

# PUA Training Resources

Vocational Education and Training Sector

Public Safety Fire Sector Qualifications

- PUA20601  
Certificate II in PS Firefighting & Emergency Operations
- PUA20701  
Certificate II In PS Firefighting Operations
- PUA30601  
Certificate III in PS Firefighting & Emergency Operations
- PUA30701  
Certificate III in PS Firefighting Operations
- PUA40301  
Certificate IV in PS Firefighting Supervision
- PUA50501  
Diploma of PS Firefighting Management
- PUA60501  
Advanced Diploma of PS Firefighting Management



<b>Overview</b>	<p>This learner resource is designed to assist an individual to develop the skills and knowledge required to respond, as a member of a team, to an isolated and remote structure fire. An individual operating in this context will perform this role under the direct supervision of a crew leader or Officer-in-Charge.</p> <p>In this learner resource an 'isolated and remote structure' refers to a free standing building or man-made construction, such as a homestead or farm machinery shed. With an isolated and remote structure, the possibility of fire spread between the structure itself and exposures is generally low.</p> <p>'Exposures' in this learner resource refers to parts of the structure and other structures or property, not directly involved in fire, but at risk of being burnt or damaged if the fire is not extinguished.</p> <p>This resource focuses on defensive (external) structural firefighting, i.e. how to attack a fire from outside a structure and protect exposures. It does not cover offensive firefighting, i.e. internal attack within a structure or how to deal with fires involving dangerous goods and/or hazardous substances.</p> <p>In offensive firefighting operations, the crew conducting the internal attack must be trained in the use of breathing apparatus and operational procedures related to its use.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals who are required to respond, as a member of a team, to an isolated/remote structure fire.</p>
<b>Nominal duration</b>	<p>40 hours</p>
<b>Relationship to PUA units</b>	<p>This document is a part of the support materials for the unit of competency, PUAFIR202A <i>Respond to Isolated/Remote Structure Fire</i>. PUAFIR202A is an elective unit in Certificate II in Public Safety (Firefighting and Emergency Operations) and Certificate II in Public Safety (Firefighting Operations).</p>
<b>Course content</b>	<p>This learner resource is divided into three sections.</p> <ul style="list-style-type: none"> <li>• Section 1 describes the characteristics of isolated and remote structure fires including: classes of fire; the three phases of fire development in a structure; and hazards associated with each phase.</li> <li>• Section 2 identifies the personal protective clothing and firefighting equipment commonly used at a structure fire.</li> <li>• Section 3 discusses the firefighting sequence and priorities for combating isolated and remote structure fires.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR202A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• respond, as a member of a team, to an isolated and remote structure fire</li> <li>• identify and apply procedures for individual and crew preparation and for determining the most effective route to the fire</li> <li>• identify the type of equipment and extinguishing media used to support defensive firefighting operations and procedures for their use</li> <li>• describe and demonstrate defensive firefighting strategies and tactics</li> <li>• explain the importance of observing and protecting evidence of fire cause</li> <li>• demonstrate safe work practices when conducting defensive firefighting operations and outline hazards associated with this work</li> <li>• explain ancillary activities and procedures involved in concluding operations.</li> </ul>

<b>Overview</b>	<p>In emergency situations, effective communications can provide the essential connection between the officer in charge, crews and the communications centre. During difficult incident operations, everything works against good communications. Therefore, all personnel must be trained to communicate effectively in even the most adverse conditions.</p> <p>Agencies generally have two modes of communication: personal (face-to-face), and electronic. This learner resource will cover most of the electronic means of communication, although the focus will be on two-way radio communications.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals who are required to transmit and receive communications in routine and operational situations using the organisation's communications systems and equipment.</p>
<b>Nominal duration</b>	<p>30 hours</p>
<b>Relationship to PUA units</b>	<p>This document is a part of the support materials for the unit of competency, PUAOPE002A <i>Operate Communications Systems and Equipment</i>. PUAOPE002A is a core unit in Certificate II in Public Safety (Firefighting and Emergency Operations) and an elective unit in Certificate II in Public Safety (Firefighting Operations).</p>
<b>Course content</b>	<p>This learner resource is divided into three sections.</p> <ul style="list-style-type: none"> <li>• Section 1 operation of various communications systems used by agencies</li> <li>• Section 2 transmission of verbal communications and the recording of information</li> <li>• Section 3 operational procedures in use within agencies.</li> </ul> <p>Note: This document is an introduction to communications systems across all agencies. Agency specific documentation outlining local communications procedures should be read in conjunction with this learner resource.</p>
<b>Learning objectives</b>	<p>On completion of PUAOPE002A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• set up and use the various radio systems that operate within an organisation</li> <li>• transmit verbal communications</li> <li>• operate and set up telephones, facsimiles, telexes and computerised messenger services, and log details transmitted or received</li> <li>• record information.</li> </ul>

