

# LEVEL 1 INCIDENT MANAGEMENT TRAINING COURSE

## Learner Handbook

FutureWest Institute  
Registered Training Organisation (RTO): 41184  
0421 110 573  
0401 679 988  
[www.futurewest.com.au](http://www.futurewest.com.au)

<b>Type</b>	Level 1 Incident Management Training Course		<b>Revision Dates</b>	<b>1<sup>st</sup> Release</b>	<b>Amended</b>
<b>Version</b>	1.1			17/6/2019	
<b>Subject</b>	Level 1 Incident Management Learner Handbook	<b>Location</b>	C:\Users\Thomson\Box Sync\Marketing\Learner Handbooks\Current Versions\Level 1 IM Course Learner Handbook PUAEMR018\Level 1 IM Learner Handbook V4.doc		
This document was current at the time of email/printing.			<b>Last Printed</b> 09/09/2019 08:48		

**Course contact hours: 16 hrs of training and assessment**

<b>Type</b>	Level 1 Incident Management Training Course		<b>Revision Dates</b>	<b>1<sup>st</sup> Release</b>	<b>Amended</b>
<b>Version</b>	1.1			17/6/2019	
<b>Subject</b>	Level 1 Incident Management Learner Handbook	<b>Location</b>	C:\Users\Thomson\Box Sync\Marketing\Learner Handbooks\Current Versions\Level 1 IM Course Learner Handbook PUAEMR018\Level 1 IM Learner Handbook V4.doc		
This document was current at the time of email/printing.			<b>Last Printed</b> 09/09/2019 08:48		

## CONTENTS

1. Course Information .....	4
Introduction .....	4
What is the goal of this training? .....	4
Unit application.....	4
How will this course be taught? .....	5
Who is this course intended for? .....	5
What will I learn at the end of this course? .....	5
What are the pre-requisites for this course? .....	5
What is the duration of this course? .....	6
What materials will I need for this course?.....	6
How will I be assessed?.....	6
What are the future pathways after completing these units? .....	6
2. Student Information .....	7
Contact details .....	7
Different types of courses .....	7
Language, literacy and numeracy.....	8
Assessments.....	8
Complaints and grievances.....	9
Access and equity .....	10
Occupational health and safety.....	10
Anti-discrimination .....	10
Privacy and confidentiality .....	11
Mutual recognition .....	11
Recognition of prior learning.....	11
Medical/disability Issues.....	12
Access to student records.....	12
Contact.....	12
3. Level 1 Incident Management Course Structure.....	13
4. Course Unit Information .....	14
5. Course Schedule.....	14
DAY 1.....	14

---

DAY 2.....	15
6. Assessment Description.....	15
1. Written Assignment (workplace and case-study) .....	16
2. Observation Assessment .....	16
7. Assessment Guide.....	19
Purpose of this Guide .....	19
Assessment Process .....	19
Principles of Assessment .....	19
Assessor Qualifications .....	20
Role of the Student.....	21

---

## 1. Course Information

### Introduction

Welcome to the Level 1 Incident Management Course. This course comprises one unit of competency:

- PUAEMR018 Work in an emergency management context

This document includes information about the content of the course and assessment process. This document has information that relates to not only the course you might be undertaking, but also areas such as details of the assessment process you may engage in, the processes that you may be part of, and how we can make your interaction with FutureWest Institute more enjoyable. This document is exhaustive, but it is also intended to represent a living document that will grow and expand over time. FutureWest Institute is wholly responsible for the quality of training and assessment in compliance with *Standards for RTOs 2015*. We do not engage third parties for any aspects of training and assessment. If there is anything that you feel is incorrect in this document, or that you wish to discuss, please contact James THOMSON ([james@futurewest.com.au](mailto:james@futurewest.com.au)) or Ming THOMSON ([ming@futurewest.com.au](mailto:ming@futurewest.com.au)) and they will be able to help with any questions, concerns or queries.

