Assessment Requirements for PUAFIR504 Assist with formulation and implementation of plans and policies

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assisting in the development, implementation and evaluation of policies, procedures or plans
- assisting in the preparation and implementation of organisational business plans
- contributing to strategic and operational planning processes
- developing and proposing submissions
- facilitating policy and plan change within the organisation
- following consultative processes
- identifying and considering stakeholder concerns
- implementing change management strategies to deal with resistance to policy development
- monitoring the administration of organisational policies, procedures and plans

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- concepts involved in the policy cycle
- consultative procedures and processes in the policy cycle
- methods for implementing and evaluating policies, procedures and plans
- organisational documentation, policies and procedures including submissions
- reasons for resistance to policy development and strategies for dealing with issues that arise
- role of management, employees and stakeholders in policy and plan development
- stakeholders and external organisations
- submission types
- types of operational plans
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated over time and in a range of contexts; the evaluation of the development and implementation of organisational plans and policies may require a few months.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf