

**Victorian Purchasing Guide
for
PUA12 Public Safety Training Package Version No 2.1**

May 2013





© State of Victoria (Department of Education and Early Childhood Development) 2013.

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (<http://creativecommons.org/licenses/by-nd/3.0/au/>). You are free use, copy and distribute to anyone in its original form as long as you attribute the Higher Education and Skills Group, Department of Education and Early Childhood Development as the author, and you license any derivative work you make available under the same licence.

Disclaimer

In compiling the information contained in and accessed through this resource, the Department of Education and Early Childhood Development (DEECD) has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law DEECD, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DEECD limits its liability to the extent permitted by law, for the resupply of the information.

Third party sites

This resource may contain links to third party websites and resources. DEECD is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.



Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
PUA12 Public Safety Version 2.1	30 May 2013	Minor editorial/formatting changes to 10 qualifications and units – Sample Training Programs updated accordingly.
PUA12 Public Safety Version 2		Addition of Fire Sector material: <ul style="list-style-type: none"> • 8 updated qualifications • 58 revised units • 14 new units • Updated imported units Inclusion of Police Sector material (for public access) into the Victorian Purchasing Guide
PUA12 Public Safety Version 1	12 November 2012	This Victorian Purchasing Guide is in response to the endorsement of PUA12 Public Safety Training Package. PUA12 Public Safety Training Package is the result of a full review of PUA00 Public Safety 8.1 with the exception of the Fire Sector units and qualifications which have been temporarily removed from the training package.

PUA12 Public Safety Training Package Victorian Purchasing Guide

CONTENTS

INTRODUCTION	5
What is a Victorian Purchasing Guide?	5
Registration	5
QUALIFICATIONS	6
UNITS OF COMPETENCY AND NOMINAL HOURS	8
SAMPLE TRAINING PROGRAMS	19
CONTACTS AND LINKS	38
GLOSSARY	40

INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
PUA20112	Certificate II in Public Safety (Aboriginal or Torres Strait Islander Community Policing)	280	
PUA20312	Certificate II in Public Safety (Police Liaison)	135	
PUA20613	Certificate II in Public Safety (Firefighting and Emergency Operations)	354	551
PUA20713	Certificate II in Public Safety (Firefighting Operations)	187	628
PUA21012	Certificate II in Public Safety (Aquatic Rescue)	118	268
PUA21312	Certificate II in Public Safety (SES)	181	198
PUA30112	Certificate III in Public Safety (Aboriginal or Torres Strait Islander Community Policing)	335	
PUA30312	Certificate III in Public Safety (Police Liaison)	245	365
PUA30412	Certificate III in Public Safety (SES Rescue)	212	643
PUA30512	Certificate III in Public Safety (SES Operations)	280	450
PUA30613	Certificate III in Public Safety (Firefighting and Emergency Operations)	430	975
PUA30713	Certificate III in Public Safety (Firefighting Operations)	406	795
PUA31312	Certificate III in Public Safety (Aquatic Search and Rescue)	181	403
PUA31412	Certificate III in Public Safety (Community Safety)	217	500
PUA33012	Certificate III in Public Safety (Emergency Communications Centre Operations)	208	340
PUA33112	Certificate III in Public Safety (Biosecurity Response Operations)	193	440
PUA40112	Certificate IV in Public Safety (Aboriginal or Torres Strait Islander Community Policing)	360	
PUA40212	Certificate IV in Public Safety (SES Leadership)	355	560
PUA40313	Certificate IV in Public Safety (Firefighting Supervision)	275	950
PUA41012	Certificate IV in Public Safety (Leadership)	365	610
PUA41112	Certificate IV in Public Safety (Community Safety)	257	1090
PUA42612	Certificate IV in Public Safety (Aquatic Search and Rescue Management)	280	420
PUA42712	Certificate IV in Public Safety (Emergency Communications Centre Operations)	388	490
PUA42912	Certificate IV in Public Safety (Biosecurity Response)	465	860

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
	Leadership)		
PUA50112	Diploma of Public Safety (Police Search and Rescue – Coordination)	375	410
PUA50212	Diploma of Public Safety (Policing)	650	720
PUA50312	Diploma of Public Safety (Forensic Investigation)	350	
PUA50412	Diploma of Public Safety (SES Operations Management)	435	625
PUA50513	Diploma of Public Safety (Firefighting Management)	665	1585
PUA50912	Diploma of Public Safety (Search and Rescue – Coordination)	320	520
PUA51012	Diploma of Public Safety (Community Safety)	384	1360
PUA52312	Diploma of Public Safety (Emergency Management)	390	565
PUA52412	Diploma of Public Safety (Biosecurity Response Management)	510	860
PUA60112	Advanced Diploma of Public Safety (Emergency Management)	490	665
PUA60212	Advanced Diploma of Public Safety (Police Search and Rescue – Management)	485	
PUA60312	Advanced Diploma of Public Safety (Police Investigation)	540	
PUA60513	Advanced Diploma of Public Safety (Firefighting Management)	310	815
PUA60612	Advanced Diploma of Public Safety (Search & Rescue - Management)	535	805
PUA60712	Advanced Diploma of Public Safety (Community Safety)	389	1110
PUA60913	Advanced Diploma of Public Safety (Fire investigation)	565	615

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping table inside each Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **PUA12 Public Safety Training Package**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **PUA12 Public Safety Training Package** is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
Industry Wide		
Aviation Marine Search and Rescue		
PUAAMS001B	Work in an aviation environment	20
PUAAMS002B	Search as a member of an air search team	20
PUAAMS003B	Conduct stores dropping operations	20
PUAAMS006B	Coordinate search and rescue resources	60
PUAAMS007B	Coordinate search and rescue operations	70
PUAAMS008B	Manage search and rescue operations	90
Communications		
PUACOM001C	Communicate in the workplace	30
PUACOM002B	Provide services to clients	15
PUACOM003B	Manage information	20
PUACOM004B	Manage organisational communication strategies	25
PUACOM005B	Foster a positive organisational image in the community	30
PUACOM006B	Plan and conduct a public awareness program	20
PUACOM007B	Liaise with other organisations	20
PUACOM008B	Develop and organise public safety awareness programs	40
PUACOM009B	Manage media requirements at major incident	50
PUACOM010B	Promote the organisation's mission and services	15
PUACOM011B	Develop community awareness networks	30
PUACOM012B	Liaise with media at a local level	20
PUACOM013B	Administer a local public safety group	30

Unit Code	Unit Title	Nominal Hours
PUACOM014B	Contribute to community safety	20
PUACOM015B	Conduct community safety activities	20
Emergency Communications Centre Operations		
PUAECO001A	Operate telephony systems	10
PUAECO002A	Process emergency incident calls and enquiries	30
PUAECO003A	Operate and control radio networks	10
PUAECO004A	Operate computer aided dispatch system	40
PUAECO005A	Dispatch resources from within an communications centre emergency	20
PUAECO006A	Read and interpret maps	10
PUAECO007A	Respond to and maintain monitored alarm systems	10
PUAECO008A	Receive and action notification of uncontrolled hazardous materials situations	10
PUAECO009A	Coordinate emergency communications centre operations	30
PUAECO010A	Maintain standards of emergency service delivery	40
PUAECO011A	Support logistics in the field Emergency Care	8
Emergency Care		
PUAEME001B	Provide emergency care	40
PUAEME002C	Manage injuries at emergency incident	20
PUAEME003C	Administer oxygen in an emergency situation	20
PUAEME004A	Provide emergency care for suspected spinal injury	8
PUAEME005A	Provide pain management	6
Emergency Risk Management		
PUAEMR008B	Contribute to an emergency risk management process	50
PUAEMR009B	Facilitate emergency risk assessment	80
PUAEMR012B	Determine treatment options	50
PUAEMR014A	Deliver recovery services	25
PUAEMR015A	Establish and manage a recovery centre	40
PUAEMR016A	Facilitate community involvement in recovery	25
PUAEMR017A	Manage recovery functions and services	25
PUAEMR018A	Work in an emergency management context	25

Unit Code	Unit Title	Nominal Hours
PUAEMR021A	Facilitate emergency planning processes	50
PUAEMR022	Establish context for emergency risk assessment	50
PUAEMR023	Assess emergency risk	50
PUAEMR024	Develop treatment options for emergency risk	50
PUAEMR025	Manage risk treatment implementation	50
PUAEMR026	Treat operational risk	25
PUAEMR027	Assess operational risk	25
PUAEMR028	Develop emergency management plans	50
PUAEMR029	Plan and implement a treatment measure	50
PUAEMR030	Manage and evaluate emergency management exercises	40
PUAEMR031	Design emergency management exercises	40
Equipment		
PUAEQU001B	Prepare, maintain and test response equipment	20
Fire		
PUAFIR203B	Respond to urban fire	170
PUAFIR204B	Respond to wildfire	60
PUAFIR205B	Respond to aviation incident (specialist)	90
PUAFIR206B	Check installed fire safety systems	25
PUAFIR207B	Operate breathing apparatus open circuit	60
PUAFIR208B	Participate in community safety activities	10
PUAFIR209B	Work safely around aircraft	8
PUAFIR212B	Rappel from helicopter	40
PUAFIR213	Assist with prescribed burning	30
PUAFIR214	Use Class A foam in wildfire operations and non-structural applications	8
PUAFIR215	Prevent injury	8
PUAFIR216	Undertake hover-exit operations from helicopter	30
PUAFIR217	Undertake helicopter winch operations	30
PUAFIR218	Respond to isolated structure fire	40
PUAFIR301B	Undertake community safety activities	20

Unit Code	Unit Title	Nominal Hours
PUAFIR302B	Suppress urban fire	80
PUAFIR303B	Suppress wildfire	80
PUAFIR304B	Respond to marine emergencies	80
PUAFIR305B	Respond to aviation incidents (general)	40
PUAFIR308B	Employ personal protection at a hazardous materials incident	8
PUAFIR309B	Operate pumps	80
PUAFIR311B	Dispatch rappel personnel and equipment from a helicopter	40
PUAFIR312B	Operate aerial ignition equipment in an aircraft	40
PUAFIR313B	Operate aviation support equipment	40
PUAFIR314B	Utilise installed fire safety systems	60
PUAFIR315B	Navigate from an aircraft	40
PUAFIR316	Identify, detect and monitor hazardous materials at an incident	24
PUAFIR317	Operate aerial appliance	80
PUAFIR318	Operate specialist appliance	40
PUAFIR319	Take local weather observations	8
PUAFIR320	Render hazardous materials incidents safe	40
PUAFIR321	Operate heavy plant in fire control operations	40
PUAFIR322	Push trees with machines in forest fire control operations	40
PUAFIR401B	Obtain incident intelligence	16
PUAFIR403B	Assess building plans	40
PUAFIR404B	Inspect dangerous goods facilities	80
PUAFIR405B	Collect, analyse and provide regulatory information	20
PUAFIR408B	Plan aircraft operations	40
PUAFIR409B	Develop air attack strategies	40
PUAFIR410A	Provide safety advice at a rural/land management incident	20
PUAFIR411A	Provide safety advice at an urban incident	20
PUAFIR412	Conduct simple prescribed burns	30
PUAFIR413	Develop simple prescribed burn plans	60
PUAFIR414	Interpret and analyse fire weather information	24

Unit Code	Unit Title	Nominal Hours
PUAFIR415	Supervise use of machinery in wildfire operations	24
PUAFIR416	Supervise specialist response to aviation accidents and incidents	80
PUAFIR501B	Conduct fire investigation and analysis activities	120
PUAFIR502B	Develop incident control	40
PUAFIR503B	Coordinate human resource management activities	45
PUAFIR504B	Assist with formulation and implementation of plans and policies	45
PUAFIR505B	Administer cost centre's financial resources	30
PUAFIR506B	Conduct an assessment of a building's performance based design	200
PUAFIR507B	Inspect building fire safety systems	150
PUAFIR509B	Implement prevention strategies	200
PUAFIR510B	Inspect for legislative compliance	120
PUAFIR511	Conduct complex prescribed burns	120
PUAFIR512	Develop and analyse the behaviour and suppression options for a Level 2 wildfire	60
PUAFIR513	Develop complex prescribed burn plans	80
PUAFIR514	Assess and evaluate a facility's fire and incident safety management systems	240
PUAFIR601B	Develop and administer agency policy, procedures and practices	100
PUAFIR602B	Manage the implementation of community safety strategies	80
PUAFIR603A	Determine origin and cause of wildfire	60
PUAFIR604A	Determine origin and cause of structure fire	60
PUAFIR605A	Determine origin and cause of mobile property fire	30
PUAFIR606A	Apply principles of combustion and fire dynamics to fire scene investigation	40
PUAFIR607A	Apply electrical/electronic knowledge to fire investigations	40
PUAFIR608A	Investigate fatal fires	40
PUAFIR609A	Collect, record and coordinate the analysis of physical evidence	40
PUAFIR610A	Manage imaging and electronic data	40
PUAFIR611A	Process and analyse fire scene data and laboratory results	40
PUAFIR612A	Undertake post-incident analysis	40

Unit Code	Unit Title	Nominal Hours
Law		
PUALAW001B	Protect and preserve incident scene	20
PUALAW002B	Conduct initial investigation at incident scene	30
PUALAW003B	Give evidence in a judicial or quasi-judicial setting	50
PUALAW004B	Represent the organisation in a judicial or quasi-judicial setting	30
Management		
PUAMAN001B	Manage the organisation's public safety responsibilities	60
PUAMAN002B	Administer work group resources	50
PUAMAN003B	Manage human resources	70
PUAMAN004B	Manage procurement	80
PUAMAN005B	Manage projects	80
PUAMAN006B	Manage and facilitate change	80
PUAMAN007B	Manage financial resources	80
PUAMAN008B	Manage physical resources	80
Occupational Health and Safety		
PUAOHS001C	Follow defined occupational health and safety policies and procedures	20
PUAOHS002B	Maintain safety at an incident scene	25
PUAOHS003B	Implement and monitor the organisation's occupational health and safety policies, procedures and programs	30
PUAOHS004B	Establish and maintain the occupational health and safety system	50
Marine Pollution Response		
PUAOIL201	Use basic equipment operations for oil spill response	20
PUAOIL301	Apply health, safety and risk controls when working on oiled shorelines	20
PUAOIL302	Use advanced equipment operations for oil spill response	40
PUAOIL401	Apply decision making strategies in an oil spill response	40
PUAOIL402	Apply oiled shoreline assessment strategies in an oil spill response	20
PUAOIL403	Lead a team in oiled shoreline clean up	20
Operations		
PUAOPE006B	Control multi-agency emergency situations	80

Unit Code	Unit Title	Nominal Hours
PUAOPE007B	Command agency personnel within a multi-agency emergency response	80
PUAOPE009C	Navigate in an aquatic environment	50
PUAOPE010C	Operate an automated external defibrillator in an emergency	8
PUAOPE011B	Inspect property and facilities	30
PUAOPE012A	Control a Level 1 incident	40
PUAOPE013A	Operate communications systems and equipment	15
PUAOPE014A	Navigate to an incident	15
PUAOPE015A	Conduct briefings and debriefings	20
PUAOPE016A	Manage a multi-team sector	40
PUAOPE017A	Coordinate resources for a multi-agency incident	50
PUAOPE018A	Control a Level 2 incident	40
PUAOPE019A	Control a Level 3 incident	60
PUAOPE020A	Lead a crew	20
PUAOPE021A	Manage information function at an incident	40
PUAOPE022A	Manage logistics for a Level 2 incident	40
PUAOPE023A	Manage operations for a Level 2 incident	40
PUAOPE024A	Manage operations for a Level 3 incident	40
PUAOPE025A	Manage planning for a Level 2 incident	40
PUAOPE026A	Provide strategic safety advice at an incident	40
PUAOPE027A	Undertake beach safety management activities	24
Police		
PUALIO002B	Provide local community, cultural and geographic information to other agencies and tourists	30
PUAPOL014B	Manage performance/ behavioural issues	40
PUAPOL017B	Plan and develop strategies to support organisational policy	70
PUAPOL020B	Develop a business plan	50
PUAPOL028B	Manage investigation information processes	80
PUAPOL031B	Confiscate assets	50
PUAPOL032B	Plan intelligence activities	80