### What is the goal of this training?

The goal of this training is to provide students with the knowledge and skills required to apply emergency management concepts and principles, and jurisdictional emergency management arrangements to organisational policies, procedures, planning and decision making.

The underpinning knowledge and concepts of Incident Management will be focused on throughout the course, including AIIMS and ICCS+. Participants, who require the knowledge and skills to apply Incident Management in an operational context and to undertake roles within an Incident Management Team will require further training in a relevant role-based course based on the competencies within the Public Safety Training Package, for example, PUAOPE018 Control a level 2 incident.

### Unit application

#### PUAEMR018 Work in an emergency management context

This unit applies to personnel who are undertaking or are preparing to work in an emergency management role within their organisation and/or local community and

requires broad knowledge of emergency management frameworks within differing jurisdictions.

### **How will this course be taught?**

The Level 1 Incident Management Course is designed for *facilitator led* training in a *workshop* situation. Learners are encouraged to take an active part in their learning through participating in the many activities and case studies included in the training. Participants who successfully complete this course will be eligible to receive a Statement of Attainment listing the unit-:

PUAEMR018 Work in an emergency management context

### **Who is this course intended for?**

The Level 1 Incident Management course has been developed for personnel who may be required to:

- perform a role within Emergency Management and
- be informed of Incident Management underpinning principles and concepts.

### **What will I learn at the end of this course?**

When this training and assessments have been completed, participants will be able to:

- Confirm organisational emergency management requirements,
- Contribute to stakeholder awareness of emergency management, and
- Support organisational/ community emergency planning and decision making.

Please refer to an outline of the Unit description within the *Assessment* section of this document. Please contact James Thomson at [james@futurewest.com.au](mailto:james@futurewest.com.au) or mobile 0421 110 573 if you require further information.

### **What are the pre-requisites for this course?**

This course is intensive and you will be asked to complete a brief pre-entry assessment to determine your suitability to complete this training course. It is important that learners wishing to complete this course are mature aged students who have emergency management responsibilities within their workplace or volunteer role. Additionally, learners also need to be mature aged students who have completed secondary schooling and/or completed other qualifications.

---

### **What is the duration of this course?**

The estimated duration of this course is 16 hours or 2 working days. Please note there are post-course assessments that will require completion and submission for assessment of competency.

### **What materials will I need for this course?**

For this training, you will need:

- Learning Manual
- Activity Workbook containing materials required by participants who attend this training

Both will be provided to you on the first day of the course. You will also need access to a laptop.

### **How will I be assessed?**

The assessments have been developed with the recognition that participants do not have the time to complete extensive post course assessments. Some of the assessments are conducted in-class. The written assessment is based on the participant's workplace and the observation assessment is conducted in-class. You will also need access to relevant and appropriate materials, and equipment (such as a computer). For example, you will require access to your selected organisation's (workplace or volunteer organisation) emergency plan and policy/procedures.

Each component of the assessment strategy provides the assessor with a particular perspective on your achievement of the learning outcomes of this training program. FutureWest will complete student assessments within 21 business days of receiving them. Students have up to 12 months, from the completed date of the course, to submit all assessments required for assessing course competency. Students will be provided a reminder email 9 months post course advising them of the due date for their assessment. FutureWest will consider extensions for extenuating circumstances. Where assessments are submitted beyond the 12 months post training course date without extenuating circumstances, a fee of \$250 per assessment extension will apply, for up to 3 months only.

### **What are the future pathways after completing these units?**

This unit can be used as an elective unit of the PUA60119 Advanced Diploma of Public Safety (Emergency Management) course.

