

PUA OPE023

Manage operations for a Level 2 incident (Release 1)



RPL Kit

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Introduction

What is RPL?

RPL stands for Recognition of Prior Learning. It is a process by which individuals can have their existing knowledge, skills, and experience assessed and recognised to gain formal recognition or credit towards a qualification or certification. RPL allows individuals to demonstrate that they have already acquired the required competencies through work experience, training, self-study, or other non-formal learning pathways.

The RPL process involves assessing an individual's evidence and comparing it against the learning outcomes and assessment criteria of a specific qualification or unit of competency. The purpose is to determine whether the individual has already achieved the skills and knowledge equivalent to those obtained through formal education and training.

RPL assessments can be conducted for various qualifications, including vocational qualifications, trade certificates, diplomas, and degrees. The assessments are typically carried out by Registered Training Organisations (RTOs), authorised providers of vocational education and training in Australia.

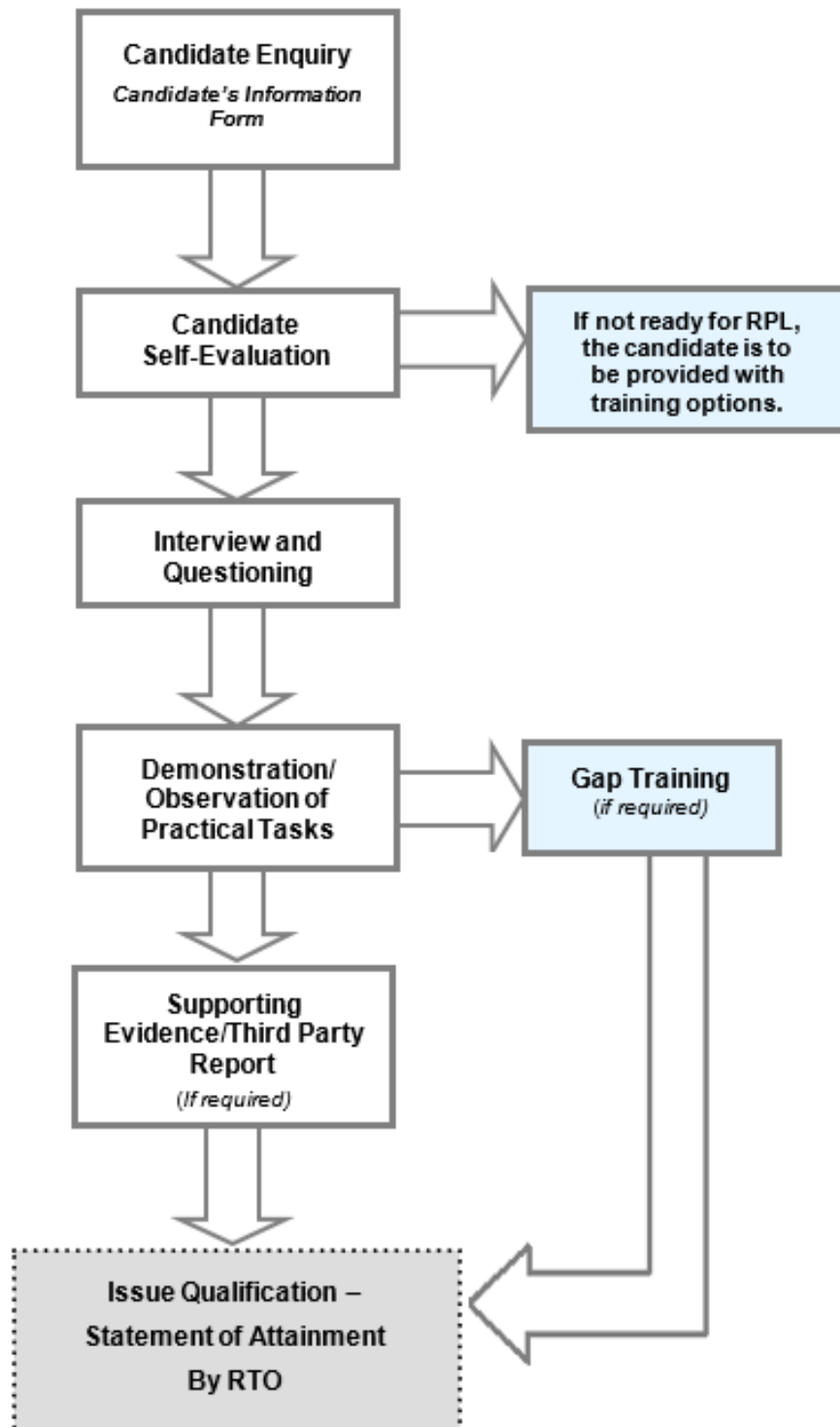
The benefits of RPL include saving time and effort by avoiding duplication of learning, obtaining formal recognition for existing skills and knowledge, and potentially accelerating the qualification process. However, it's important to note that RPL assessments are rigorous and require sufficient evidence to demonstrate competence. The specific requirements and processes may vary depending on the assessing organisation and the industry or qualification being assessed.

What is the RPL Process?

The RPL (Recognition of Prior Learning) process involves several steps to assess an individual's existing knowledge, skills, and experience for recognition towards a qualification or certification. While the specific process may vary depending on the assessing organisation and the industry or qualification being assessed, the general steps involved in the RPL process are as follows:

1. **Initial Inquiry:** The individual expresses their interest in pursuing RPL assessment to the relevant assessing organisation or Registered Training Organisation (RTO). They seek information about the process, requirements, and qualifications they wish to obtain recognition for.
2. **Self-Assessment:** The individual evaluates their skills, knowledge, and experience against the learning outcomes and assessment criteria of the qualification they seek recognition for. This self-assessment helps them determine if they are a suitable candidate for RPL.
3. **Application:** The individual formally applies for RPL assessment by submitting an application form provided by the assessing organisation or RTO. The application typically includes personal information, details of the qualification sought, and any supporting documents.
4. **Document Submission:** The applicant gathers and submits relevant documents as evidence of their prior learning, such as resumes, job descriptions, certificates, transcripts, work samples, and any other documentation required by the assessing organisation. These documents should demonstrate their skills, knowledge, and experience with the qualification.
5. **Assessment:** The assessing organisation reviews the submitted evidence and assesses its validity and relevance to the qualification's learning outcomes and assessment criteria. This assessment can involve one or more assessors with expertise in the relevant field. They evaluate the evidence provided and determine how it aligns with the required competencies.
6. **Gap Analysis:** The assessors identify gaps between the individual's evidence and the qualification requirements. They may request additional evidence or seek clarification from the applicant to gather a more comprehensive understanding of their skills and knowledge.
7. **Interview or Practical Assessment:** Depending on the nature of the qualification and the evidence submitted, the assessing organisation may conduct an interview, practical assessment, or competency conversation with the applicant. This step allows the assessors to evaluate the individual's abilities further and confirm their competency in specific areas.
8. **Decision and Feedback:** Based on the assessment outcomes, the assessing organisation decides on the recognition of prior learning. They provide feedback to the individual, outlining the reasons for their decision and indicating whether full or partial recognition has been granted. If recognition is granted, the individual may receive a statement of attainment or be awarded credit towards the desired qualification.
9. **Additional Learning or Gap Training:** If significant gaps are identified during the assessment, the individual may be advised to undertake further learning or gap training to meet the remaining requirements of the qualification. This could involve enrolling in specific units or modules to complete the qualification.
10. **Award of statement of attainment or qualification:** If the individual has met all of the competency requirements of the unit of competency of qualification, either by RPL alone or a combination of RPL and gap training/assessment, the RTO can issue a statement of attainment or qualification.