Unit Code	Unit Title	Nominal Hours
PUAPOL033B	Manage intelligence information processes	80
PUAPOL034B	Analyse information	60
PUAPOL035B	Disseminate outputs from the intelligence process	60
PUAPOL036B	Provide crime prevention advice through environmental design	60
PUAPOLFC002B	Maintain a safe forensic working environment	40
PUAPOLFC003B	Detect, record and collect physical evidence	60
PUAPOLFC004B	Evaluate and document cases and facilitate analyses	40
PUAPOLFC005B	Prepare and submit forensic documentation	30
PUAPOLFC006B	Contribute to and comply with quality systems	30
PUAPOLFC008B	Process and interpret comparative evidence	60
PUAPOLFC022A	Prepare and present specialist forensic evidence or opinion	20
PUAPOLFC029A	Use and maintain specialist forensic equipment	40
PUAPOLGD001A	Maintain police operational safety	80
PUAPOLGD002A	Apply policing methods	80
PUAPOLGD003A	Undertake initial police investigation	80
PUAPOLGD004A	Gather, collate and record police information	40
PUAPOLGD005A	Use and maintain police operational equipment	60
PUAPOLGD006A	Facilitate effective communication in the policing environment	80
PUAPOLGD007A	Manage persons in care or custody	40
PUAPOLGD008A	Administer legislation to ensure compliance	20
PUAPOLGD009A	Manage involvement in the judicial process	50
PUAPOLGD010A	Perform police administrative duties	40
PUAPOLGD011A	Manage personal and ethical performance	30
PUAPOLGD012A	Address customer needs	20
PUAPOLGD013A	Develop productive working relationships	40
PUAPOLGD014A	Drive police vehicles	90
PUAPOLGD015A	Employ media strategies	30
PUAPOLGD016A	Perform inter-jurisdictional police duties	60
PUAPOLGD017A	Employ protective service methods	40

Unit Code	Unit Title	Nominal Hours
PUAPOLGD018A	Perform court security duties	60
PUAPOLIM001A	Assist police with members of a culturally specific community	20
PUAPOLIM002A	Promote public safety objectives by liaison with a culturally specific community	20
PUAPOLIM003A	Provide interpreting and translating services	20
PUAPOLIM004A	Provide police services in an Aboriginal or Torres Strait Islander community	80
PUAPOLIM005A	Provide advanced information concerning an Aboriginal or Torres Strait Islander community	40
PUAPOLIM006A	Enhance status as a role model in an Aboriginal or Torres Strait Islander community	50
PUAPOLIV001A	Manage police investigations	70
PUAPOLIV002A	Conduct police investigations	60
PUAPOLIV003A	Manage incident scenes	60
PUAPOLIV004A	Conduct investigative interviews	80
PUAPOLIV009A	Manage physical evidence	50
PUAPOLIV011A	Manage information within specialised policing functions	80
PUAPOLMG004A	Manage media requirements	40
PUAPOLMG007A	Contribute to policy formulation and revision	60
PUAPRS20529B	Manage marketing requirements	80
Promote		
PUAPRO001B	Promote a learning environment in the workplace	30
Search and Rescue		
PUASAR011C	Search as a member of an aquatic search team	30
PUASAR012C	Apply surf awareness and self-rescue skills	30
PUASAR013A	Participate in an aquatic rescue operation	15
PUASAR014A	Operate and maintain a small powercraft and motor for rescue operations	36
PUASAR015A	Crew small powercraft in a rescue operation	20
PUASAR016A	Operate and maintain a personal water craft for rescue operations	20
PUASAR017A	Undertake advanced surf rescue	26

Unit Code	Unit Title	Nominal Hours
PUASAR018A	Select and maintain canines to be part of a canine search team for USAR incidents	110
PUASAR019A	Train canines to work in a USAR environment	180
PUASAR020A	Develop a canine search team for USAR incidents	180
PUASAR021A	Search as part of a canine search team at USAR incidents	160
PUASAR022A	Participate in a rescue operation	20
PUASAR023A	Participate in an urban search and rescue Category 1	20
PUASAR024A	Undertake road crash rescue	20
PUASAR025A	Undertake confined space rescue	40
PUASAR026A	Undertake industrial and domestic rescue	20
PUASAR027A	Undertake land search rescue	10
PUASAR028A	Undertake rescue from a partial structural collapse	20
PUASAR029A	Undertake a complex transport rescue	40
PUASAR030A	Undertake trench rescue	30
PUASAR031A	Undertake an urban search and rescue Category 2	100
PUASAR032A	Undertake vertical rescue	40
PUASAR033	Perform land based swiftwater and floodwater rescue and recovery	12
PUASAR034	Undertake swiftwater and floodwater rescue and recovery	60
PUASAR035	Develop plans for deployment of a USAR task force	50
PUASAR036	Implement and monitor USAR task force plans	50
PUASAR037	Review USAR task force plans implemented at an incident	50
Teamwork		
PUATEA001B	Work in a team	20
PUATEA002B	Work autonomously	30
PUATEA003B	Lead, manage and develop teams	50
PUATEA004D	Work effectively in a public safety organisation	15
PUATEA005A	Manage own professional performance	50
Vehicles		
PUAVEH001B	Drive vehicles under operational conditions	80

