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 Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to administer policies, procedures and practices to support the achievement of organisational and operational objectives.

The unit applies to personnel required to lead a team to develop policies and supporting procedures to meet identified organisational needs. Policies developed will require integration into the organisation's strategic and business planning.

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

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR504 Assist with the formulation and implementation of plans and policies

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1	**Identify and develop policies, procedures and practices**	**1.1**	Need for new or review of policies, procedures and practices is identified in consultation with stakeholders
		1.2	Consultative processes are used to exchange information with stakeholders about policies, procedures and practices to assist in problem solving and decision making, in accordance with organisational procedures
		1.3	Cooperation and input is obtained from stakeholders
		1.4	Policies, procedures and practices are reviewed or developed with stakeholders, in accordance with organisational procedures
		1.5	Reviewed or new policies, procedures and plans are submitted, in accordance with organisational procedures
2	**Manage the implementation of policies, procedures and practices**	**2.1**	Reviewed or new policies, procedures and practices are integrated into organisational strategic and business plans
		2.2	Reviewed or new organisational policies, practices and procedures are implemented and monitored for adherence and compliance
		2.3	Administration procedures are updated to reflect reviewed or new policies, procedures and processes
		2.4	Communication about reviewed or new policies, procedures and processes to stakeholders is facilitated, in accordance with organisational procedures
		2.5	Policies and procedures information is gathered, stored and safely secured with confidentiality maintained, in accordance with organisational procedures
		2.6	Copyright provisions are observed, in accordance with organisational procedures
3	**Review policies, procedures and practices**	**3.1**	Policies, procedures and practices are reviewed to ensure they are current and meet organisational business and strategic plans
		3.2	Decisions and actions about policies, procedures and practices are recorded, in accordance with organisational

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 PUAFIR601B Develop and administer agency policy, procedures and practices.

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