It's important to note that the RPL process may vary in duration, complexity, and specific requirements based on the assessing organisation, the industry, and the assessment qualification. Applicants should consult the relevant assessing organisation or RTO conducting the RPL assessment for detailed information and guidance on the specific process to be followed.



What Evidence Can be Submitted For RPL Assessment

Recognition of Prior Learning (RPL) assessments may consider a range of documents and other evidence to determine an individual's existing knowledge and skills. The specific requirements may vary depending on the assessing organisation and the industry or qualification being assessed. However, here are some commonly accepted documents and evidence that can be used for RPL assessments in Australia:

1. **Resume/Curriculum Vitae (CV):** A comprehensive resume that outlines the applicant's work history, responsibilities, and achievements.
2. **Job Descriptions:** Detailed job descriptions from previous or current employment that highlight relevant skills, knowledge, and experience.
3. **Certificates and Qualifications:** Copies of certificates, diplomas, degrees, or other formal qualifications related to the field being assessed.
4. **Transcripts and Academic Records:** Official transcripts or academic records from educational institutions detailing completed courses and subjects.
5. **Work Samples/Portfolios:** Examples of work completed in previous roles, such as reports, projects, presentations, or other relevant documents that demonstrate the application of skills and knowledge.
6. **References:** References from employers, supervisors, or colleagues who can vouch for the applicant's abilities, skills, and experience.
7. **Licenses and Certifications:** Copies of relevant licenses, certifications, or industry-specific qualifications.
8. **Training Records:** Records of any formal or informal training programs, workshops, seminars, or professional development activities completed by the applicant.
9. **Logbooks:** Records or logbooks that document specific tasks, projects, or activities performed by the applicant in their work or educational settings.
10. **Performance Appraisals:** Copies of performance appraisals or evaluations that provide evidence of the applicant's competencies and achievements.
11. **Statements of Attainment:** Statements issued by registered training organisations (RTOs) for partial completion of units or modules within a qualification.
12. **References from Clients/Customers:** Testimonials or references from clients or customers who can attest to the applicant's skills, performance, and outcomes achieved.

It's important to note that different assessing bodies and RTOs may have specific requirements and guidelines for the types of evidence they accept. Applicants should consult the relevant organisation or RTO conducting the RPL assessment for precise information on documentation and evidence requirements.

Instructions For Use

Part 1. Candidate to complete Part 1 where indicated and submit to Trainer and Assessor for review.

Part 1. Assessor to complete Part 1 where indicated and review the information provided by Candidate.

Part 2. Candidate to complete Part 2 where indicated.

Part 2. Assessor to complete Part 1 where indicated.

Part 1. Competency Requirements Review and Application

Thank you for your interest in applying for the Recognition of Prior Learning (RPL) assessment. RPL provides an opportunity for you to have your existing knowledge, skills, and experience recognised towards the award of a statement of attainment for a Unit of Competency or a Qualification. Before you proceed with the application process, we would like to provide you with important information and guidance to ensure a smooth and successful RPL assessment.

1. **Understanding RPL:** RPL is a process that assesses your prior learning against the learning outcomes and competency standards of a specific Unit of Competency or Qualification. It allows you to demonstrate your skills and knowledge acquired through work experience, training, self-study, or other non-formal learning pathways. The aim is to determine if you have already achieved the necessary competencies without further formal education or training.
2. **Eligibility:** To be eligible for RPL, you should have relevant experience and knowledge related to the Unit of Competency or a Qualification you seek recognition for. It is important to carefully review the qualification requirements and ensure you meet the required prerequisites and criteria.
3. **Application Process:** To apply for RPL, please provide the required details in the Candidate Information section below. Provide accurate and detailed information about your personal details, qualification sought, employment history, education and training, and any supporting documentation. Ensure all sections of the form are completed, and any requested documents are attached.
4. **Supporting Documentation:** Supporting documentation plays a crucial role in the assessment process. It provides evidence of your skills, knowledge, and experience. Examples of supporting documentation include resumes, job descriptions, certificates, transcripts, work samples, references, licenses, training records, and performance appraisals. Submit clear and legible copies of these documents along with your application.
5. **Assessment Process:** Once your application is received, it will be reviewed by our assessors, who have expertise in the relevant field. They will evaluate your evidence against the qualification's learning outcomes and competency standards. This may involve thoroughly reviewing your documents, potential interviews, practical assessments, or competency conversations. The assessing organisation will provide you with clear guidance on the assessment process and any additional requirements.
6. **Communication and Feedback:** Throughout the RPL process, effective communication is essential. The assessing organisation will keep you informed about the progress of your application, request any additional information or clarification if necessary, and provide you with feedback on the assessment outcomes. You will be notified of the decision regarding the recognition of prior learning, whether it is full or partial recognition.
7. **Appeals and Complaints:** If you disagree with the assessment outcome or have concerns about the assessment process, an appeals and complaints process will be in place. You will have the opportunity to lodge an appeal and have it reviewed by an independent party. The assessing organisation will provide information and guidance on the appeals and complaints procedure.

We encourage you to thoroughly review the information provided and seek clarification if needed. RPL offers a valuable opportunity to gain recognition for your existing skills and knowledge.

Candidate Competency Requirements Review

Prior to completing the Candidate Application Form, please take some time to review the competency requirements for this Unit of Competency. Please note that you must be able to provide documentary and/or supporting evidence to demonstrate that you meet each of the competency requirements listed in the Unit of Competency and Assessment Requirements. Your evidence must also comply with the Rules of Evidence as explained below.

Rule: **Validity**

The assessor must be assured that the student has the skills, knowledge, and attributes described in the competency unit and associated assessment requirements.

Rule: **Sufficiency**

The assessment must be assured that the quality, quantity, and relevance of the assessment evidence enable a judgement to be made of a student's competency.

Rule: **Authenticity**

The assessor must be assured that the evidence presented for assessment is the student's own work.

Rule: **Currency**

The assessor must be assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

You are encouraged to carefully review the competency requirements below; you may check off the items as you review them to determine whether RPL is the right assessment pathway for you.