Unit Code	Unit Title	Nominal Hours
Workplace Emergency Response		
PUAWER001B	Identify, prevent and report potential workplace emergency situations	2
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented	8
PUAWER003B	Manage and monitor workplace emergency procedures, equipment and other resources	28
PUAWER004B	Respond to workplace emergencies	2
PUAWER005B	Operate as part of an emergency control organisation	7
PUAWER006B	Lead an emergency control organisation	14
PUAWER007B	Manage an emergency control organisation	7
PUAWER008B	Confine small workplace emergencies	7
PUAWER009B	Participate as a member of a workplace emergency initial response team	35
PUAWER010B	Lead a workplace emergency initial response team	70
PUAWER011B	Manage workplace emergency initial response teams	28
SES Sector		
PUASES008A	Undertake storm and water damage operations	30
PUASES009A	Undertake inland floodboat operations	50
PUASES010A	Plan, activate and maintain a communications network	40
PUASES011A	Manage emergency operations	70
PUASES012A	Work as a team member in an emergency operations centre	25
PUASES013A	Undertake storm and water damage operations performed at heights	40
PUASES014A	Apply flood and fast moving water safety techniques	24
PUASES015A	Operate over-snow vehicle	40
PUASES016A	Apply snowcraft skills when performing search operations	50

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **PUA12 Public Safety Training Package**, but are by no means mandatory.

Occupation / Work Function	Entry level volunteer Beach Lifesaver	
Qualification Title	Certificate II in Public Safety (Aquatic Rescue)	
Qualification Code	PUA21012	
Unit Code	Unit Title	Hours
Core		
PUACOM001C	Communicate in the workplace	30
PUASAR013A	Participate in an aquatic rescue operation	15
PUATEA001B	Work in a team	20
PUATEA004D	Work effectively in a public safety organisation	15
HLTFA211A	Provide basic emergency life support	8
Electives		
PUAOHS001C	Follow defined occupational health and safety policies and procedures	20
PUAOPE013A	Operate communications systems and equipment	15
PUASAR012C	Apply surf awareness and self-rescue skills	30
Total Hours		153

Occupation / Work Function	Entry-level lifeguard, working in a closed or open water environment	
Qualification Title	Certificate III in Public Safety (Aquatic Search and Rescue)	
Qualification Code	PUA31312	
Description	Generally working as a member of a team, but will on occasion be the sole lifeguard on duty.	
Unit Code	Unit Title	Hours
Core		
PUACOM001C	Communicate in the workplace	30
PUAOHS002B	Maintain safety at an incident scene	25
PUAOPE013A	Operate communications systems and equipment	15
PUASAR011C	Search as a member of an aquatic search team	30
PUATEA004D	Work effectively in a public safety organisation	15
HLTFA311A	Apply first aid	18
Electives		
PUAOPE027A	Undertake beach safety management activities	24
PUATEA002B	Work autonomously	30
HLTFA404C	Apply advanced resuscitation techniques	14
PUAEME003C	Administer oxygen in an emergency situation	20
BSBFLM312C	Contribute to team effectiveness	40
PUAEME001B*	Provide emergency care	40
Total Hours		301
* This unit is a pre-requisite for PUAEME003C		

Occupation / Work Function	Community Safety Presenter employed by the CFA.	
Qualification Title	Certificate III in Public Safety (Community Safety)	
Qualification Code	PUA31412	
Description	This should describe the broad job roles	
Unit Code	Unit Title	Hours
Core		
PUACOM001C	Communicate in the workplace	30
PUACOM002B	Provide services to clients	15
PUATEA004D	Work effectively in a public safety organisation	15
Group A Electives		
PUACOM014B	Contribute to community safety	20
PUACOM015B	Conduct community safety activities	20
PUAOHS002B	Maintain safety at an incident scene	25
Group B Electives		
PUACOM005B	Foster a positive organisational image in the community	30
PUACOM006B	Plan and conduct a public awareness program	20
PUACOM011B	Develop community awareness networks	30
CHCCD413E	Work within specific communities	70
CHCGROUP302D	Support group activities	20
CHCYTH301D	Work effectively with young people	40
Total Hours		335

Occupation / Work Function	Communications Officer	
Qualification Title	Certificate III in Public Safety (Emergency Communications Centre Operations)	
Qualification Code	PUA33012	
Description	Communications Centre Operators receive emergency calls, despatch and support emergency resources and deliver services using telecommunications technology.	
Unit Code	Unit Title	Hours
Core		
PUACOM001C	Communicate in the workplace	30
PUAECO001A	Operate telephony systems	10
PUAECO002A	Process emergency incident calls and enquiries	30
PUAECO003A	Operate and control radio networks	10
PUAECO004A	Operate computer aided dispatch system	40
PUAECO005A	Dispatch resources from within an communications centre emergency	20
PUAOHS001C	Follow defined occupational health and safety policies and procedures	20
PUATEA001B	Work in a team	20
Group A Electives		
PUAEME001B	Provide emergency care	40
Group B Electives		
PUAECO007A	Respond to and maintain monitored alarm systems	10
PUAECO008A	Receive and action notification of uncontrolled hazardous materials situations	10
Total Hours		240