---

## 2. Student Information

### Contact details

FutureWest Institute's contact details are:

<b>RTO Name</b>	FutureWest Institute
<b>ABN</b>	56 532 541 613
<b>ACN</b>	601 712 065
<b>Postal Address</b>	PO BOX 176 FLOREAT WA 6014
<b>Web Address/URL</b>	<a href="http://www.futurewest.com.au">www.futurewest.com.au</a>
<b>Contact Persons:</b>	James THOMSON Director – Training & Development <a href="mailto:james@futurewest.com.au">james@futurewest.com.au</a> 0421 110 573
	Ming THOMSON Director – Business Development <a href="mailto:ming@futurewest.com.au">ming@futurewest.com.au</a> 0401 679 988

### Different types of courses

FutureWest Institute offers courses that fall in to two further categories. Accredited and Non-Accredited. The differences are:

#### *Accredited Courses*

- Lead to a nationally recognised qualification
- Are delivered under the VET (vocational Education and Training) principles
- Have an assessment of some form that requires you to complete a project after the conclusion of the course

#### *Non-Accredited Courses*

- Do not lead to a qualification outcome
- Do not have an assessment to complete after the conclusion of the course



If you are unsure whether your course is accredited, there are a number of ways to tell:

- If your course is accredited, this will be accompanied by a Nationally Recognised Training logo (as above)
- The FutureWest Institute website will state that the course you are attending is accredited
- The Information Brochure will state whether the course you are attending is accredited
- You will usually only receive this document if you are undertaking an Accredited course.
- On Accredited courses, you will receive the assessment, or be given very clear directions about it, at the very start of the course.

If you have any further questions, please don't hesitate to ask and we will be able to find an answer for you immediately.

### **Language, literacy and numeracy**

FutureWest Institute endeavours to support all suitable students to complete this course.

Most courses delivered by FutureWest Institute are based upon a foundation of sound reading and writing skills. For many reason, course participants sometimes worry that they may not have that foundation of reading and writing skills, and they worry about whether they can complete the course. We would like to assure you that we have many techniques and tools we can use to ensure that you will be able to complete the course no matter what your skill levels. Please advise prior to course enrolment if you require additional learning supports or requirements so we are able to assess and accommodate your needs.

### **Assessments**

For training courses consisting of accredited units, you will be required to complete assessments for each unit of competency you are undertaking. Attached to this document are details of the assessment procedure for the course you are undertaking. When you complete the assessments you will be informed as to whether you were assessed as Competent or Not-Yet Competent. If you were assessed as Competent, you have met all requirements of the Assessment and will be awarded that unit of competency. If by chance your assessment is Not-Yet-Competent, there are some important points to note:

- You can repeat the assessment. Many people taking assessments use a number of attempts at the assessment to become comfortable with assessments and to feel used to the way assessments are run. There is no additional charge for repeating

assessments, and we look forward to helping you in any way we can to meet the assessment requirements. Please note, however, you can only submit your assessment up to 3 times per unit of competency. After this time, a \$250 re-assessment fee will be charged.

- The assessment decision is appealable. It is possible that you may feel your assessment was not conducted rigorously, or there was an issue that may make you feel that a different assessment decision should have been made. If that is the case, please use the appeals mechanism we have in place to have the decision examined (please refer to the Policy on Complaints and Appeals). The person to contact regarding an assessment decision is:

James Thomson  
[james@futurewest.com.au](mailto:james@futurewest.com.au)  
0421 110 573

Every assessment you successfully complete will be recorded on your final certificate and statement of attainment. Upon successful completion of your statement of attainment, you will be issued with a certificate that details the competencies completed.

Each component of the assessment strategy provides the assessor with a particular perspective on your achievement of the learning outcomes of this training program. FutureWest Institute will complete student assessments within 21 business days of receiving them. Students have up to 12 months, from the completed date of the course, to submit all assessments required for assessing course competency. Students will be provided a reminder email 9 months post course advising them of the due date for their assessment. FutureWest Institute will consider extensions for extenuating circumstances.