Competency Requirements

Knowledge Evidence	
Requirement	Can you provide Evidence to demonstrate this knowledge?
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of	Yes <input type="checkbox"/> No <input type="checkbox"/>
equipment and personnel capabilities for incident type	Yes <input type="checkbox"/> No <input type="checkbox"/>
incident management team roles and responsibilities	Yes <input type="checkbox"/> No <input type="checkbox"/>
incident scene protection and preservation	Yes <input type="checkbox"/> No <input type="checkbox"/>
inter-organisational arrangements relating to incident type	Yes <input type="checkbox"/> No <input type="checkbox"/>
operational risk identification	Yes <input type="checkbox"/> No <input type="checkbox"/>
organisational policies and procedures including communications policy, liaising with other organisations, post incident procedures and processes and procedures for deploying and tasking personnel	Yes <input type="checkbox"/> No <input type="checkbox"/>
principles of span of control and management by objectives	Yes <input type="checkbox"/> No <input type="checkbox"/>
processes and protocols for briefings and debriefings	Yes <input type="checkbox"/> No <input type="checkbox"/>
processes for determining operational priorities	Yes <input type="checkbox"/> No <input type="checkbox"/>
requirements for recording and reporting	Yes <input type="checkbox"/> No <input type="checkbox"/>
resource management responsibilities and systems	Yes <input type="checkbox"/> No <input type="checkbox"/>
risk management processes	Yes <input type="checkbox"/> No <input type="checkbox"/>
sectorisation of incidents	Yes <input type="checkbox"/> No <input type="checkbox"/>
security requirements for operations area	Yes <input type="checkbox"/> No <input type="checkbox"/>

state and territory coordination arrangements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
state and territory emergency management legislation with an emphasis on incident type	Yes <input type="checkbox"/>	No <input type="checkbox"/>
types and purposes of incident action plans	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Performance Evidence		
Requirement	Can you provide Evidence to demonstrate these competencies?	
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
analysing situations both functionally and strategically	Yes <input type="checkbox"/>	No <input type="checkbox"/>
applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
communicating information in a timely manner	Yes <input type="checkbox"/>	No <input type="checkbox"/>
communicating within the operational structure and monitoring and reviewing progress towards achievement of the incident action plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
conducting assessment and management of operational activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
contributing to development of the incident action plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
delegating responsibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>
implementing response in accordance with organisational procedures and authority	Yes <input type="checkbox"/>	No <input type="checkbox"/>
leading and managing teams within a dynamic environment and monitoring performance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
logging and recording actions and decisions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
making decisions in a time critical and dynamic environment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
managing scene security	Yes <input type="checkbox"/>	No <input type="checkbox"/>
providing feedback and taking mitigation action to ensure completion of operations requirements at an incident	Yes <input type="checkbox"/>	No <input type="checkbox"/>
reacting strategically to changes within the incident including prioritising tasks and managing time	Yes <input type="checkbox"/>	No <input type="checkbox"/>
working as part of an incident management team	Yes <input type="checkbox"/>	No <input type="checkbox"/>
working with internal and external stakeholders including resolving conflict and negotiating outcomes	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Performance Criteria		
Requirement	Can you provide Evidence to demonstrate these competencies?	
1.1 Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2 Command of operations function is established	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.3 Principles of span of control are applied to operational resources	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.4 Sectors are delineated taking account of geographic and functional requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.5 Strike teams, task forces or units are formed from allocated resources	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.1 Incident Action Plan (IAP) for the operational period is monitored and reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2 Input into incident objectives and operational strategies is provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3 Operations component of the IAP is developed, in accordance with organisational policies, procedures, safe work practices, industrial awards and agreements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4 Need for logistical support is determined and documented	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1 Security arrangements are established	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2 Records of activities and decisions are kept, in accordance with organisational policies and procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3 Operations function is established to achieve objectives and tasks are delegated, in accordance with the requirements of a Level 2 incident	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4 Operations requirements are identified, and resources are sought to meet incident requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.5 Operations personnel are briefed, and tasks are allocated, in accordance with the IAP objectives	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.6 Resources are deployed, in accordance with the IAP objectives	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.7 Operations progress is monitored against the IAP and operational activities are adjusted, as required, throughout the incident	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.8 Operational effectiveness is reviewed and changes to operational structure, resources and logistical support are determined and communicated to the Incident Controller	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.9 Operations resources are managed, in accordance with organisational policies and procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.10 Safe work practices, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and welfare arrangements for work area are implemented and monitored	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.11 Agreed protocols are followed when managing personnel from other organisations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.12 Action is taken to protect and preserve incident scene, in accordance with organisational policies and procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.13 Staging areas are established and maintained, as required, and this is communicated to the incident management team and participating organisations and/or agencies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1. Incident communication plan is implemented, monitored and reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2. Communication is maintained with incident personnel, in accordance with organisational policies and procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3. Current and emerging operational risks are communicated to personnel, in accordance with the chain of command	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4. Communication is maintained with stakeholders and affected parties, in accordance with organisational policies and procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5. Emerging or anticipated problems with incident communication are reported immediately	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.1. Incident Management Team (IMT) planning meetings are attended, in accordance with Incident Controller's requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.2. Incident Controller is advised about incident situation, control progress and risks in a timely manner	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.3. IMT is kept informed of progress of operations plan and operational requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.4. Advice is provided to the IMT on provision of services and resources and prioritisation of requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5.5. Incident Controller is briefed on analysis of progress against the operations portion of the IAP	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.6. Liaison with other members of the IMT is undertaken, as required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.7. Regular information exchange is maintained with planning and logistics section	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.8. Demobilisation of operations resources is undertaken while integrity of the response is maintained	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.1 Performance of operational objectives and allocation of resources is monitored and reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2 Incident reports are produced, as required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.3 Operational briefings and debriefings are conducted and recorded, in accordance with organisational policies and procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. No additional assessment is required.

Candidate Competency Requirements Review Outcome

After carefully reviewing the competency requirements for this Unit of Competency, can you provide sufficient evidence to demonstrate the required competencies, knowledge and skills in accordance with the Rules of Evidence for most or all of the competency requirements?

Yes: Complete the RPL Candidate Application Form below and follow the Candidate Instructions

No: Do not complete this form. Discuss other assessment pathways with your Trainer/Assessor

RPL Candidate Application Form

Candidate Details	
First Name	Surname
D.O.B.	U.S.I.
Phone	Email
Address / Post Code	
Citizenship/Residency/Visa Details	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Visa (<i>Provide visa class and details below</i>) Visa Class: Visa Details:
Additional Information: <i>Please list any individual requirements or needs that may need to be considered as part of the assessment process.</i>	
Unit of Competency Details	
PUAOPE023	Manage operations for a Level 2 incident

Candidate Instructions

1. Attach a copy of your CV/Resume to this application
2. Summarise your work or other experience relevant to the competency requirements of this unit of Competency in the space provided below.
3. Summarise the evidence that you can provide to meet the competency requirements of the Unit of Competency.
4. Submit the completed Part 1. of this document to your Trainer/Assessor for review.

CV/Resume

Please attach a copy of your most recent CV/Resume clearly listing the following:

- Work history in chronological order (Most recent to oldest)
- Employer/Company/Organisation
- Dates employed in each role
- Position Title
- Duties and Responsibilities

CV/Resume Download Link (If applicable):

LinkedIn Profile Address (If applicable):

Website (If applicable):

Experience Summary

Summarise your work or other relevant experience to this Unit of Competency.