<b>Overview</b>	Safe and effective response to a wildfire requires teams of firefighters who are well prepared, can access a fire area safely, can use a range of firefighting equipment to implement a range of suppression techniques effectively, can safely react to changing wildfire behaviour in a timely way and can conclude operations ready for further deployment. This learner resource will assist an individual to gain the skills and knowledge to respond to a wildfire as a member of a team, under direct supervision.
<b>Target audience</b>	The target audience for this training are individuals who are required to respond to a wildfire as a member of a team under direct supervision.
<b>Nominal duration</b>	60 hours
<b>Relationship to PUA units</b>	This document is a part of the support materials for the unit of competency, PUAFIR204A <i>Respond to Wildfire</i> . PUAFIR204A is a core unit in Certificate II in Public Safety (Firefighting Operations) and an elective unit in Certificate II in Public Safety (Firefighting and Emergency Operations).
<b>Course content</b>	<p>This learner resource is divided into four sections.</p> <ul style="list-style-type: none"> <li>• Section 1 discusses individual and crew preparation, factors to consider in approaching a wildfire safely, and the importance of observing and protecting evidence of fire cause.</li> <li>• Section 2 discusses wildfire behaviour, including the basic processes of combustion, and the way fire behaviour can change in response to changes in fuel, weather and topography.</li> <li>• Section 3 discusses wildfire suppression, including the options available in suppression techniques, the types of equipment commonly used, how to work with aircraft in wildfire suppression, and the principles of good communication at wildfire incidents.</li> <li>• Section 4 discusses the hazards encountered at wildfires, how to avoid them, and how to survive in life-threatening situations.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR204A, participants should be able to:</p> <ul style="list-style-type: none"> <li>• respond to a wildfire as a member of a team, under direct supervision</li> <li>• identify and apply procedures for individual and crew preparation</li> <li>• list and explain the factors to consider in approaching a wildfire safely</li> <li>• explain the importance of observing and protecting evidence of fire cause</li> <li>• identify the factors which affect wildfire behaviour, including process of combustion, and the way fire behaviour can change in response to changes in fuel, weather and topography</li> <li>• describe and demonstrate wildfire suppression strategies and tactics</li> <li>• demonstrate the use of wildfire firefighting equipment</li> <li>• demonstrate safe work practices when working in or around aircraft</li> <li>• identify hazards encountered at wildfires; demonstrate procedures to avoid hazards, and how to survive in life-threatening situations.</li> </ul>

<b>Overview</b>	The purpose of this learner resource is to provide an individual with a basic understanding of respiration, the general principles of the operation of breathing apparatus and an overview of how to select, don and operate compressed air breathing apparatus (open circuit).
<b>Target audience</b>	The target audience for this training are individuals who are required to operate and maintain breathing apparatus equipment in an irrespirable atmosphere.
<b>Nominal duration</b>	60 hours
<b>Relationship to PUA units</b>	This document is a part of the support materials for the unit of competency, PUAFIR207A <i>Operate Breathing Apparatus</i> . PUAFIR207A is a core unit in Certificate II in Public Safety (Firefighting and Emergency Operations) and an elective unit in Certificate II in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into seven sections.</p> <ul style="list-style-type: none"> <li>• Section 1 describes the respiration process, irrespirable atmospheres and associated hazards.</li> <li>• Section 2 explores the components of a BA set and air line equipment.</li> <li>• Section 3 discusses pre-operational checks and tests, procedures for donning, starting-up, closing-down and doffing the set, and after-use cleaning, maintenance and general care.</li> <li>• Section 4 describes how Distress Signal Units are used, activated and maintained.</li> <li>• Section 5 explores the general practices to ensure the safe and effective use of breathing apparatus.</li> <li>• Section 6 discusses the main components of a BA Control System, and the different roles and responsibilities associated with its implementation.</li> <li>• Section 7 describes guide lines, branch lines and personal lines and outlines procedures for their use.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR207A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• describe the respiratory system, the effects of irrespirable atmospheres on the body, and protective equipment</li> <li>• detail the purpose, characteristics, component parts and operation of the compressed air breathing apparatus (CABA) as used in the service</li> <li>• demonstrate the operational test and standard operating procedures when wearing CABA</li> <li>• demonstrate safe working practices when wearing CABA</li> <li>• demonstrate the operation of CABA</li> <li>• explain and demonstrate the use of the Distress Signal Unit (DSU)</li> <li>• describe the purpose and types of breathing apparatus (BA) control equipment and demonstrate its operation</li> <li>• describe the purpose, and demonstrate the use, of guide lines and personal lines.</li> </ul>