### **Complaints and grievances**

FutureWest Institute hopes that your time with us is enjoyable and beneficial. If you do have a complaint though, please let us know and we will do everything we can to resolve the issues (please also refer to the Policy on Complaints and Appeals on [www.futurewest.com.au](http://www.futurewest.com.au)). Complaints can be made in a number of ways:

- Verbal complains can be made to your trainer, or any staff member at FutureWest Institute. All contact details are contained at the start of this document.
- Written complains can also be made to any staff member at FutureWest Institute. All contact details are contained at the start of this document.
- Confidential complaints can be made to James THOMSON [james@futurewest.com.au](mailto:james@futurewest.com.au) or phone 0421 110 573.

---

Please note that complaints do not have to be in writing, but if you do wish to put them into writing, any written format is fine, you do not have to use a special form. If you make a complaint a member of staff will contact you within 48 hours to address it. You also have the option of contacting National Training Complaints Hotline on 13 38 73 and the national regulator Australian Skills Quality Authority (ASQA) on their website [www.asqa.gov.au](http://www.asqa.gov.au) .

In the unlikely event FutureWest Institute as an RTO closes or ceases to deliver any part of the training product that you are enrolled in, we will endeavour to identify suitable alternative RTOs to transfer your training across so you can continue the completion of your training course.

## Access and equity

FutureWest Institute aims to provide students with the opportunity to study, learn and develop skills in a safe and supportive educational and social environment. As a student you will have rights and responsibilities. You can have timely access to:

- training, assessment and support services that meet your individual needs, and
- current and accurate records of your participation and progress.

## Occupational health and safety

All of our courses include information on occupational health and safety relevant to your training. If you have any questions about safety please ask any member of FutureWest Institute staff and they will be happy to help. We have first-aid kits available if needed.

## Anti-discrimination

In many circumstances, including employment, it is against the law to discriminate against people on the grounds of:

- sex (including sexual harassment or pregnancy);
- race (including colour, ethnicity, ethno-religious identity, national identity or background);
- marital status;
- carers' responsibilities;
- homosexuality (male or female, actual or presumed);
- age;
- disability; or
- transgender.

It is against the law to incite vilification on the grounds of race, HIV/AIDS, transgender or homosexuality. If you feel any form of discrimination has occurred please speak to

---

any member of FutureWest Institute and we will resolve the issue immediately in a way you are comfortable with. If the issue is not resolved you can also seek advice from the Equal Opportunity Commission of Western Australia on (08) 9216 3900 or 1800 198 149 for country callers. Emails can be sent to [eoc@eoc.wa.gov.au](mailto:eoc@eoc.wa.gov.au)

### **Privacy and confidentiality**

As a student we would like to assure you that the personal information you, or anyone else, provide is protected under the Privacy and Personal Information Protection Act 1998. As a Registered Training Organisation, FutureWest Institute is also required to collect data (refer to Student Enrolment Form on your training course) under the Data Provision Requirements 2012 made under the National Vocational Education and Training Regulator Act 2011.

Whenever we collect information about you, the purpose of collecting personal information, who receives this information and where it is held will be explained and made clear to you. We will also ensure your ongoing rights to access this information about yourself and make corrections. We will also protect your personal and private information and not disclose it without your knowledge and approval. Information we ask you to provide will only be that necessary for the purposes of your course, learning and study records. The study records that we retain will be limited to contact details for you, and the details of courses and assessments you undertook while with us, and the results of those assessments, including qualification or competency outcomes.

Please note on occasions during some in-class training courses that photos may be taken and used by FutureWest Institute for their website/Facebook/LinkedIn marketing page and should you wish to not be included, please contact us on [ming@futurewest.com.au](mailto:ming@futurewest.com.au)

### **Mutual recognition**

Under the policy of mutual recognition if you have any previous qualification we will happily work with you to provide you with recognition of those qualifications.

### **Recognition of prior learning**

If you have skills that you believe meet the requirements of the assessments for a unit of competency, or even multiple units, we would enjoy working with you to determine which units you can gain through that Recognition of Prior Learning Process. The process usually involves an interview with a trainer and assessor from FutureWest Institute, and then the examination of evidence against the requirements of the units of competency and qualification. You will be provided a RPL kit that must be completed. Please approach any member of FutureWest Institute to start the RPL Process.

