

# PUA60119 ADVANCED DIPLOMA OF PUBLIC SAFETY (EMERGENCY MANAGEMENT) RPL UPGRADE ONLY

## COURSE OVERVIEW

The PUA60119 Advanced Diploma of Public Safety (Emergency Management) is a **new qualification** that has superseded the previous PUA60112 Advanced Diploma of Public Safety (Emergency Management) as of 15 July 2019. This new qualification is designed for emergency service personnel undertaking senior emergency management responsibilities at an organisational level. This will include the management of community programs, stakeholder engagement and the negotiation of interagency memorandums of understanding. This course will focus on the core aspects of:

- facilitating an emergency risk assessment
- facilitating emergency planning processes
- determining treatment options
- managing and delivering recovery functions and services
- designing, managing and evaluating emergency management exercises
- knowledge of emergency management frameworks and arrangements
- coordinating resources for a multi-agency incident
- developing and maintaining business continuity plans
- managing media requirements at major incident, and
- contribute to developing an emergency risk assessment and treatment plan for a community.

## UNITS OF COMPETENCY

The PUA60119 Advanced Diploma of Public Safety (Emergency Management) qualification comprises of the following 8 core and 4 elective units:

### Core Units

PUAEMR009	Facilitate emergency risk assessment
PUAEMR008	Contribute to an emergency risk management process
PUAEMR012	Determine treatment options
PUAEMR017	Manage recovery functions and services
PUAEMR011	Manage and evaluate emergency management exercises
PUAEMR013	Design emergency management exercises
PUAEMR021	Facilitate emergency planning processes
PUAOPE017	Coordinate resources for a multi-agency incident

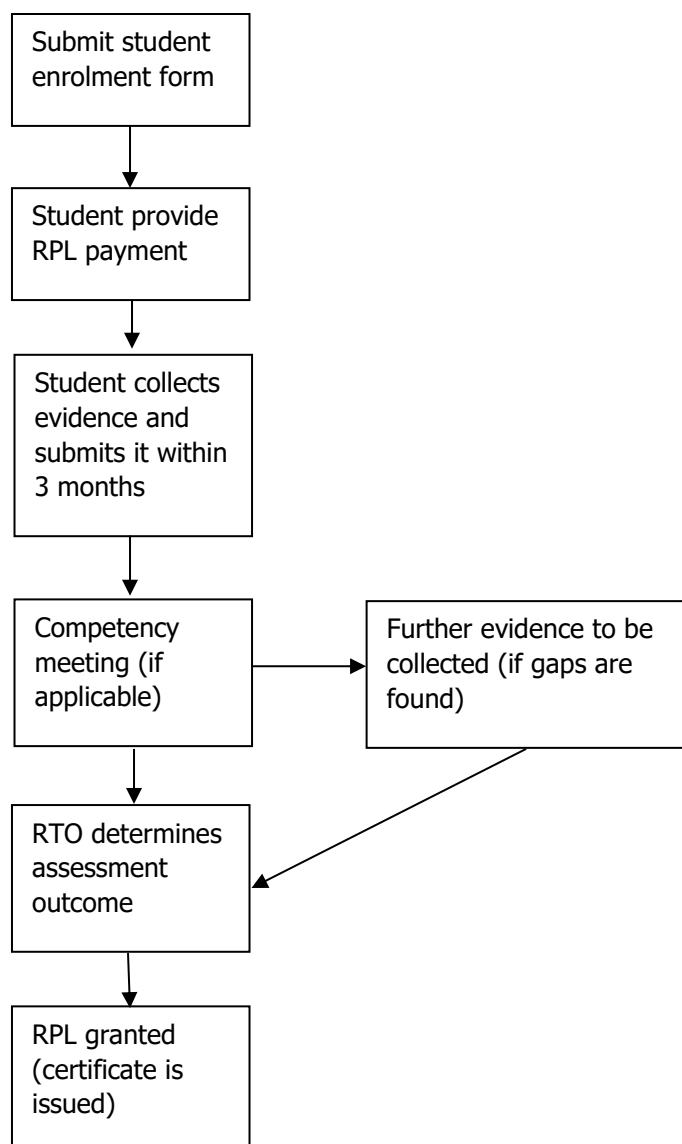
### Elective Units

PUAEMR014	Deliver recovery services
PUAEMR018	Work in an emergency management context
PUACOM009	Manage media requirements at major incident
BSBCON601	Develop and maintain business continuity plans

## WHAT IS RPL?

Recognition of Prior Learning (RPL) is the formal acknowledgment of competencies that may be held as a result of formal or informal training, work experience, previous study and/or life skills. The new PUA60119 Advanced Diploma of Public Safety (Emergency Management) is the most current qualification as of 15 July 2019 which has superseded the previous PUA60112 Advanced Diploma of Public Safety (Emergency Management). This new qualification is **not equivalent** to the old PUA60112 qualification.