Occupation / Work Function	Volunteer Club Lifesaving Managers, Volunteer Regional Officers and Paid Chief Lifeguards.	
Qualification Title	Certificate IV in Public Safety (Leadership)	
Qualification Code	PUA41012	
Unit Code	Unit Title	Hours
Core		
PUACOM001C	Communicate in the workplace	30
PUACOM003B	Manage information	20
PUACOM005B	Foster a positive organisational image in the community	30
PUAMAN002B	Administer work group resources	50
PUAOPE015A	Conduct briefings and debriefings	20
Group A Elective		
PUATEA003B	Lead, manage and develop teams	50
Group B Elective		
PUAAMS007B	Coordinate search and rescue operations	70
PUACOM002B	Provide services to clients	15
PUACOM012B	Liaise with media at a local level	20
PUAEMR026	Treat operational risk	25
PUALAW001B	Protect and preserve incident scene	20
TAEDEL301A	Provide work skill instruction	40
For the purposes of gaining a qualification, the following three units count as one unit		
TAEASS401B	Plan assessment activities and processes	20
TAEASS402B	Assess competence	15
TAEASS403B	Participate in assessment validation	20
Total Hours		445

Occupation / Work Function	Fire Safety Officer employed by the CFA	
Qualification Title	Certificate IV in Public Safety (Community Safety)	
Qualification Code	PUA41112	
Description	This should describe the broad job roles	
Notes	This section may explain information about this specific sample (do not repeat the packaging rules).It can be deleted if not required.	
Unit Code	Unit Title	Hours
Core		
PUACOM003B	Manage information	20
PUACOM005B	Foster a positive organisational image in the community	30
PUACOM007B	Liaise with other organisations	20
PUAEMR008B	Contribute to an emergency risk management process	50
Group A Electives		
PUAFIR403B	Assess building plans	40
PUAFIR507B	Inspect building fire safety systems	150
PUAFIR314B*	Utilise installed fire safety systems	60
PUAFIR510B	Inspect for legislative compliance	120
PUAOPE011B	Inspect property and facilities	30
Group B Electives		
PUALAW003B	Give evidence in a judicial or quasi-judicial setting	50
PUALAW004B	Represent the organisation in a judicial or quasi-judicial setting	30
BSBWOR401A	Establish effective workplace relationships	50
PSPREG402C	Promote client compliance	40
Total Hours		690
* Pre-requisite to PUAFIR507B		

Occupation / Work Function	Lifeguard Supervisor or Duty Officer	
Qualification Title	Certificate IV in Public Safety (Aquatic Search and Rescue Management)	
Qualification Code	PUA42612	
Description	Responsible for management and supervision of all life saving operations at an open water location.	
Unit Code	Unit Title	Hours
Core		
PUACOM001C	Communicate in the workplace	30
PUACOM003B	Manage information	20
PUAMAN002B	Administer work group resources	50
PUAOPE015A	Conduct briefings and debriefings	20
PUATEA003B	Lead, manage and develop teams	50
Electives		
PUAEMR026	Treat operational risk	25
PUAEMR027	Assess operational risk	25
PUAOPE012A	Control a Level 1 incident	40
PUAAMS007B	Coordinate search and rescue operations	70
PUACOM007B	Liaise with other organisations	20
PUACOM005B	Foster a positive organisational image in the community	30
PUAOHS002B	Maintain safety at an incident scene	25
Total Hours		405

Occupation / Work Function	Leading Communications Officer	
Qualification Title	Certificate IV in Public Safety (Emergency Communications Centre Operations)	
Qualification Code	PUA42712	
Unit Code	Unit Title	Hours
Core		
PUAECO009A	Coordinate emergency communications centre operations	30
PUAECO010A	Maintain standards of emergency service delivery	40
PUACOM001C	Communicate in the workplace	30
PUACOM003B	Manage information	20
PUAOHS001C	Follow defined occupational health and safety policies and procedures	20
PUAOPE015A	Conduct briefings and debriefings	20
PUATEA001B	Work in a team	20
PUATEA002B	Work autonomously	30
PUATEA003B	Lead, manage and develop teams	50
BSBCON401A	Work effectively in a business continuity context	40
TAEDEL301A	Provide work skill instruction	40
Group A Elective		
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
Group B Elective		
*The following three TAEASS units count for one unit:		
*TAEASS401B	Plan assessment activities and processes	20
*TAEASS402B	Assess competence	15
*TAEASS403B	Participate in assessment validation	20
Group C Elective		
PUACOM012B	Liaise with media at a local level	20
Total Hours		465

Occupation / Work Function	Operative/Manager at the Search and Rescue Squad (Victoria)	
Qualification Title	Diploma of Public Safety (Search and Rescue – Coordination)	
Qualification Code	PUA50912	
Unit Code	Unit Title	Hours
Core		
PUAAMS006B	Coordinate search and rescue resources	60
PUAAMS007B	Coordinate search and rescue operations	70
PUACOM001C	Communicate in the workplace	30
PUACOM003B	Manage information	20
PUAEMR027	Assess operational risk	25
PUAOPE015A	Conduct briefings and debriefings	20
Group A Elective		
PUAOPE014A	Navigate to an incident	15
Group B Electives		
PUACOM009B	Manage media requirements at major incident	50
PUALAW003B	Give evidence in a judicial or quasi-judicial setting	50
PUAOPE006B	Control multi-agency emergency situations	80
PUAPOLGD013A	Develop productive working relationships	40
Total Hours		460