---

### **Medical/disability Issues**

If you have any medical or disability issues that you feel the course facilitators should be aware of, please ensure you advise FutureWest Institute as soon as possible. This will enable us to more properly cater for your special needs.

### **Access to student records**

If you have completed a prior course with FutureWest Institute or once you have completed this course you can access your records by contacting Ming Thomson on 0401 679 988 or email [ming@futurewest.com.au](mailto:ming@futurewest.com.au)

### **Contact**

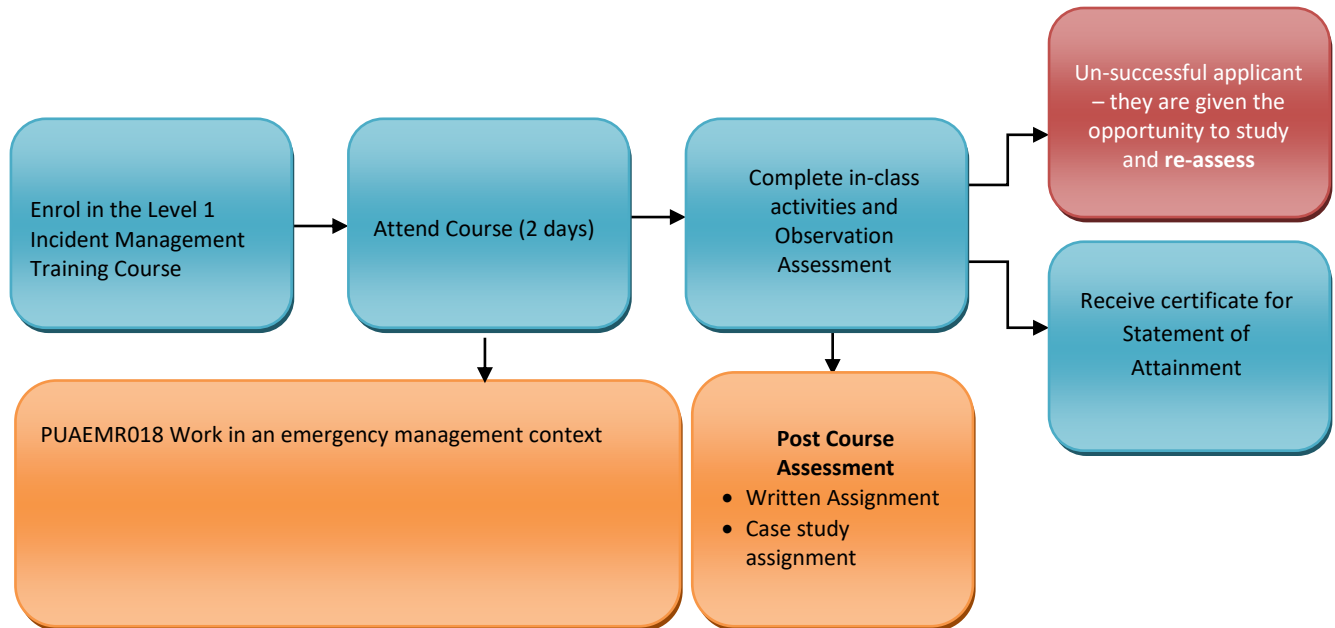
If there is anything that may prevent you from progressing through the course, for example, numeracy and literacy level, disability or learning difficulties etc, please contact us and we will make every effort to assist you.

I sincerely hope that you will enjoy participating in this course and wish you every success. If you have any questions please do not hesitate to contact:

FutureWest Institute  
James Thomson  
Director – Training & Development  
0421 110 573  
[james@futurewest.com.au](mailto:james@futurewest.com.au)

### 3. Level 1 Incident Management Course Structure

The Level 1 Incident Management Course structure is demonstrated in the figure above which details the requirements for course completion for students.