In order to demonstrate the competence held for the new units in the qualification, FutureWest Institute will need to collect forms of evidence from the learner in the application for RPL. Once you have submitted your evidence, the assessor will review all your submitted work and make a determination of whether RPL can be granted to you. It is important that your portfolio contains relevant pieces of evidence. Please refer to the RPL Instructions Kit for more information.



## ENTRY REQUIREMENTS

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. In order to qualify for this RPL upgrade process, you must already hold a PUA60112 Advanced Diploma of Public Safety (Emergency Management) qualification through either FutureWest Institute or EIMS (Emergency and Incident Management Services). Therefore, you must already hold the following superseded units from PUA60112 Advanced Diploma of Public Safety (Emergency Management) as follows:

### Core Units

PUAEMR009B	Facilitate emergency risk assessment
PUAEMR012B	Determine treatment options
PUAEMR017A	Manage recovery functions and services
PUAEMR030	Manage and evaluate emergency management exercises
PUAEMR031	Design emergency management exercises
PUAEMR021A	Facilitate emergency planning processes
PUAOPE017A	Coordinate resources for a multi-agency incident
BSBCON601B	Develop and maintain business continuity plans

### Elective Units

PUAEMR014A	Deliver recovery services
PUAEMR018A	Work in an emergency management context
PUACOM009B	Manage media requirements at major incident
PUACOM007B	Liaise with other organisations

Due to training package pre-requisite rules, the student must be deemed competent in the units PUAEMR008 Contribute to an emergency risk management process and PUAEMR009 Facilitate emergency risk assessment prior to determination of competency in the unit PUAEMR012 Determine treatment options.

Participants who have successfully completed this course will receive a qualification and testamur listing the successful completion of the units within the Public Safety Training Package. Please note if you are wanting to use this qualification within the fire-specific sector, you may need to hold relevant pre-requisite units as stated in the Public Safety Training Package prior to enrolling in the course.



## EVIDENCE REQUIREMENTS

For each unit of competency, you should provide evidence as follows:

### **BSBCON601 Develop and maintain business continuity plans**

Evidence that you have:

- Conducted risk and vulnerability assessments
- Developed and reported on business impact assessments
- Developed, implemented and reported on risk treatments
- Determined interdependencies and developed response strategies
- Established a business continuity plan
- Established a communication plan within the organisation's planning framework
- Delivered business continuity professional development activities

### **PUACOM009 Manage media requirements at major incident**

Evidence that you have:

- Assessed the scene and organisation requirements
- Developed a media strategy
- Provided information to the media
- Promoted the organisation via the media

### **PUAEMR008 Contribute to an emergency risk management process**

Evidence that you have:

- Clarified the community context (eg identifying known risks, relevant policies and procedures etc)
- Applied emergency risk management methodology
- Developed risk statements and treatment options
- Promoted emergency risk management ownership
- Worked cooperatively with stakeholders

### **PUAEMR009 Facilitate emergency risk assessment**

Evidence that you have:

- Identified, defined and engaged the community
- Established the context and risk criteria
- Identified and analysed risks
- Evaluated risks
- Promoted ongoing commitment to process and outcomes
- Monitored and reviewed the process and outcomes

