

LEVEL 2 INCIDENT MANAGEMENT COURSE

RPL UPGRADE ONLY

PUAOPE018 Control a Level 2 Incident
PUAOPE022 Manage logistics for a Complex Incident
PUAOPE023 Manage operations for a Level 2 Incident
PUAOPE025 Manage planning for a Complex Incident

COURSE OVERVIEW

The Level 2 Incident Management course comprises four nationally recognised units of competency designed to provide the knowledge and skills applicable to Incident Management in an operational context.

This course encompasses four units within the Public Safety Training Package. It consists of the competencies required to control a multi-team response to an incident and perform the roles of an Incident Controller, Planning Officer, Logistics Officers and Operations Officer at a Level 2 Incident.

The course has been developed for personnel required to:

- perform a role within an Incident Management Team or assist in a support capacity; or
- be informed of the Incident Management Team's underpinning principles and processes.

This is a nationally recognised unit and is not fire-specific.

UNITS FOR RPL

This course comprises four units of competency:

- PUAOPE018 Control a Level 2 Incident
- PUAOPE022 Manage logistics for a Complex Incident
- PUAOPE023 Manage operations for a Level 2 Incident
- PUAOPE025 Manage planning for a Complex Incident



WHAT IS RPL?

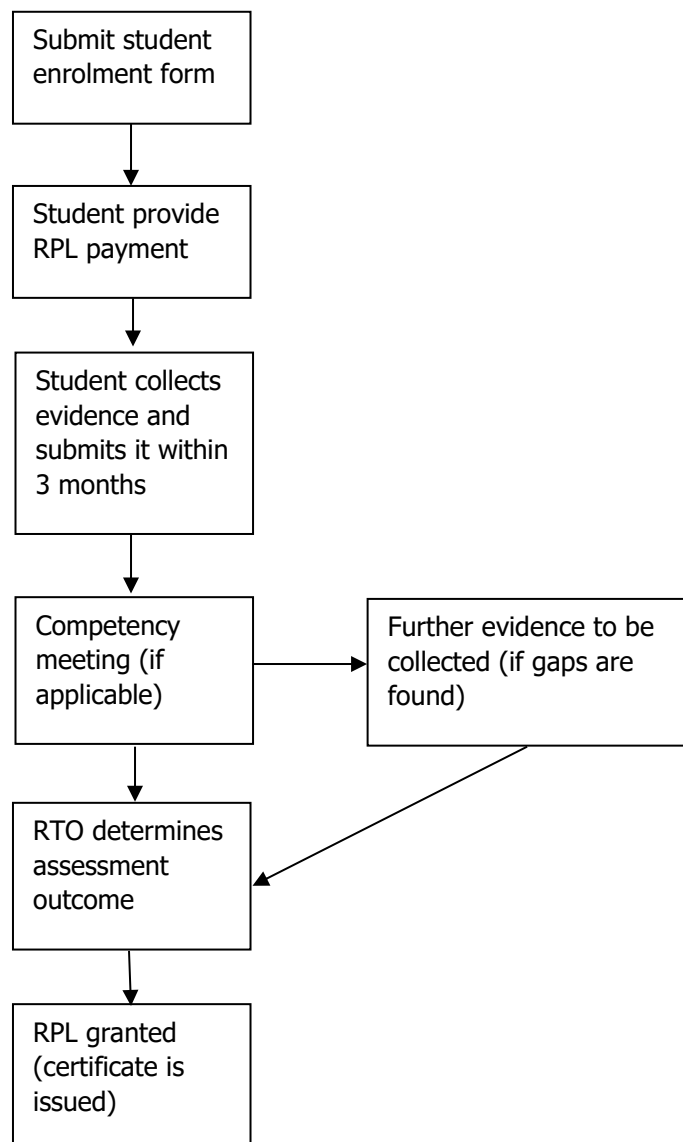
Recognition of Prior Learning (RPL) is the formal acknowledgment of competencies that may be held as a result of formal or informal training, work experience, previous study and/or life skills. The previous units of:

- PUAOPE018A Control a Level 2 Incident
- PUAOPE022A Manage logistics for a Level 2 Incident
- PUAOPE023A Manage operations for a Level 2 Incident
- PUAOPE025A Manage planning for a Level 2 Incident

have all been superseded by these new units:

- PUAOPE018 Control a Level 2 Incident
- PUAOPE022 Manage logistics for a Complex Incident
- PUAOPE023 Manage operations for a Level 2 Incident
- PUAOPE025 Manage planning for a Complex Incident

In order to demonstrate the competence held for the new units, 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 unit through RPL 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. It is important that learners already hold the following superseded units:

- PUAOPE018A Control a Level 2 Incident
- PUAOPE022A Manage logistics for a Level 2 Incident
- PUAOPE023A Manage operations for a Level 2 Incident
- PUAOPE025A Manage planning for a Level 2 Incident

Participants who have successfully completed this course will receive a Statement of Attainment listing the successful completion of the four new units within the Public Safety Training Package.

For individuals within the fire sector or for those wanting these units to contribute towards the attainment of a fire qualification, there are prerequisite units which must be obtained prior to enrolling in the course.

EVIDENCE REQUIREMENTS

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

PUAOPE018 Control a level 2 incident
Evidence that you have: <ul style="list-style-type: none">• Established control in an incident• Established the control facility• Developed and maintained a control structure• Developed and maintained coordination arrangements• Assessed the situation and determined priorities• Provided public information through media• Developed Incident Action Plans and complementary plans• Maintained control of the incident• Managed implementation of incident plans• Concluded incident activities at scale down
PUAOPE022 Manage logistics for a complex incident
Evidence that you have: <ul style="list-style-type: none">• Established logistics section• Developed logistics plans• Managed activities for provision of logistics support• Managed logistics processes• Participated in an incident management team• Monitored and reviewed logistics functions
PUAOPE023 Manage operations for a level 2 incident
Evidence that you have: <ul style="list-style-type: none">• Established command and developed an operational structure• Contributed to the development of the Incident Action Plan• Managed operations during an incident• Established communications• Participated in an incident management team• Monitored and reviewed operations functions

PUAOPE025 Manage planning for a complex incident

Evidence that you have:

- Established a planning section
- Managed a planning section
- Interpreted and applied information on current and forecast situation
- Disseminated information on current and forecast situation
- Prepared incident plans and briefed IMT
- Participated in an incident management team
- Monitored and reviewed planning functions

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"> • Workplace documents that the learner has developed themselves (eg Incident Action plans, relief/recovery plans, risk management plans, emergency management plans etc) • Own samples of work, project, workplace records, plans, reports and forms, policies and procedures • Meeting minutes showing your involvement/contribution • Photographs, audio or video capture of the learner at work • Emails and letters you have written • Other tertiary qualifications • Other vocational education training (VET) courses • Volunteer work or other forms of paid work • Licenses/tickets • Workplace or industry or volunteer work awards, prizes, certificates • Professional or trade memberships • Workshops, seminars, industry meetings • Published journal articles
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"> • Resume • Job description form • Performance appraisals/reviews • Third party reports from supervisors/ peers / previous employers (please ask FutureWest Institute for a template) • Written referee report • Testimonials or feedback surveys

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 all 4 units overall (not per each of the 4 units). 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

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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.

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 course:

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