Evidence Summary

Summarise the documentary or other evidence that you can provide to demonstrate that your existing skills and knowledge meet the competency requirements of this Unit of Competency.

Pre-Submission Checklist

I have reviewed the competency requirements for this Unit of Competency. Can I provide sufficient evidence to demonstrate the required competencies, knowledge and skills in accordance with the Rules of Evidence for most or all of the competency requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have completed the RPL Candidate Application Form.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have attached a copy of my CV/Resume to this application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have summarised my work or other experience relevant to the competency requirements of this Unit of Competency.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I (insert name) confirm that all of the information provided within this RPL application is correct and accurate.	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have ticked 'No' to any item within the Pre-Submission Checklist, please do not send this document until all information is provided. A decision on RPL eligibility cannot be made without each of the items listed above being completed or provided.

Part 1. Submission

If you have ticked 'Yes' to all items above, please submit Part 1. of this document to: **RTO TO COMPLETE**

Once submitted, your Trainer/Assessor will review the information provided and contact you to discuss the next steps in the RPL Process.

Assessor RPL Application Review

Assessor Details			
First Name		Surname	
Phone		Email	
Date		RTO No.	
Unit of Competency Details			
PUAOPE023	Manage operations for a Level 2 incident		
I have reviewed the submitted Candidate RPL Application and have determined that the Candidate is:			
<input type="checkbox"/> Eligible for RPL Assessment Pathway			
<input type="checkbox"/> Not Eligible for RPL Assessment Pathway <i>(Provide feedback/justification to the Candidate below)</i>			

Following completion of the RPL Application Review, the Assessor must inform the Candidate of the decision as to their eligibility for RPL Assessment Pathway and advise the Candidate of the next steps in the RPL process.

Part 2. RPL Candidate Self-Evaluation and Assessment

RPL Candidate and Unit of Competency Details

Candidate Details			
First Name		Surname	
D.O.B.		U.S.I.	
Phone		Email	
Address / Post Code			
Citizenship/Residency/Visa Details		<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Visa (<i>Provide visa class and details below</i>) Visa Class: Visa Details:	
Additional Information: <i>Please list any individual requirements or needs that may need to be considered as part of the assessment process.</i>			
Unit of Competency Details			
PUAOPE023	Manage operations for a Level 2 incident		

state and territory coordination arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
state and territory emergency management legislation with an emphasis on incident type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
types and purposes of incident action plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Evidence	I have demonstrated this competency:			I have sufficient evidence to support the demonstration of this competency as per the requirements:	
	Often	Sometimes	Never	Yes	No
Requirement					
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
analysing situations both functionally and strategically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
communicating information in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
communicating within the operational structure and monitoring and reviewing progress towards achievement of the incident action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conducting assessment and management of operational activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
contributing to development of the incident action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
delegating responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
implementing response in accordance with organisational procedures and authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
leading and managing teams within a dynamic environment and monitoring performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
logging and recording actions and decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
making decisions in a time critical and dynamic environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
managing scene security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
providing feedback and taking mitigation action to ensure completion of operations requirements at an incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reacting strategically to changes within the incident including prioritising tasks and managing time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
working as part of an incident management team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

working with internal and external stakeholders including resolving conflict and negotiating outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Performance Criteria	I have demonstrated this competency:			I have sufficient evidence to support the demonstration of this competency as per the requirements:	
	Often	Sometimes	Never	Yes	No
Requirement					
1.1 Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Command of operations function is established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Principles of span of control are applied to operational resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Sectors are delineated taking account of geographic and functional requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Strike teams, task forces or units are formed from allocated resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 Incident Action Plan (IAP) for the operational period is monitored and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Input into incident objectives and operational strategies is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Operations component of the IAP is developed, in accordance with organisational policies, procedures, safe work practices, industrial awards and agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Need for logistical support is determined and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 Security arrangements are established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Records of activities and decisions are kept, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Operations function is established to achieve objectives and tasks are delegated, in accordance with the requirements of a Level 2 incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Operations requirements are identified, and resources are sought to meet incident requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Operations personnel are briefed, and tasks are allocated, in accordance with the IAP objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Resources are deployed, in accordance with the IAP objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Operations progress is monitored against the IAP and operational activities are adjusted, as required, throughout the incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.8 Operational effectiveness is reviewed and changes to operational structure, resources and logistical support are determined and communicated to the Incident Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Operations resources are managed, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Safe work practices, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and welfare arrangements for work area are implemented and monitored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11 Agreed protocols are followed when managing personnel from other organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12 Action is taken to protect and preserve incident scene, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.13 Staging areas are established and maintained, as required, and this is communicated to the incident management team and participating organisations and/or agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1. Incident communication plan is implemented, monitored and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2. Communication is maintained with incident personnel, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3. Current and emerging operational risks are communicated to personnel, in accordance with the chain of command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4. Communication is maintained with stakeholders and affected parties, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5. Emerging or anticipated problems with incident communication are reported immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1. Incident Management Team (IMT) planning meetings are attended, in accordance with Incident Controller's requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2. Incident Controller is advised about incident situation, control progress and risks in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3. IMT is kept informed of progress of operations plan and operational requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4. Advice is provided to the IMT on provision of services and resources and prioritisation of requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5. Incident Controller is briefed on analysis of progress against the operations portion of the IAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6. Liaison with other members of the IMT is undertaken, as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7. Regular information exchange is maintained with planning and logistics section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.8. Demobilisation of operations resources is undertaken while integrity of the response is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1 Performance of operational objectives and allocation of resources is monitored and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Incident reports are produced, as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Operational briefings and debriefings are conducted and recorded, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. No additional assessment is required.

Competency Conversation/Interview

The interview should allow the candidate to confirm their knowledge as identified by their Self-Evaluation against relevant competency requirements of the Units of Competency. The Assessor may use these questions to guide the conversation/interview, ensuring that the candidate addresses the key points identified for each question.