<b>PUAEMR011 Manage and evaluate emergency management exercises</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Prepared an exercise</li><li>• Managed exercise activities</li><li>• Evaluated outcomes against exercise objectives</li></ul>
<b>PUAEMR012 Determine treatment options</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Established project and working group</li><li>• Confirmed risks to be considered</li><li>• Identified treatment options</li><li>• Evaluated treatment options</li><li>• Recommended treatment options for each risk</li><li>• Promoted commitment and ownership of processes and outcomes</li><li>• Monitored and reviewed processes</li></ul>
<b>PUAEMR013 Design emergency management exercises</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Determined exercise purpose</li><li>• Designed and planned exercise activities</li><li>• Assessed exercise risks</li><li>• Planned resource allocation</li></ul>
<b>PUAEMR014 Deliver recovery services</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Clarified service delivery requirements</li><li>• Developed an action plan for service delivery</li><li>• Delivered recovery services</li></ul>
<b>PUAEMR017 Manage recovery functions and services</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Obtained, analysed and share information on impact of emergency</li><li>• Planned the delivery of recovery functions and services</li><li>• Coordinated delivery of recovery functions and services</li><li>• Evaluated the delivery of recovery functions and services</li></ul>
<b>PUAEMR018 Work in an emergency management context</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Confirmed organisational emergency management requirements</li><li>• Contributed to stakeholder awareness of emergency management</li><li>• Supported organisational and community emergency planning and decision making</li></ul>
<b>PUAEMR021 Facilitate emergency planning processes</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Established the emergency planning context and framework</li><li>• Developed agreed planning processes and methodology</li><li>• Undertook research and analysis for facility emergency response planning</li><li>• Developed and refined emergency management planning outcomes</li><li>• Documented an emergency plan</li><li>• Validated the plan</li></ul>
<b>PUAOPE017 Coordinate resources for a multi-agency incident</b>
Evidence that you have: <ul style="list-style-type: none"><li>• Commenced coordination of resources</li><li>• Established and maintained coordination network</li><li>• Managed resource requirements for the incident</li></ul>

- Concluded coordination activities
- Reviewed coordination

As a minimum, you should be able to include the following in your portfolio, relevant to the criteria of the unit:

Type of evidence	Example
At least 5 pieces of relevant evidence from CATEGORY A <u>per unit of competency</u>	<p>CATEGORY A</p> <ul style="list-style-type: none"> <li>• Workplace documents that the learner has developed themselves (eg Incident Action plans, relief/recovery plans, risk management plans, emergency management plans etc)</li> <li>• Own samples of work, project, workplace records, plans, reports and forms, policies and procedures</li> <li>• Meeting minutes showing your involvement/contribution</li> <li>• Photographs, audio or video capture of the learner at work</li> <li>• Emails and letters you have written</li> <li>• Other tertiary qualifications</li> <li>• Other vocational education training (VET) courses</li> <li>• Volunteer work or other forms of paid work</li> <li>• Licenses/tickets</li> <li>• Workplace or industry or volunteer work awards, prizes, certificates</li> <li>• Professional or trade memberships</li> <li>• Workshops, seminars, industry meetings</li> <li>• Published journal articles</li> </ul>
At least 3 pieces of relevant evidence from CATEGORY B, including a third party report as mandatory.	<p>CATEGORY B</p> <ul style="list-style-type: none"> <li>• Resume</li> <li>• Job description form</li> <li>• Performance appraisals/reviews</li> <li>• Third party reports from supervisors/ peers / previous employers (please ask FutureWest Institute for a template)</li> <li>• Written referee report</li> <li>• Testimonials or feedback surveys</li> </ul>

You may find in your collection of evidence that the same piece of evidence can be used in more than one unit of competency. This is acceptable as long as the evidence relates directly to the units of competency. Note for Category B evidence, you only need to submit minimum of 3 pieces of evidence (including the third party report) for the entire qualification overall (not for each of the units). You can also refer to the relevant unit outlines available on [www.training.gov.au](http://www.training.gov.au) for more information about each unit.

Should you have any questions about your process of evidence collection please contact us and we would be happy to help.

### RPL ASSESSMENT

The RPL process will be facilitated by an experienced and knowledgeable instructor with industry relevance and skills. You will have up to 3 months to submit your portfolio of evidence from the time of enrolment/payment. Once you submit your evidence, please allow up to 30 business days for your evidence to be assessed.

FUTUREWEST INSTITUTE  
RTO NUMBER: 41184

### LEARNING NEEDS AND REQUIREMENTS

FutureWest Institute endeavours to support all suitable students to complete this RPL process. Please advise prior to course enrolment if you require additional learning supports or requirements so we are able to assess and accommodate your needs.

### CONTACT US

Please contact us if you would like further information about this qualification:

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