<b>Overview</b>	<p>To determine the causal factors related to any incident or accident requires an investigation. The conduct of such investigations requires specialised forensic skills and knowledge and is therefore the responsibility of specialists. However, the success or failure of the investigation is critically dependent upon the actions of personnel involved throughout all the phases of the incident. This includes those who initially respond to an incident, those who participate in securing and protecting the scene upon arrival and all personnel involved in subsequent phases of the incident. Direct observation, recorded notes, sketches and photographs can all provide vital information in an investigation.</p> <p>This learner resource will assist an individual to gain the skills and knowledge to work as a member of a team, and without direct supervision in some situations, to protect and preserve the scene of an accident or incident.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals who are required to work as part of a team and under direct supervision to:</p> <ul style="list-style-type: none"> <li>• conduct an initial assessment</li> <li>• take action to maintain public safety and preserve the scene</li> <li>• note and record details and information.</li> </ul>
<b>Nominal duration</b>	20 hours
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUALAW001A <i>Protect and Preserve Incident Scene</i>. PUALAW001A is an elective unit in Certificate II in Public Safety (Firefighting and Emergency Operations) and Certificate II in Public Safety (Firefighting Operations).</p>
<b>Course content</b>	<p>This learner resource is divided into four sections.</p> <ul style="list-style-type: none"> <li>• Section 1 discusses how a firefighter can contribute to the collection of evidence when a call is received and while en route to an incident.</li> <li>• Section 2 examines how an on-scene assessment can provide important information about causal factors and describes the type of information that should be noted and reported.</li> <li>• Section 3 discusses factors impacting upon scene security and preservation and how techniques may vary for a range of contexts.</li> <li>• Section 4 outlines the recording and reporting procedures required for any subsequent investigation.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUALAW001A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• work as a member of a team and in some situations without direct supervision, to protect and preserve the scene of an accident or incident</li> <li>• describe the observations that may have an impact on the public and on the preservation of a scene and should be observed en route and upon arrival at an incident so as to assist any subsequent investigation</li> <li>• describe factors to be considered upon arrival at an incident and the procedures for conducting an on-scene assessment</li> <li>• describe the procedures for securing and preserving an incident scene</li> <li>• describe the procedures for collecting and preserving evidence</li> <li>• describe the procedures for reporting and recording information for an investigation.</li> </ul>

<b>Overview</b>	This learner resource provides a description of alarm and sprinkler systems and the way in which they detect and suppress fire. The information and activities contained within this learner resource will assist an individual to locate, identify and check the status of fire safety systems, while working predominantly under direct supervision.
<b>Target audience</b>	The target audience for this training are individuals who are required to respond to a structure fire and to locate, identify and check the status of fire safety systems, while working predominantly under supervision.
<b>Nominal duration</b>	25 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAFIR206A <i>Check Installed Fire Safety Systems</i> . PUAFIR206A is an elective unit in Certificate II in Public Safety (Firefighting and Emergency Operations) and Certificate II in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into five sections.</p> <ul style="list-style-type: none"> <li>• Section 1 identifies the type of fire detection and alarm systems commonly found in buildings, their location, how they are triggered and their advantages and disadvantages.</li> <li>• Section 2 describes the different types of sprinkler and suppressions systems; how these systems use water supplies and the components of a wet pipe system.</li> <li>• Section 3 outlines how extinguishing media such as foam, powder and gaseous agents are used to protect special hazards present in some buildings.</li> <li>• Section 4 explains how air handling systems, fire and smoke doors and alarm signalling equipment are used to control the movement of smoke within a building.</li> <li>• Section 5 explains the procedures involved in the monitoring, checking and testing of the status of alarms and sprinkler systems.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR206A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• locate and identify fire alarms, detectors and sprinkler systems</li> <li>• explain the functions and components of fire alarms, detectors and sprinkler systems</li> <li>• check and identify fire alarm status.</li> </ul>