## 4. Course Unit Information

<b>Level 1 Incident Management Course Unit</b>
<p><b>PUAEMR018 Work in an emergency management context</b></p> <p><b>Application of the Unit</b> This unit of competency involves the skills and knowledge required to apply emergency management concepts and principles, jurisdictional emergency management arrangements, organisational policies, procedures and planning to decision making. It includes confirming organisational emergency management requirements, contributing to stakeholder awareness of emergency management as well as supporting organisational and community emergency planning and decision making.</p> <p>The unit applies to personnel who are undertaking or are preparing to work in an emergency management role within their organisation and/or local community and requires broad knowledge of emergency management frameworks within differing jurisdictions.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>

## 5. Course Schedule

### DAY 1

Session	Session Title	Duration
	Getting Started	20 mins
1	Introduction to Emergency Management	1 hr 30mins
2	AIIMS Principles and Underpinning Concepts	1 hr 30mins
	<b>MORNING TEA</b>	<b>15 mins</b>
3	Incident Classification, Model Managing an Incident, Building an Incident Management Structure	25 mins
4	Incident Action Planning, Information Flow, Objectives Strategies & Tasks, Safety Guidelines	30 mins
	<b>LUNCH</b>	40 mins
	Incident Action Planning, Information Flow, Objectives Strategies and Tasks, Safety Guidelines	30 mins
5	Incident Control Function	1 hr 20mins
6	Planning Function	1hr
	END OF DAY ONE	

## DAY 2

Session	Session Title	Duration
	Review of Day 1	45 mins
7	Public Information	30 mins
8	Operations Function	45 mins
9	Logistics Function	1 hr
	<b>MORNING TEA</b>	<b>15 mins</b>
	Exercise (Observation Assessment)	1 hrs 30 mins
	<b>LUNCH</b>	<b>45 mins</b>
	Exercise (Observation Assessment) Continued	1 hr 30 mins
	Debrief students	30 mins
	Critique / Survey Explain Level 1 IM Post course Written Assessment Review & Closing	30 mins
	END OF COURSE	

## 6. Assessment Description

The suggested assessment strategy for this course will require you to complete two assessment activities. These are:-

1. Written Assessment
2. Observation Assignment

Each component of the assessment strategy provides the assessor with a particular perspective on your achievement of the learning outcomes of this training program. FutureWest Institute will complete student assessments within 21 business days of receiving them. Students have up to 12 months, from the completed date of the course, to submit all assessments required for assessing course competency. Students will be provided a reminder email 9 months post course advising them of the due date for their assessment. FutureWest Institute will consider extensions for extenuating circumstances.

Each student has up to 3 attempts at completing each assessment. Additional support after each attempt will be provided. This additional support may include, but not limited to email support, phone discussion with the facilitator or FutureWest Institute Director, or further training.



---

## 1. Written Assignment (workplace and case-study)

The purpose of the written workplace assignment and the case-study (both post-course) is to provide you with the opportunity to demonstrate the depth of your understanding of the course content by applying the principles and concepts covered in the training.

To ensure fairness in the assessment process and to assist in the administration of the assessment, a date will be set as a deadline for the submission of completed assignments. Any extension of the deadline will require the submission of a formal request explaining the reasons for the request for extension and should be negotiated between yourself and the assessor.

In preparing the written assignment, learners are informed that the assessor will consider the following when assessing assignments:-

- **Completion of Tasks:** How well has the student covered the tasks or points required in the assignment?
- **Application of Concepts and Principles:** How well have the student understood and applied Incident Management concepts and principles in your analysis of issues?
- **Structure and Organisation:** How well has the student organised and presented information and ideas? Is there a logical sequence to the content? Are ideas easy to follow?
- **Language:** Is the students' language clear, logical and straightforward? Is Incident Management terminology used appropriately?

## 2. Observation Assessment

The class must be split into groups consisting of between 4 to 5 participants depending on the size of the class.