Questions	Candidate Response	Assessor Evidence Review Satisfactory (S) Not Yet Satisfactory (NYS)
Requirement		<input type="checkbox"/> S <input type="checkbox"/> NYS
Elements and Performance Criteria:		<input type="checkbox"/> S <input type="checkbox"/> NYS
1. Explain when you have established command and develop operational structure, including all of the following:		<input type="checkbox"/> S <input type="checkbox"/> NYS
1.1. Obtained initial briefing from Incident Controller, confirmed the Incident Controller's intent and asked questions.		<input type="checkbox"/> S <input type="checkbox"/> NYS
1.2. Established command of operations function.		<input type="checkbox"/> S <input type="checkbox"/> NYS
1.3. Applied principles of span of control to operational resources.		<input type="checkbox"/> S <input type="checkbox"/> NYS
1.4. Delineated sectors taking account of geographic and functional requirements.		<input type="checkbox"/> S <input type="checkbox"/> NYS
1.5. Formed strike teams, task forces or units from allocated resources.		<input type="checkbox"/> S <input type="checkbox"/> NYS
2. Explain how you have contributed to development of the Incident Action Plan, including each of the following:		<input type="checkbox"/> S <input type="checkbox"/> NYS
2.1. Monitored and reviewed Incident Action Plan (IAP) for the operational period.		<input type="checkbox"/> S <input type="checkbox"/> NYS
2.2. Provided input into incident objectives and operational strategies.		<input type="checkbox"/> S <input type="checkbox"/> NYS
2.3. Developed operations component of the IAP, in accordance with organisational policies, procedures, safe work practices, industrial awards and agreements.		<input type="checkbox"/> S <input type="checkbox"/> NYS
2.4. Determined and documented the need for logistical support.		<input type="checkbox"/> S <input type="checkbox"/> NYS

3. Explain an occasion when you have managed operations for a level 2 incident, including each of the following:		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.1. Established security arrangements.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.2. Kept records of activities and decisions, in accordance with organisational policies and procedures.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.3. Established operations function to achieve objectives and delegated tasks, in accordance with the requirements of a Level 2 incident.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.4. Identified operations requirements, and sought resources to meet incident requirements.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.5. Briefed operations personnel, and allocated tasks, in accordance with the IAP objectives.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.6. Deployed resources, in accordance with the IAP objectives.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.7. Monitored operations progress against the IAP and adjusted operational activities, as required, throughout the incident.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.8. Reviewed operational effectiveness and determined and communicated changes to operational structure, resources and logistical support to the Incident Controller.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.9. Managed operations resources, in accordance with organisational policies and procedures.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.10. Implemented and monitored safe work practices, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and welfare arrangements for work area.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.11. Followed agreed protocols when managing personnel from other organisations.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.12. Took action to protect and preserve incident scene, in accordance with organisational policies and procedures.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.13. Established and maintained staging areas, as required, and communicated this to the incident management team and participating organisations and/or agencies.		<input type="checkbox"/> S	<input type="checkbox"/> NYS

4. Discuss when you have establish communications for a level 2 incident, including each of the following:		<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.1. Implemented, monitored and reviewed incident communication plan.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.2. Maintained communication with incident personnel, in accordance with organisational policies and procedures.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.3. Communicated current and emerging operational risks to personnel, in accordance with the chain of command.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.4. Maintained communication with stakeholders and affected parties, in accordance with organisational policies and procedures.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.5. Reported emerging or anticipated problems with incident communication immediately.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5. Explain when you have participated in Incident Management Team at a level 2 incident, including each of the following:		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.1. Attended Incident Management Team (IMT) planning meetings, in accordance with Incident Controller's requirements.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.2. Advised Incident Controller about incident situation, control progress and risks in a timely manner.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.3. Kept IMT informed of progress of operations plan and operational requirements.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.4. Provided advice to the IMT on provision of services and resources and prioritisation of requirements.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.5. Briefed Incident Controller on analysis of progress against the operations portion of the IAP.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.6. Undertook liaison with other members of the IMT, as required.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.7. Maintained regular information exchange with planning and logistics section.		<input type="checkbox"/> S	<input type="checkbox"/> NYS

5.8. Undertook demobilisation of operations resources while maintaining the integrity of the response.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
6. Discuss how you have monitored and reviewed operations functions as part of a level 2 incident, including each of the following:		<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.1. Monitored and reviewed the performance of operational objectives and allocation of resources.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.2. Produced incident reports, as required.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.3. Conducted and recorded operational briefings and debriefings, in accordance with organisational policies and procedures.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
Knowledge Evidence:		<input type="checkbox"/> S	<input type="checkbox"/> NYS
List examples of equipment and personnel capabilities that may be required for different types of Level 2 incidents.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
Explain the roles and responsibilities of members of a typical Incident management team (IMT).		<input type="checkbox"/> S	<input type="checkbox"/> NYS
How and why should incident scenes be protected and preserved?		<input type="checkbox"/> S	<input type="checkbox"/> NYS
Explain inter-organisational arrangements relating to types of level 2 incidents.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
What is operational risk identification?		<input type="checkbox"/> S	<input type="checkbox"/> NYS
List and explain organisational policies and procedures including communications policy, liaising with other organisations, post incident procedures and processes and procedures for deploying and tasking personnel.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
Explain the principles of span of control and management by objectives.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
Explain the processes and protocols for briefings and debriefings in relation to a level 2 incident.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
What processes can be used to determine operational priorities?		<input type="checkbox"/> S	<input type="checkbox"/> NYS
What are the requirements for recording and reporting in relation to a level 2 incident?		<input type="checkbox"/> S	<input type="checkbox"/> NYS

What are resource management responsibilities and systems?		<input type="checkbox"/> S	<input type="checkbox"/> NYS
What are risk management processes?		<input type="checkbox"/> S	<input type="checkbox"/> NYS
Explain sectorisation of incidents.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
What security requirements apply to the operations area?		<input type="checkbox"/> S	<input type="checkbox"/> NYS
What are state and territory coordination arrangements?		<input type="checkbox"/> S	<input type="checkbox"/> NYS
List examples of state and territory emergency management legislation with an emphasis on incident type.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
List types and purposes of incident action plans.		<input type="checkbox"/> S	<input type="checkbox"/> NYS
List examples of relevant Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements that apply to response to a Level 2 incident.		<input type="checkbox"/> S	<input type="checkbox"/> NYS

Demonstration/Observation

Where applicable, the Assessor must observe the Candidate performing the required tasks to meet all competency requirements of the Unit of Competency and Assessment Requirements.

Competency Requirements

Knowledge Evidence Requirement	Task Observed	Comments	Assessor Evidence Review Satisfactory (S) Not Yet Satisfactory (NYS)
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of			<input type="checkbox"/> S <input type="checkbox"/> NYS
equipment and personnel capabilities for incident type			<input type="checkbox"/> S <input type="checkbox"/> NYS
incident management team roles and responsibilities			<input type="checkbox"/> S <input type="checkbox"/> NYS
incident scene protection and preservation			<input type="checkbox"/> S <input type="checkbox"/> NYS
inter-organisational arrangements relating to incident type			<input type="checkbox"/> S <input type="checkbox"/> NYS
operational risk identification			<input type="checkbox"/> S <input type="checkbox"/> NYS
organisational policies and procedures including communications policy, liaising with other organisations, post incident procedures and processes and procedures for deploying and tasking personnel			<input type="checkbox"/> S <input type="checkbox"/> NYS
principles of span of control and management by objectives			<input type="checkbox"/> S <input type="checkbox"/> NYS
processes and protocols for briefings and debriefings			<input type="checkbox"/> S <input type="checkbox"/> NYS
processes for determining operational priorities			<input type="checkbox"/> S <input type="checkbox"/> NYS
requirements for recording and reporting			<input type="checkbox"/> S <input type="checkbox"/> NYS
resource management responsibilities and systems			<input type="checkbox"/> S <input type="checkbox"/> NYS
risk management processes			<input type="checkbox"/> S <input type="checkbox"/> NYS
sectorisation of incidents			<input type="checkbox"/> S <input type="checkbox"/> NYS

security requirements for operations area			<input type="checkbox"/> S	<input type="checkbox"/> NYS
state and territory coordination arrangements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
state and territory emergency management legislation with an emphasis on incident type			<input type="checkbox"/> S	<input type="checkbox"/> NYS
types and purposes of incident action plans			<input type="checkbox"/> S	<input type="checkbox"/> NYS
Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS

Knowledge Evidence Assessment Outcome	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Yet Satisfactory	Date: / /
Feedback to Candidate:			

Performance Evidence	Task Observed	Comments	Assessor Evidence Review Satisfactory (S) Not Yet Satisfactory (NYS)
Requirement			<input type="checkbox"/> S <input type="checkbox"/> NYS
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes			<input type="checkbox"/> S <input type="checkbox"/> NYS
analysing situations both functionally and strategically			<input type="checkbox"/> S <input type="checkbox"/> NYS
applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements			<input type="checkbox"/> S <input type="checkbox"/> NYS
communicating information in a timely manner			<input type="checkbox"/> S <input type="checkbox"/> NYS
communicating within the operational structure and monitoring and reviewing progress towards achievement of the incident action plan			<input type="checkbox"/> S <input type="checkbox"/> NYS
conducting assessment and management of operational activities			<input type="checkbox"/> S <input type="checkbox"/> NYS
contributing to development of the incident action plan			<input type="checkbox"/> S <input type="checkbox"/> NYS
delegating responsibility			<input type="checkbox"/> S <input type="checkbox"/> NYS

implementing response in accordance with organisational procedures and authority			<input type="checkbox"/> S	<input type="checkbox"/> NYS
leading and managing teams within a dynamic environment and monitoring performance			<input type="checkbox"/> S	<input type="checkbox"/> NYS
logging and recording actions and decisions			<input type="checkbox"/> S	<input type="checkbox"/> NYS
making decisions in a time critical and dynamic environment			<input type="checkbox"/> S	<input type="checkbox"/> NYS
managing scene security			<input type="checkbox"/> S	<input type="checkbox"/> NYS
providing feedback and taking mitigation action to ensure completion of operations requirements at an incident			<input type="checkbox"/> S	<input type="checkbox"/> NYS
reacting strategically to changes within the incident including prioritising tasks and managing time			<input type="checkbox"/> S	<input type="checkbox"/> NYS
working as part of an incident management team			<input type="checkbox"/> S	<input type="checkbox"/> NYS
working with internal and external stakeholders including resolving conflict and negotiating outcomes			<input type="checkbox"/> S	<input type="checkbox"/> NYS

Performance Evidence Assessment Outcome	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory Date: / /
Feedback to Candidate:	

Performance Criteria Requirement	Task Observed	Comments	Assessor Evidence Review Satisfactory (S) Not Yet Satisfactory (NYS)
1.1 Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.2 Command of operations function is established			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.3 Principles of span of control are applied to operational resources			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.4 Sectors are delineated taking account of geographic and functional requirements			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.5 Strike teams, task forces or units are formed from allocated resources			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.1 Incident Action Plan (IAP) for the operational period is monitored and reviewed			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.2 Input into incident objectives and operational strategies is provided			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.3 Operations component of the IAP is developed, in accordance with organisational policies, procedures, safe work practices, industrial awards and agreements			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.4 Need for logistical support is determined and documented			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.1 Security arrangements are established			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.2 Records of activities and decisions are kept, in accordance with organisational policies and procedures			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.3 Operations function is established to achieve objectives and tasks are delegated, in accordance with the requirements of a Level 2 incident			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.4 Operations requirements are identified, and resources are sought to meet incident requirements			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.5 Operations personnel are briefed, and tasks are allocated, in accordance with the IAP objectives			<input type="checkbox"/> S <input type="checkbox"/> NYS

3.6 Resources are deployed, in accordance with the IAP objectives			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.7 Operations progress is monitored against the IAP and operational activities are adjusted, as required, throughout the incident			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.8 Operational effectiveness is reviewed and changes to operational structure, resources and logistical support are determined and communicated to the Incident Controller			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.9 Operations resources are managed, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.10 Safe work practices, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and welfare arrangements for work area are implemented and monitored			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.11 Agreed protocols are followed when managing personnel from other organisations			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.12 Action is taken to protect and preserve incident scene, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.13 Staging areas are established and maintained, as required, and this is communicated to the incident management team and participating organisations and/or agencies			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.1. Incident communication plan is implemented, monitored and reviewed			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.2. Communication is maintained with incident personnel, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.3. Current and emerging operational risks are communicated to personnel, in accordance with the chain of command			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.4. Communication is maintained with stakeholders and affected parties, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.5. Emerging or anticipated problems with incident communication are reported immediately			<input type="checkbox"/> S	<input type="checkbox"/> NYS

5.1. Incident Management Team (IMT) planning meetings are attended, in accordance with Incident Controller's requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.2. Incident Controller is advised about incident situation, control progress and risks in a timely manner			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.3. IMT is kept informed of progress of operations plan and operational requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.4. Advice is provided to the IMT on provision of services and resources and prioritisation of requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.5. Incident Controller is briefed on analysis of progress against the operations portion of the IAP			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.6. Liaison with other members of the IMT is undertaken, as required			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.7. Regular information exchange is maintained with planning and logistics section			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.8. Demobilisation of operations resources is undertaken while integrity of the response is maintained			<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.1 Performance of operational objectives and allocation of resources is monitored and reviewed			<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.2 Incident reports are produced, as required			<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.3 Operational briefings and debriefings are conducted and recorded, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS

Performance Criteria Assessment Outcome	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory Date: / /
Feedback to Candidate:	

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. No additional assessment is required.

Candidate RPL Evidence Submission

For each competency requirement, provide the name of the document or other form of evidence that you will provide as evidence of meeting the competency requirement. Ensure the following:

- Name the document/evidence with exactly the same name as it is named in the Evidence Portfolio you will submit. E.g. *Risk Assessment 1*.
- Specify exactly where in the document or other evidence the relevant information is. E.g. *Risk Assessment 1. Page 3. Table Row 12*.
- Explain how the evidence provided meets the competency requirement. E.g. *The information in this risk assessment demonstrates that I have identified hazards associated with working at heights, have assessed the associated risks and recommended appropriate controls to eliminate or minimise these risks.*

What Evidence Can Be Used For RPL Assessment

Recognition of Prior Learning (RPL) assessments may consider a range of documents and other evidence to determine an individual's existing knowledge and skills. The specific requirements may vary depending on the assessing organisation and the industry or qualification being assessed. However, here are some commonly accepted documents and evidence that can be used for RPL assessments in Australia:

1. Resume/Curriculum Vitae (CV): A comprehensive resume that outlines the applicant's work history, responsibilities, and achievements.
2. Job Descriptions: Detailed job descriptions from previous or current employment that highlight relevant skills, knowledge, and experience.
3. Certificates and Qualifications: Copies of certificates, diplomas, degrees, or other formal qualifications related to the field being assessed.
4. Transcripts and Academic Records: Official transcripts or academic records from educational institutions detailing completed courses and subjects.
5. Work Samples/Portfolios: Examples of work completed in previous roles, such as reports, projects, presentations, or other relevant documents that demonstrate the application of skills and knowledge.
6. References: References from employers, supervisors, or colleagues who can vouch for the applicant's abilities, skills, and experience.
7. Licenses and Certifications: Copies of relevant licenses, certifications, or industry-specific qualifications.
8. Training Records: Records of any formal or informal training programs, workshops, seminars, or professional development activities completed by the applicant.
9. Logbooks: Records or logbooks that document specific tasks, projects, or activities performed by the applicant in their work or educational settings.
10. Performance Appraisals: Copies of performance appraisals or evaluations that provide evidence of the applicant's competencies and achievements.
11. Statements of Attainment: Statements issued by registered training organisations (RTOs) for partial completion of units or modules within a qualification.
12. References from Clients/Customers: Testimonials or references from clients or customers who can attest to the applicant's skills, performance, and outcomes achieved.

It's important to note that different assessing bodies and RTOs may have specific requirements and guidelines for the types of evidence they accept. Applicants should consult the relevant organisation or RTO conducting the RPL assessment for precise information on documentation and evidence requirements.

Competency Requirements

Knowledge Evidence Requirement	Evidence Name/Page/Location:	How the evidence meets the competency requirements:	Assessor Evidence Review Satisfactory (S) Not Yet Satisfactory (NYS)
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of			<input type="checkbox"/> S <input type="checkbox"/> NYS
equipment and personnel capabilities for incident type			<input type="checkbox"/> S <input type="checkbox"/> NYS
incident management team roles and responsibilities			<input type="checkbox"/> S <input type="checkbox"/> NYS
incident scene protection and preservation			<input type="checkbox"/> S <input type="checkbox"/> NYS
inter-organisational arrangements relating to incident type			<input type="checkbox"/> S <input type="checkbox"/> NYS
operational risk identification			<input type="checkbox"/> S <input type="checkbox"/> NYS
organisational policies and procedures including communications policy, liaising with other organisations, post incident procedures and processes and procedures for deploying and tasking personnel			<input type="checkbox"/> S <input type="checkbox"/> NYS
principles of span of control and management by objectives			<input type="checkbox"/> S <input type="checkbox"/> NYS
processes and protocols for briefings and debriefings			<input type="checkbox"/> S <input type="checkbox"/> NYS
processes for determining operational priorities			<input type="checkbox"/> S <input type="checkbox"/> NYS
requirements for recording and reporting			<input type="checkbox"/> S <input type="checkbox"/> NYS
resource management responsibilities and systems			<input type="checkbox"/> S <input type="checkbox"/> NYS
risk management processes			<input type="checkbox"/> S <input type="checkbox"/> NYS
sectorisation of incidents			<input type="checkbox"/> S <input type="checkbox"/> NYS

security requirements for operations area			<input type="checkbox"/> S	<input type="checkbox"/> NYS
state and territory coordination arrangements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
state and territory emergency management legislation with an emphasis on incident type			<input type="checkbox"/> S	<input type="checkbox"/> NYS
types and purposes of incident action plans			<input type="checkbox"/> S	<input type="checkbox"/> NYS
Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS

Knowledge Evidence Assessment Outcome	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Yet Satisfactory	Date: / /
Feedback to Candidate:			

Performance Evidence	Evidence Name/Page/Location:	How the evidence meets the competency requirements:	Assessor Evidence Review Satisfactory (S) Not Yet Satisfactory (NYS)
Requirement			<input type="checkbox"/> S <input type="checkbox"/> NYS
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes			<input type="checkbox"/> S <input type="checkbox"/> NYS
analysing situations both functionally and strategically			<input type="checkbox"/> S <input type="checkbox"/> NYS
applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements			<input type="checkbox"/> S <input type="checkbox"/> NYS
communicating information in a timely manner			<input type="checkbox"/> S <input type="checkbox"/> NYS
communicating within the operational structure and monitoring and reviewing progress towards achievement of the incident action plan			<input type="checkbox"/> S <input type="checkbox"/> NYS
conducting assessment and management of operational activities			<input type="checkbox"/> S <input type="checkbox"/> NYS
contributing to development of the incident action plan			<input type="checkbox"/> S <input type="checkbox"/> NYS
delegating responsibility			<input type="checkbox"/> S <input type="checkbox"/> NYS

implementing response in accordance with organisational procedures and authority			<input type="checkbox"/> S	<input type="checkbox"/> NYS
leading and managing teams within a dynamic environment and monitoring performance			<input type="checkbox"/> S	<input type="checkbox"/> NYS
logging and recording actions and decisions			<input type="checkbox"/> S	<input type="checkbox"/> NYS
making decisions in a time critical and dynamic environment			<input type="checkbox"/> S	<input type="checkbox"/> NYS
managing scene security			<input type="checkbox"/> S	<input type="checkbox"/> NYS
providing feedback and taking mitigation action to ensure completion of operations requirements at an incident			<input type="checkbox"/> S	<input type="checkbox"/> NYS
reacting strategically to changes within the incident including prioritising tasks and managing time			<input type="checkbox"/> S	<input type="checkbox"/> NYS
working as part of an incident management team			<input type="checkbox"/> S	<input type="checkbox"/> NYS
working with internal and external stakeholders including resolving conflict and negotiating outcomes			<input type="checkbox"/> S	<input type="checkbox"/> NYS

Performance Evidence Assessment Outcome	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory Date: / /
Feedback to Candidate:	

Performance Criteria Requirement	Evidence Name/Page/Location:	How the evidence meets the competency requirements:	Assessor Evidence Review Satisfactory (S) Not Yet Satisfactory (NYS)
1.1 Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.2 Command of operations function is established			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.3 Principles of span of control are applied to operational resources			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.4 Sectors are delineated taking account of geographic and functional requirements			<input type="checkbox"/> S <input type="checkbox"/> NYS
1.5 Strike teams, task forces or units are formed from allocated resources			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.1 Incident Action Plan (IAP) for the operational period is monitored and reviewed			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.2 Input into incident objectives and operational strategies is provided			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.3 Operations component of the IAP is developed, in accordance with organisational policies, procedures, safe work practices, industrial awards and agreements			<input type="checkbox"/> S <input type="checkbox"/> NYS
2.4 Need for logistical support is determined and documented			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.1 Security arrangements are established			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.2 Records of activities and decisions are kept, in accordance with organisational policies and procedures			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.3 Operations function is established to achieve objectives and tasks are delegated, in accordance with the requirements of a Level 2 incident			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.4 Operations requirements are identified, and resources are sought to meet incident requirements			<input type="checkbox"/> S <input type="checkbox"/> NYS
3.5 Operations personnel are briefed, and tasks are allocated, in accordance with the IAP objectives			<input type="checkbox"/> S <input type="checkbox"/> NYS