<b>Overview</b>	This learner resource has been designed to assist an individual to understand effective communication skills and behaviours and how to apply these in the workplace. Suggested learning activities are included throughout the learner resource and a series of self-assessment questions are provided at the end of each section to assist you to monitor your progress and to support your learning process.
<b>Target audience</b>	The target audience for this training are individuals who are required to work with others and to make a positive contribution to the effectiveness and efficiency of a team in the workplace. Individuals performing this role are operating predominantly under direct supervision.
<b>Nominal duration</b>	30 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUACOM001A <i>Communicate in the Workplace</i> . PUAFIR202A is an elective unit in Certificate II in Public Safety (Firefighting and Emergency Operations) and Certificate II in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into three sections.</p> <ul style="list-style-type: none"> <li>• Section 1 provides an overview of the communication process and explains how communication underpins all workplace activities.</li> <li>• Section 2 describes the different ways in which we communicate including non-verbal and verbal communication; written communication and electronic communication</li> <li>• Section 3 provides information on how to communicate in a group and in team meetings. It also provides some guidelines on inter-cultural communication.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUACOM001A, you will be able to:</p> <ul style="list-style-type: none"> <li>• list the key elements of the communication process</li> <li>• identify a range of effective communication strategies</li> <li>• identify potential barriers to communication</li> <li>• gather, record and convey simple and routine verbal and written information in the workplace, using a range of media</li> <li>• give and receive routine instructions</li> <li>• participate effectively in small, informal work group discussions and meetings.</li> </ul>

<b>Overview</b>	This learner resource covers the skills, knowledge and behaviours that contribute to working effectively as a team member. Suggested learning activities are included throughout the learner resource and a series of self-assessment questions are provided at the end of each section to assist you to monitor your progress and to support your learning process.
<b>Target audience</b>	The target audience for this training are individuals who are required to work with others and to make a positive contribution to the effectiveness and efficiency of a team in the workplace. Individuals performing this role are operating predominantly under direct supervision.
<b>Nominal duration</b>	20 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUATEA001A <i>Work in a team</i> . PUAFIR202A is a core unit in Certificate II in Public Safety (Firefighting and Emergency Operations) and Certificate II in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into three sections.</p> <ul style="list-style-type: none"> <li>• Section 1 examines how a team is different from a group and describes the developmental stages through which a group progresses before becoming a high performing team.</li> <li>• Section 2 provides an overview of the key factors which determine the effectiveness of individuals and teams in completing team as a team.</li> <li>• Section 3 discusses interpersonal skills and team communication and describes how these can influence the way a team works together.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUATEA001A, you will be able to:</p> <ul style="list-style-type: none"> <li>• describe the characteristics which define a work group as a team</li> <li>• explain the four stages of team development</li> <li>• list the characteristics which describe effective team members</li> <li>• communicate effectively as a team member</li> <li>• participate and contribute effectively as a team member to team performance.</li> </ul>