Occupation Work Function /	Community Safety Manager	
Qualification Title	Diploma of Public Safety (Community Safety)	
Qualification Code	PUA51012	
Unit Code	Unit Title	Hours
Core		
PUAMAN005B	Manage projects	80
Group A Elective		
PUAFIR602B	Manage the implementation of community safety strategies	80
Group B Elective		
PUAFIR509B	Implement prevention strategies	200
Group C Electives		
PUAMAN001B	Manage the organisation's public safety responsibilities	60
PUAEMR008B	Contribute to an emergency risk management process	50
PUAEMR009B	Facilitate emergency risk assessment	80
PUAFIR504B	Assist with formulation and implementation of plans and policies	45
PUAEMR028	Develop emergency management plans	50
PUAOHS003B	Implement and monitor the organisation's occupational health and safety policies, procedures and programs	30
Group D Electives		
PUACOM003B	Manage information	20
LGACOM502B	Devise and conduct community consultations	40
AHCCCF505A	Contribute to regional planning process	120
Total Hours		855

Occupation / Work Function	A person contributing to emergency planning at a local level for a range of organisations	
Qualification Title	Diploma of Public Safety (Emergency Management)	
Qualification Code	PUA52312	
Unit Code	Unit Title	Hours
Core		
PUACOM007B	Liaise with other organisations	20
PUAEMR008B	Contribute to an emergency risk management process	50
PUAEMR018A	Work in an emergency management context	25
PUAEMR031	Design emergency management exercises	40
PUAMAN001B	Manage the organisation's public safety responsibilities	60
PUAMAN005B	Manage projects	80
Electives		
PUAEMR014A	Deliver recovery services	25
PUAEMR015A	Establish and manage a recovery centre	40
PUAEMR016A	Facilitate community involvement in recovery	25
PUAEMR017A	Manage recovery functions and services	25
Total Hours		390

Occupation / Work Function	Senior Management role in Local Government with overall emergency management responsibilities	
Qualification Title	Advanced Diploma of Public Safety (Emergency Management)	
Qualification Code	PUA60112	
Unit Code	Unit Title	Hours
Core		
PUAEMR009B	Facilitate emergency risk assessment	80
PUAEMR012B	Determine treatment options	50
PUAEMR017A	Manage recovery functions and services	25
PUAEMR030	Manage and evaluate emergency management exercises	40
PUAEMR031	Design emergency management exercises	40
PUAEMR021A	Facilitate emergency planning processes	50
PUAOPE017A	Coordinate resources for a multi-agency incident	50
BSBCON601B	Develop and maintain business continuity plans	60
Electives		
PSPCOM503A	Build and maintain community relationships	50
PSPGOV515A	Develop and use political nous	40
PUACOM008B	Develop and organise public safety awareness programs	40
PUAEMR018A	Work in an emergency management context	25
Total Hours		550

Occupation / Work Function	Manager (Sergeant or above) at the Search and Rescue Squad (Victoria)	
Qualification Title	Advanced Diploma of Public Safety (Search & Rescue - Management)	
Qualification Code	PUA60612	
Unit Code	Unit Title	Hours
Core		
PUAAMS008B	Manage search and rescue operations	90
PUAEMR026	Treat operational risk	25
PUAMAN003B	Manage human resources	70
PUAOPE006B	Control multi-agency emergency situations	80
PUAPOL033B	Manage intelligence information processes	80
PUATEA003B	Lead, manage and develop teams	50
Group B Electives		
PUAMAN001B	Manage the organisation's public safety responsibilities	60
PUAMAN006B	Manage and facilitate change	80
PUAOHS003B	Implement and monitor the organisation's occupational health and safety policies, procedures and programs	30
PUAPOLMG007A	Contribute to policy formulation and revision	80
BSBMGT401A	Show leadership in the workplace	50
PUAOPE016A	Manage a multi-team sector	40
Total Hours		735

Occupation / Work Function	Community Safety Program Manager	
Qualification Title	Advanced Diploma of Public Safety (Community Safety)	
Qualification Code	PUA60712	
Unit Code	Unit Title	Hours
Core		
PUACOM004B	Manage organisational communication strategies	25
PUACOM008B	Develop and organise public safety awareness programs	40
PUAEMR009B	Facilitate emergency risk assessment	80
Group A Electives		
PUACOM007B	Liaise with other organisations	20
PUAEMR012B	Determine treatment options	50
PUAFIR602B	Manage the implementation of community safety strategies	80
PUAFIR509B	Implement prevention strategies	200
Group B Electives		
PUAMAN001B	Manage the organisation's public safety responsibilities	60
PUAMAN003B	Manage human resources	70
PUAMAN005B	Manage projects	80
PUAMAN007B	Manage financial resources	80
PUAMAN008B	Manage physical resources	80
Total Hours		865

Occupation / Work Function	Communications Officer	
Qualification Title	Certificate II in Public Safety (SES)	
Qualification Code	PUA21312	
Unit Code	Unit Title	Hours
Core		
PUACOM001C	Communicate in the workplace	30
PUACOM002B	Provide services to clients	15
PUAOHS001C	Follow defined occupational health and safety policies and procedures	20
PUATEA001B	Work in a team	20
PUATEA004D	Work effectively in a public safety organisation	15
HLTFA211A	Provide basic emergency life support	8
Electives		
PUAEQU001B	Prepare, maintain and test response equipment	20
TLIH2001A	Interpret road maps and navigate pre-determined routes	20
PUAOPE013A	Operate communications systems and equipment	15
PUASES012A	Work as a team member in an emergency operations centre	25
Total Hours		188