3.6 Resources are deployed, in accordance with the IAP objectives			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.7 Operations progress is monitored against the IAP and operational activities are adjusted, as required, throughout the incident			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.8 Operational effectiveness is reviewed and changes to operational structure, resources and logistical support are determined and communicated to the Incident Controller			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.9 Operations resources are managed, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.10 Safe work practices, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and welfare arrangements for work area are implemented and monitored			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.11 Agreed protocols are followed when managing personnel from other organisations			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.12 Action is taken to protect and preserve incident scene, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.13 Staging areas are established and maintained, as required, and this is communicated to the incident management team and participating organisations and/or agencies			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.1. Incident communication plan is implemented, monitored and reviewed			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.2. Communication is maintained with incident personnel, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.3. Current and emerging operational risks are communicated to personnel, in accordance with the chain of command			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.4. Communication is maintained with stakeholders and affected parties, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.5. Emerging or anticipated problems with incident communication are reported immediately			<input type="checkbox"/> S	<input type="checkbox"/> NYS

5.1. Incident Management Team (IMT) planning meetings are attended, in accordance with Incident Controller's requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.2. Incident Controller is advised about incident situation, control progress and risks in a timely manner			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.3. IMT is kept informed of progress of operations plan and operational requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.4. Advice is provided to the IMT on provision of services and resources and prioritisation of requirements			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.5. Incident Controller is briefed on analysis of progress against the operations portion of the IAP			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.6. Liaison with other members of the IMT is undertaken, as required			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.7. Regular information exchange is maintained with planning and logistics section			<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.8. Demobilisation of operations resources is undertaken while integrity of the response is maintained			<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.1 Performance of operational objectives and allocation of resources is monitored and reviewed			<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.2 Incident reports are produced, as required			<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.3 Operational briefings and debriefings are conducted and recorded, in accordance with organisational policies and procedures			<input type="checkbox"/> S	<input type="checkbox"/> NYS

Performance Criteria Assessment Outcome	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory Date: / /
Feedback to Candidate:	

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. No additional assessment is required.

Assessment Outcome

Candidate Details			
First Name		Surname	
Phone		Email	
D.O.B.		U.S.I.	
Assessor Details			
First Name		Surname	
Phone		Email	
Date		RTO No.	
Unit of Competency Details			
PUAOPE023	Manage operations for a Level 2 incident		
I have reviewed the evidence provided during the Recognition of Prior Learning process and have assessed the candidate as:			
<input type="checkbox"/> Competent			
<input type="checkbox"/> Not Yet Competent <i>(Provide feedback/justification to the Candidate and details of gap training or reassessment required in the spaces provided below)</i>			
Feedback:			
Gap Training/Re-assessment Requirements:			

Evidence Matrix

Assessor must complete this section to indicate the evidence on which a competency decision was made.

Knowledge Evidence Requirement	Questioning	Observation	Evidence / Portfolio	Other Provide Details
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
equipment and personnel capabilities for incident type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
incident management team roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
incident scene protection and preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
inter-organisational arrangements relating to incident type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
operational risk identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
organisational policies and procedures including communications policy, liaising with other organisations, post incident procedures and processes and procedures for deploying and tasking personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
principles of span of control and management by objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
processes and protocols for briefings and debriefings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
processes for determining operational priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
requirements for recording and reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
resource management responsibilities and systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
risk management processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sectorisation of incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
security requirements for operations area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
state and territory coordination arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
state and territory emergency management legislation with an emphasis on incident type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
types and purposes of incident action plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Evidence	Questioning	Observation	Evidence / Portfolio	Other Provide Details
Requirement				
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
analysing situations both functionally and strategically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
communicating information in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
communicating within the operational structure and monitoring and reviewing progress towards achievement of the incident action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conducting assessment and management of operational activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
contributing to development of the incident action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
delegating responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
implementing response in accordance with organisational procedures and authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
leading and managing teams within a dynamic environment and monitoring performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
logging and recording actions and decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
making decisions in a time critical and dynamic environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
managing scene security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
providing feedback and taking mitigation action to ensure completion of operations requirements at an incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reacting strategically to changes within the incident including prioritising tasks and managing time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
working as part of an incident management team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
working with internal and external stakeholders including resolving conflict and negotiating outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Criteria Requirement	Questioning	Observation	Evidence / Portfolio	Other Provide Details
1.1 Initial briefing is obtained from Incident Controller with Incident Controller's intent confirmed and questions asked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Command of operations function is established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Principles of span of control are applied to operational resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Sectors are delineated taking account of geographic and functional requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Strike teams, task forces or units are formed from allocated resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 Incident Action Plan (IAP) for the operational period is monitored and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Input into incident objectives and operational strategies is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Operations component of the IAP is developed, in accordance with organisational policies, procedures, safe work practices, industrial awards and agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Need for logistical support is determined and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 Security arrangements are established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Records of activities and decisions are kept, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Operations function is established to achieve objectives and tasks are delegated, in accordance with the requirements of a Level 2 incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Operations requirements are identified, and resources are sought to meet incident requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Operations personnel are briefed, and tasks are allocated, in accordance with the IAP objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Resources are deployed, in accordance with the IAP objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Operations progress is monitored against the IAP and operational activities are adjusted, as required, throughout the incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Operational effectiveness is reviewed and changes to operational structure, resources and logistical support are determined and communicated to the Incident Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Operations resources are managed, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Safe work practices, Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and welfare arrangements for work area are implemented and monitored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11 Agreed protocols are followed when managing personnel from other organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12 Action is taken to protect and preserve incident scene, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.13 Staging areas are established and maintained, as required, and this is communicated to the incident management team and participating organisations and/or agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1. Incident communication plan is implemented, monitored and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2. Communication is maintained with incident personnel, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3. Current and emerging operational risks are communicated to personnel, in accordance with the chain of command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4. Communication is maintained with stakeholders and affected parties, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5. Emerging or anticipated problems with incident communication are reported immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1. Incident Management Team (IMT) planning meetings are attended, in accordance with Incident Controller's requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2. Incident Controller is advised about incident situation, control progress and risks in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3. IMT is kept informed of progress of operations plan and operational requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4. Advice is provided to the IMT on provision of services and resources and prioritisation of requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5. Incident Controller is briefed on analysis of progress against the operations portion of the IAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6. Liaison with other members of the IMT is undertaken, as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7. Regular information exchange is maintained with planning and logistics section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8. Demobilisation of operations resources is undertaken while integrity of the response is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1 Performance of operational objectives and allocation of resources is monitored and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Incident reports are produced, as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Operational briefings and debriefings are conducted and recorded, in accordance with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. No additional assessment is required.

Notes:

Use this space to document any notes or observations made during the RPL process that does not form part of the competency assessment outcomes. E.g. recommendations for improvements, hazards, risks or issues encountered etc.