<b>Overview</b>	Water is the most commonly used fire extinguishing agent. For water to be used effectively, it needs to be applied in a suitable form and at a rate high enough to overcome the heat of a fire. This learner resource is designed to provide an individual with the knowledge and skills to operate portable and appliance-mounted pumps to support operations at an incident.
<b>Target audience</b>	The target audience for this training are individuals who are required to operate portable and appliance-mounted pumps at an incident.
<b>Nominal duration</b>	80 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAFIR309A <i>Operate Pumps</i> . PUAFIR309A is a core unit in Certificate III in Public Safety (Firefighting and Emergency Operations) and an elective unit in Certificate III in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into eight sections.</p> <ul style="list-style-type: none"> <li>• Section 1 deals with the theory associated with hydraulics and pump operation.</li> <li>• Section 2 explores the centrifugal pump and principles of operation; it also discusses multi-stage and peripheral pumps.</li> <li>• Section 3 describes the types of pumps commonly used as priming pumps</li> <li>• Section 4 explains the different types of pump gauges, valves and engine controls used to safely and effectively pump water.</li> <li>• Section 5 describes portable pumps, their operation and maintenance.</li> <li>• Section 6 covers appliance-mounted pumps, their installation, power train, how to power the pump, cooling systems, their operation and maintenance.</li> <li>• Section 7 concentrates on practical pump operation in a range of situations.</li> <li>• Section 8 describes types of foam and foam-making equipment.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR309A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• identify and apply the principles of hydraulics to practical pump operation</li> <li>• describe the principle of operation, characteristics, limitations and representative types of centrifugal firefighting pumps</li> <li>• locate, set up, prime and operate safely a firefighting pump to provide an effective and reliable water supply to firefighters</li> <li>• describe the operation and use of pump gauges, valves and controls</li> <li>• describe the characteristics, operation and maintenance of typical portable and appliance-mounted firefighting pumps</li> <li>• apply practical pump operation techniques, including operating from an appliance tank, open water and reticulated water supply; fault finding and relay pumping</li> <li>• deal safely and effectively with a typical range of problems, within the scope of operator control, that might interrupt or diminish the safety and effectiveness of pump operation</li> <li>• describe the characteristics, use and limitations of typical firefighting foams and foam making equipment</li> <li>• demonstrate the safe and effective operation of pumps, primers, valves, controls and foam systems in a typical variety of firefighting scenarios.</li> </ul>

<b>Overview</b>	A safe and effective response requires responding personnel to make decisions about the most appropriate route to an incident. This involves determining the current location of personnel, the destination, resources required, determining and planning the route, navigating to the destination and completing any post-navigating activities. This learner resource will provide the participant with the skills and knowledge to navigate in a range of environments.
<b>Target audience</b>	The target audience for this training are individuals who are required to navigate in urban and rural environments and inland waterways.
<b>Nominal duration</b>	50 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAOPE003A <i>Navigate in Urban and Rural Environments</i> . PUAOPE003A is an elective unit in Certificate III in Public Safety (Firefighting and Emergency Operations) and Certificate III in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into four sections.</p> <ul style="list-style-type: none"> <li>• Section 1 explains map reading and navigation skills and covers the types of maps used, marginal information, scale and how to measure distance on a map, shape of the ground and intervisibility.</li> <li>• Section 2 describes compasses and their uses.</li> <li>• Section 3 discusses navigating across country and explains the use of navigation aids, planning and map setting, position fixing and map enlarging.</li> <li>• Section 4 discusses incident management and map reading.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAOPE003A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• navigate in urban and rural environments</li> <li>• locate the main features of maps used by the agency</li> <li>• identify factors involved in the selection of a suitable route for access and egress to a fire/incident</li> <li>• select a suitable route for access and egress to a fire/incident based on key determining factors</li> <li>• identify the location of a fire/incident on a map and report its location</li> <li>• use topographic features on a map as a guide in selecting a route to a fire/incident</li> <li>• use a map both with and without a compass to navigate cross country to a fire/incident</li> <li>• explain and demonstrate the use of a map in relation to the effects of topography on a fire/incident and its management.</li> </ul>

<b>Overview</b>	This learner resource provides you with an overview of the roles and responsibilities of each fire agency in a hazardous materials incident and the procedures that should be followed when responding to an incident and rendering it safe. The information and activities in this learner resource will assist an individual to gain the skills and knowledge to safely combat incidents involving hazardous materials.
<b>Target audience</b>	The target audience for this training are individuals who are required to safely combat incidents involving hazardous materials.
<b>Nominal duration</b>	40 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAFIR306A <i>Render Hazardous Materials Incidents Safe</i> . PUAFIR306A is a core unit in Certificate III in Public Safety (Firefighting and Emergency Operations) and an elective unit in Certificate III in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into five sections.</p> <ul style="list-style-type: none"> <li>• Section 1 introduces common terminology used to describe incidents involving hazardous materials and outlines the roles and responsibilities of firefighting agencies in each state and territory and in New Zealand.</li> <li>• Section 2 describes the various methods for identifying dangerous goods and hazardous substances.</li> <li>• Section 3 outlines the procedures for responding to a hazardous materials incident.</li> <li>• Section 4 provides information on the establishment of control zones, containment, resources and support networks, decontamination and rendering the incident safe.</li> <li>• Section 5 explores a number of special hazards that may be encountered when responding to a hazardous materials incident and safe work practices.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR306A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• safely combat incidents involving hazardous materials</li> <li>• describe agency roles and responsibilities under state or territory emergency planning and response legislation</li> <li>• explain and demonstrate the identification and classification procedures for hazardous materials</li> <li>• identify and demonstrate the various methods that may be used to contain and recover spilt hazardous substances to combat an incident</li> <li>• describe and demonstrate procedures for decontamination and documentation of equipment, clothing and personnel</li> <li>• describe the characteristics, identification details and safe handling procedures of 'special risk' hazardous materials.</li> </ul>