This Observation Assessment (IMT) assesses the individual in the performance criteria knowledge and skills relating to the unit.

The Observation Assessment will follow the traditional format of an Emergency Management Desk-top Exercise. The Assessment phases and the tasks provided to the participants are focused on providing the individuals the opportunity to satisfactorily perform the criteria displayed within the answer sheets. These assessment tasks are linked to criteria, knowledge, skills and critical aspects of the unit.

During the Assessment the participants will be assessed both as a team member and an individual. Students will be required to record their answers on note paper provided.

---

The Assessment will run be conducted for 3 hours.

Each team will be observed by an assessor. The assessors will follow their team throughout the Assessment using the Answer Sheet Templates to record the performance of their participants.

**Participants must receive a minimum 100% mark to pass the assessment. This assessment is open-book.**

# **LEVEL 1 INCIDENT MANAGEMENT COURSE**

## **Assessment – Learners Resource**

---

## 7. Assessment Guide

### Purpose of this Guide

The purpose of the Assessment Guide is to provide you with information on the strategies which will be used to assess your achievement of the learning outcomes of the Level 1 Incident Management course. The suggested strategies are designed to assist the assessor in collecting evidence and to:-

- Give you feedback on the level of your understanding of the principles of Incident Management and the corresponding IMT roles.
- Assist you to identify development needs, if required, and
- Provide feedback to the assessor regarding the assessment process and the assessment tools used

Each student has up to 3 attempts at completing each assessment. Additional support after each attempt will be provided. This additional support may include, but not limited to email support, phone discussion with the facilitator or FutureWest Director Training & Development, or further training.

### Assessment Process

The process of collecting evidence and making judgements on whether a competency or learning outcomes have been achieved must adhere to the principles and quality standards specified under the Australian Qualifications Framework (AQF).

### Principles of Assessment

Assessment for the Level 1 Incident Management Course must be consistent with *Clauses 1.8-1.12* of the *Standards for Registered Training Organisations 2015*, which refer to the principles of assessment being 'assessment processes shall be valid, reliable, flexible and fair' as well as the rules of evidence. These principles must be applied in the development of assessment tools and in the conduct of assessment for this course as follows:-

- |                   |  |
|-------------------|--|
| <b>Valid -</b>    | The assessment tool actually assesses what it claims to assess and what it has been designed to assess |
| <b>Reliable -</b> | The assessment process can reliably and consistently be reproduced                                     |
| <b>Flexible -</b> | Assessors are capable of taking a flexible approach to the gathering and assessment of evidence        |

**Fair -** Process and procedures are in place to assist in making the assessment process equitable and inclusive

### Rules of Evidence

- Validity** The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
- Sufficiency** The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
- Authenticity** The assessor is assured that the evidence presented for assessment is the learner's own work.
- Currency** The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Quality assessment processes should also include:-

- Active involvement of participants in the assessment process
- Specific targeting of the evidence that participants are required to demonstrate or provide
- Defined procedures for how assessment decisions are made
- Constructive advice and feedback to participants of the outcomes of assessment

### Assessor Qualifications

The following trainer requirements have been prescribed in the Standards for Registered Training Organisations 2015 under Clause 1.13:

In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have:

- a. vocational competencies at least to the level being delivered or assessed,
- b. current industry skills directly relevant to the training/assessment being provided, and

- 
- c. current knowledge and skills in vocational training and learning that informs their training and assessment.

Industry experts may also be involved in the assessment judgement, working alongside the trainers and/or assessor to conduct the assessment.

## **Role of the Student**

Students are encouraged to:-

- Attend all sessions in the Level 1 Incident Management Course (unless a RPL submission has been accepted)
- Lead or participate actively in group discussions and presentations during the training
- Record appropriate notes and answers to questions in the Activity Workbook
- Complete all assessment tasks and submit them by the deadlines prescribed
- Provide feedback to the facilitators and course organisers to help improve the design and delivery of the Level 1 Incident Management Course.