Assessment Requirements for PUAFIR601 Develop and administer organisational policies, procedures and practices

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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
- disseminating information about reviewed or new policies, procedures and processes to stakeholders
- documenting reviewed or new policies, procedures and processes
- identifying and developing policies, procedures and practices
- integrating reviewed or new policies, procedures and processes in business and strategic plans
- managing the implementation of policies, procedures and practices
- reviewing policies, procedures and practices
- undertaking consultation during the preparation, development and review of policies, procedures and practices
- utilising liaising skills
- working with a variety of communication methods and techniques to make presentations and submissions to stakeholders

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

- business and strategic plans
- communication methods and techniques
- internal and external stakeholders
- organisational documentation, policies, procedures and practices
- policy cycle
- strategies for implementing organisational policies, procedures and practices
- 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.

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