<b>Overview</b>	The content of this learner resource covers the skills and knowledge needed to identify typical atmospheric contaminants, understand the hazards associated with them and the effects on humans of exposure to hazardous atmospheres. It also describes how to use a range of equipment to measure and monitor the concentration of various airborne contaminants and the recommended actions, including how to apply appropriate control strategies for dealing with airborne contaminants based on the interpretation of results from monitoring equipment used.
<b>Target audience</b>	The target audience for this training are individuals who are required to: <ul style="list-style-type: none"> <li>• operate equipment in order to monitor atmospheric conditions</li> <li>• measure contaminants</li> <li>• interpret readings</li> <li>• recommend action to take based on the interpretation and the effects of humans exposed to hazardous atmospheres.</li> </ul>
<b>Nominal duration</b>	24 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAFIR307A <i>Monitor Hazardous Atmospheres</i> . PUAFIR307A is an elective unit in Certificate III in Public Safety (Firefighting and Emergency Operations) and Certificate III in Public Safety (Firefighting Operations).
<b>Course content</b>	This learner resource is divided into five sections. <ul style="list-style-type: none"> <li>• Section 1 explores how air monitoring contributes to all of the three stages of the risk management process: hazard identification, risk assessment and implementation of control measures.</li> <li>• Section 2 covers the effects of a hazardous atmosphere on the human body and describes some of the gases that are commonly found in this type of atmosphere.</li> <li>• Section 3 examines how equipment such as detectors can be used to monitor the atmosphere.</li> <li>• Section 4 details how to apply air-monitoring strategies at a hazardous materials ('hazmat') incident to assist in hazard identification, assess the potential effects on the community and environment; and determine the health and safety precautions required for personnel.</li> <li>• Section 5 gives some hints on how to take effective atmospheric samples.</li> </ul>
<b>Learning objectives</b>	On completion of PUAFIR307A, participants will be able to: <ul style="list-style-type: none"> <li>• describe the range of occurrences of hazardous atmospheres and the precautions necessary when working in or near them</li> <li>• use direct reading instruments to monitor hazardous atmospheres and take precautions to safeguard health</li> <li>• describe how data from atmospheric monitoring can provide input to the various stages of incident response.</li> </ul>

## PUAFIR308A - Employ personal protection at a hazardous materials incident

### CERTIFICATE III

<b>Overview</b>	<p>At an incident involving dangerous goods and hazardous substances, the Incident Controller will determine the appropriate level of personal protection required after conducting a risk assessment of the scene, identifying the hazards associated with the materials involved; and implementing appropriate control measures. The decision about the appropriate level of personal protection will be based on information collected at the site and advice received from electronic databases and specialist sources.</p> <p>The purpose of this learner resource is to assist an individual to develop the knowledge and skills to select, don and safely operate the appropriate personal protective clothing and equipment at a hazardous materials incident.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals who are required to select, don and safely operate the appropriate personal protective clothing and equipment at a fire and at an incident involving dangerous goods and hazardous substances.</p>
<b>Nominal duration</b>	<p>8 hours</p>
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUAFIR308A <i>Employ Personal Protection at a Hazardous Materials Incident</i>. PUAFIR308A is a core unit in Certificate III in Public Safety (Firefighting and Emergency Operations) and an elective unit in Certificate III in Public Safety (Firefighting Operations).</p>
<b>Course content</b>	<p>This learner resource is divided into five sections.</p> <ul style="list-style-type: none"><li>• Section 1 explains the procedures used for identifying the appropriate level of personal clothing and equipment at a hazardous materials incident.</li><li>• Section 2 explains the purpose of protective clothing and equipment at a hazardous materials incident and the range of protective clothing and equipment available.</li><li>• Section 3 explores the types of materials used in the construction of protective clothing and the way in which hazardous chemicals can attack protective clothing via permeation, penetration and degradation.</li><li>• Section 4 describes the procedures for donning and removing chemical protective clothing.</li><li>• Section 5 describes the procedures for operating at a hazardous materials incident in protective clothing.</li></ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR308A, participants will be able to:</p> <ul style="list-style-type: none"><li>• describe the range of protective clothing and equipment worn by firefighters at a dangerous goods and hazardous substances incident</li><li>• demonstrate the procedures for donning and removing chemical protective clothing</li><li>• demonstrate and explain the procedures for maintaining chemical protective clothing</li><li>• demonstrate and explain safe work procedures for operating in chemical protective clothing at a hazardous materials incident</li><li>• explain the procedures for determining the protective clothing and equipment to be worn at a hazardous materials incident.</li></ul>

