



Australian Government

PUAFIR504 Assist with formulation and implementation of plans and policies

Release: 1

PUAFIR504 Assist with formulation and implementation of plans and policies

Modification History

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

Application

This unit of competency involves the skills and knowledge required to consult on, develop, implement and evaluate a policy or plan for an organisation. It applies to personnel required to contribute, both individually and as part of a work team, to the formulation and implementation of organisational policies and plans.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Monitor administration of organisational policies, procedures and plans

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Requirements for the administration of organisational policies, procedures and practices are identified and monitored

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| | 1.2 | Policies and plans that are no longer relevant are identified and recommendations for change are made, in accordance with organisational procedures |
| 2 Identify and consider stakeholder concerns | 2.1 | Stakeholders are identified and consulted, in accordance with organisational procedures |
| | 2.2 | Organisation is represented at stakeholder meetings and external events with policies, procedures and plans explained |
| | 2.3 | Meetings with stakeholders are conducted on a regular basis or as required, in accordance with organisational procedures |
| 3 Facilitate policy change within the organisation | 3.1 | Policies, procedures and plans are facilitated, in accordance with organisational procedures |
| | 3.2 | Personnel are encouraged to participate in and comment on proposed changes to policies, procedures and plans |
| | 3.3 | Formal submissions on policies, procedures, plans and operational issues are drafted based on feedback |
| | 3.4 | Submissions are written and submitted, in accordance with organisational procedures |
| 4 Contribute to strategic and operational planning process | 4.1 | Contributions are made to organisational forward planning initiatives |
| | 4.2 | Contributions to strategic and operational planning processes are focused on activities relevant to the organisation |
| 5 Assist in the preparation and implementation of organisational business plans | 5.1 | Development of strategic plan is contributed to and linked to organisational business planning |
| | 5.2 | Organisational objectives and plans are implemented through activities and projects related to legislation, industry awards and agreements and policies and procedures |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR504B Assist with formulation and implementation of plans and policies.

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>