Occupation / Work Function	Volunteer in the SES	
Qualification Title	Certificate III in Public Safety (SES Rescue)	
Qualification Code	PUA30412	
Unit Code	Unit Title	Hours
Core		
PUALAW001B	Protect and preserve incident scene	20
PUAOHS002B	Maintain safety at an incident scene	25
PUAOPE013A	Operate communications systems and equipment	15
PUAOPE014A	Navigate to an incident	15
HLTFA311A	Apply first aid	18
Group A Electives		
PUASAR024A	Undertake road crash rescue	20
PUASAR027A	Undertake land search rescue	10
PUASAR032A	Undertake vertical rescue	40
PUASES008A	Undertake storm and water damage operations	30
PUASES009A	Undertake inland floodboat operations	50
PUASES013A	Undertake storm and water damage operations performed at heights	40
PUASES016A	Apply snowcraft skills when performing search operations	50
Total Hours		333

Occupation /	Volunteer in the SES	
Work Function		
Qualification Title	Certificate III in Public Safety (SES Operations)	
Qualification Code	PUA30512	
Unit Code	Unit Title	Hours
Core		
PUACOM003B	Manage information	20
PUACOM007B	Liaise with other organisations	20
PUAMAN002B	Administer work group resources	50
PUAOHS001C	Follow defined occupational health and safety policies and procedures	20
PUAOPE014A	Navigate to an incident	15
PUAOPE015A	Conduct briefings and debriefings	20
PUATEA002B	Work autonomously	30
Electives		
PUASES010A	Plan, activate and maintain a communications network	40
PUAOPE013A	Operate communications systems and equipment	15
PUAOPE012A	Control a Level 1 incident	40
PUAVEH001B	Drive vehicles under operational conditions	80
TAEDEL301A	Provide work skill instruction	40
Total Hours		390

Occupation /	Paid Staff Member in the SES	
Work Function		
Qualification Title	Certificate IV in Public Safety (SES Leadership)	
Qualification Code	PUA40212	
Unit Code	Unit Title	Hours
Core		
PUACOM003B	Manage information	20
PUACOM005B	Foster a positive organisational image in the community	30
PUAMAN002B	Administer work group resources	50
PUAOPE015A	Conduct briefings and debriefings	20
PUATEA003B	Lead, manage and develop teams	50
Electives		
PUACOM013B	Administer a local public safety group	30
PUAAMS007B	Coordinate search and rescue operations	70
PUACOM012B	Liaise with media at a local level	20
PUALAW001B	Protect and preserve incident scene	20
PUALAW002B	Conduct initial investigation at incident scene	30
PUALAW003B	Give evidence in a judicial or quasi-judicial setting	50
PUACOM002B	Provide services to clients	15
Total Hours		405

Occupation /	Paid Staff Member in the SES	
Work Function		
Qualification Title	Diploma of Public Safety (SES Operations Management)	
Qualification Code	PUA50412	
Unit Code	Unit Title	Hours
Core		
PUACOM004B	Manage organisational communication strategies	25
PUACOM007B	Liaise with other organisations	20
PUACOM012B	Liaise with media at a local level	20
PUACOM013B	Administer a local public safety group	30
PUAEMR022	Establish context for emergency risk assessment	50
PUAMAN003B	Manage human resources	70
PUAOHS003B	Implement and monitor the organisation's occupational health and safety policies, procedures and programs	30
PUASES011A	Manage emergency operations	70
Electives		
PUACOM009B	Manage media requirements at major incident	50
PUACOM011B	Develop community awareness networks	30
PUAEMR030	Manage and evaluate emergency management exercises	40
PUALAW002B	Conduct initial investigation at incident scene	30
Total Hours		465

CONTACTS AND LINKS

Industry Skills Council (ISC)		
Government Skills Australia	This ISC is responsible for developing this of PUA12 Public Safety Training Package and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 11, 147 Pirie Street, Adelaide, SA. 5000. Phone: +61 8 8100 7400 Fax: +61 8 8232 7444 Email: info@governmentskills.com.au Web: http://www.governmentskills.com.au
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	www.training.gov.au
Australian Government		
Department of Education, Employment and Workplace Relations (DEEWR)	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications.	http://www.deewr.gov.au
State Government		
Department of Education and Early Childhood Development (DEECD) Higher Education and Skills Group (HESG)	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: www.skills.vic.gov.au Approved Training Schemes: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides
Curriculum Maintenance Manager (CMM)		
Business Industries	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group.	Alan Daniel Address: C/- Chisholm Institute P O Box 64 Dandenong VIC 3175 Phone/fax: 9238 8501 Email: alan.daniel@chisholm.edu.au Web: http://trainingsupport.skills.vic.gov.au
State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	www.vrqa.vic.gov.au Phone: 03 9637 2806

National VET Regulatory Authority		
<p>Australian Skills Quality Authority (ASQA)</p>	<p>ASQA is the national regulator for Australia's VET sector vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p>www.asqa.gov.au</p> <p>Info line: 1300 701 801</p>
WorkSafe		
<p>WorkSafe Victoria</p>	<p>WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.</p>	<p>www.worksafe.vic.gov.au</p> <p>Info line: 1800 136 089</p>

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Nominal Hours	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.