<b>Overview</b>	<p>The suppression of wildfires requires a team approach from the time a fire is reported, until it is made safe. It requires accurate reception of reported information, careful preparation and travel to the fire location, application of safe and appropriate fire control strategies, and timely recovery and maintenance of equipment in readiness for further deployment.</p> <p>This learner resource will assist an individual to gain the skills and knowledge to work as a member of a team when suppressing a wildfire, in some situations without direct supervision.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals who are required to work as a member of a team when suppressing a wildfire and who may be working without direct supervision.</p>
<b>Nominal duration</b>	<p>80 hours</p>
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUAFIR303A <i>Suppress Wildfire</i>. PUAFIR303A is a core unit in Certificate III in Public Safety (Firefighting Operations) and an elective unit in Certificate III in Public Safety (Firefighting and Emergency Operations).</p>
<b>Course content</b>	<p>This learner resource is divided into seven sections.</p> <ul style="list-style-type: none"> <li>• Section 1 discusses fire reporting and resource preparation.</li> <li>• Section 2 examines issues that must be considered in accessing the fire location, including the protection of evidence of fire cause.</li> <li>• Section 3 discusses fire behaviour and the factors that should be assessed in describing and predicting it.</li> <li>• Section 4 examines fire suppression strategies and tactics.</li> <li>• Section 5 examines backburning and burning out operations.</li> <li>• Section 6 discusses the implementation of strategies and tactics in attacking and mopping up a wildfire.</li> <li>• Section 7 discusses the hazards of wildfires, how to identify and avoid them.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR303A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• work as a member of a team when suppressing a wildfire, in some situations without direct supervision</li> <li>• demonstrate the procedures for fire reporting and resource preparation and accessing the fire location, including the protection of evidence of fire cause</li> <li>• describe fire behaviour and the factors that should be assessed in describing and predicting it</li> <li>• identify a range of techniques for wildfire suppression and tactics</li> <li>• demonstrate and describe the techniques used for lighting a backburn and describe the importance of controlling a backburn</li> <li>• describe and demonstrate the procedures to be followed when attacking and mopping up a wildfire</li> <li>• identify and describe the precautions to be taken against the hazards of wildfire firefighting.</li> </ul>

