational situations in a range of environments.

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. Plan and prepare for the briefing and debriefing	1.1 Content and format for briefing and debriefing are determined. 1.2 Briefing and debriefing plan is prepared in accordance with organisational policies and procedures. 1.3 Relevant personnel involved in the activity are identified and informed of briefing and debriefing requirements. 1.4 Safe and appropriate location for the briefing and debriefing is selected.
2. Conduct the briefing and debriefing	2.1 Purpose and structure of the briefing and debriefing is outlined to incident personnel. 2.2 Understanding is sought and clarifications are provided, where required. 2.3 Contributions from personnel during the debriefing and evaluation by personnel of their anticipated or actual roles in the activity is encouraged. 2.4 Briefing and debriefing is conducted in accordance with organisational policies and procedures. 2.5 Briefing and debriefing checklist is used as appropriate.
3. Conclude the briefing and debriefing	3.1 Contributions of personnel are acknowledged in a positive way. 3.2 Briefing and debriefing follow-up action is identified and acted upon in a timely manner. 3.3 Debriefing activity is reviewed against the policies, practices and training of the organisation to identify opportunities for continuous improvement and to identify lessons learnt. 3.4 Briefing and debriefing findings are summarised and recorded, if appropriate, in a format suitable for subsequent action by appropriate personnel.

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
- lead and manage group processes
- prepare briefing and debriefing plans
- provide feedback and encourage contributions from group members

Required Knowledge

- organisational policies
- organisational procedures for activity briefing and debriefing
- practices and training processes in relation to activity

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:

- communicate effectively with personnel
- elicit and encourage contributions to the briefings and debriefings in a constructive and positive way

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 conducting briefings and debriefings in a variety of actual and/or simulated workplace contexts.

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 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

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.

<i>Content and format for briefing and debriefing</i> may include:	• Collaborative • Descriptive illustrative • Facilitator led • Level of language used • Predetermined (SMEAC) • Problem based
<i>Briefing and debriefing plan</i> may include:	• Appropriate incident information collected prior to undertaking operational activities • Location • Methodology • Participants • Purpose • Subject matter • Timing
<i>Organisational policies and procedures</i> may include:	• Briefing and debriefing formats • Legislation relevant to the operation/incident/response • Legislation relevant to the organisation • Operational, corporate and strategic plans • Operational performance standards • Operational policies and procedures • Organisational personnel and occupational health and safety practices and guidelines • Organisational quality standards • Organisation's approach to environmental management and sustainability
<i>Relevant personnel</i> may include:	• Contractors • Local, state/territory and federal government employees • Operations personnel • Support personnel • Volunteers • Other agency personnel
<i>Activity</i> may include:	• Incidents • Meetings • Public safety campaigns
<i>Safe and appropriate locations</i> may vary according	• Ambient conditions (noise, light, smell)

	to:	• Distractions • Timing of the briefing and debriefing which may be before, during or following an activity • Weather • Whether briefing and debriefing is under operational or non-operational conditions
Briefing and debriefing	may be conducted:	• After a meeting/event • As soon as possible following an incident • At convenient time after the incident • At regular intervals • At shift change over • Immediately after the incident • Prior to undertaking training • Prior to undertaking workplace projects and other work related activities • When incident personnel have been relieved • When personnel return to their home base • When significant changes are anticipated at an incident
Briefing and debriefing checklist	may include:	• Control and command • Communications • Damage • Equipment and plant • Fatalities • First aid and medical • Incident background • Incident response • Injuries • Loss • Resources committed to the incident • Strategies to improve response • Stress • Supporting organisations • Welfare
Briefing and debriefing follow-up action	may include	• Action taken to address issues identified • Informing participants on the outcomes of the debriefing
Subsequent action	may include	• Reporting to appropriate supervisor or agency • Reviewing procedures

Unit Sector(s)

Not applicable.