<b>Overview</b>	<p>A driver of an emergency vehicle must always have regard for personal safety, the safety of passengers and other road users. Vehicles must always be driven carefully and in a safe and controlled way.</p> <p>This learner resource provides an overview of the skills and knowledge required to drive such a vehicle without injury to passengers or other road users in emergency and non-emergency response conditions and off-road.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals who are required to drive emergency vehicles in emergency and non-emergency response conditions both on- and off-road.</p>
<b>Nominal duration</b>	<p>80 hours</p>
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUAVEH001A <i>Drive Vehicles Under Operational Conditions</i>. PUAVEH001A is a core unit in Certificate III in Public Safety (Firefighting and Emergency Operations) and an elective unit in Certificate III in Public Safety (Firefighting Operations).</p>
<b>Course content</b>	<p>The content focuses on defensive driving techniques and how to apply these skills in a variety of traffic, road and terrain conditions. The content also addresses the procedures for conducting recovery of a vehicle using jacking equipment and winching systems.</p>
<b>Learning objectives</b>	<p>On completion of PUAVEH001A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• explain each of the seven vehicle support systems and how each contributes to the smooth operation of the vehicle</li> <li>• explain and demonstrate the following vehicle checks that must be conducted before driving a vehicle:             <ul style="list-style-type: none"> <li>– cabin raising and lowering, pre-use check, cabin and pre-drive drill</li> <li>– test run, parking and securing a vehicle</li> </ul> </li> <li>• explain the legislative and organisational requirements related to driving a vehicle under non-operational and under operational conditions</li> <li>• demonstrate under both operational and non-operational conditions:             <ul style="list-style-type: none"> <li>– defensive driving techniques and operation of a vehicle in accordance with organisational procedures</li> <li>– the procedures for stopping, siting and securing a vehicle</li> </ul> </li> <li>• explain the traffic, road and terrain conditions that need to be considered when driving a vehicle</li> <li>• drive a vehicle off-road and undertake the following activities:             <ul style="list-style-type: none"> <li>– explain the characteristics of a four-wheel drive</li> <li>– demonstrate vehicle manoeuvring skills</li> <li>– demonstrate engagement of a four-wheel drive and describe the conditions in which to engage the vehicle</li> <li>– demonstrate stall recovery skills</li> <li>– demonstrate vehicle control in a variety of off-road conditions</li> </ul> </li> <li>• demonstrate and explain the procedures for recovering a vehicle after an accident including:             <ul style="list-style-type: none"> <li>– explain the principles of recovery</li> <li>– demonstrate the use of jacking equipment supplied with the vehicle</li> <li>– demonstrate winching systems and their operation</li> <li>– demonstrate setting up and rigging for a given range of situations.</li> </ul> </li> </ul>

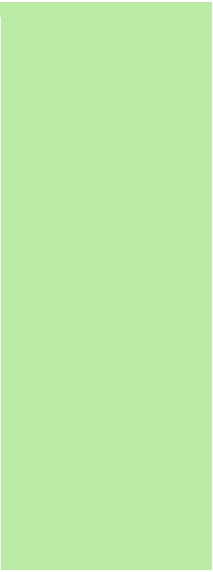
<b>Overview</b>	This learner resources covers the skills and knowledge required by a person working either independently as an individual or as a member of a team without direct supervision and involved in coaching or mentoring others either in an operational or non-operational environment.
<b>Target audience</b>	The target audience for this training are individuals who have had substantial experience as a team member, and show potential to fulfil the role of team leader.
<b>Nominal duration</b>	30 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUATEA002A <i>Work autonomously</i> . PUAFIR202A is a core unit in Certificate III in Public Safety (Firefighting and Emergency Operations and Certificate III in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into three sections.</p> <ul style="list-style-type: none"> <li>• Section 1 describes the roles and responsibilities of a person working with limited supervision on prescribed work tasks and activities.</li> <li>• Section 2 describes the roles and responsibilities of a person working with a team to achieve required outcomes.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUATEA002A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• work independently in the workplace following broad guidelines</li> <li>• achieve required individual and group work outcomes</li> <li>• monitor work and communicate progress to relevant persons in the workplace</li> <li>• monitor and maintain individual and team performance.</li> </ul>

## PUACOM005A - Foster a positive organisational image in the community

### CERTIFICATE III

<b>Overview</b>	This learner resource covers the skills and knowledge required to successfully participate in representing and promoting your organisation within a community.
<b>Target audience</b>	This target audience for this training are individuals who are required to participate in organisational community safety activities and in so doing demonstrate a positive image of their organisation.
<b>Nominal duration</b>	30 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUACOM005A <i>Foster a positive organisational image in the community</i> . PUAFIR202A is an elective unit in Certificate III in Public Safety (Firefighting and Emergency Operations) and Certificate III in Public Safety (Firefighting Operations).
<b>Course content</b>	<p>This learner resource is divided into four sections.</p> <ul style="list-style-type: none"><li>• Section 1 describes how organisational policies, procedures and practice, underpin organisational activities in the community.</li><li>• Section 2 explains how a community is defined and the factors which influence the diverse needs and concerns within a community.</li><li>• Section 3 emphasises the importance of effective communication and working as a member of a team.</li><li>• Section 4 discusses promotional opportunities and how an organisation can encourage community participation through these events.</li></ul>
<b>Learning objectives</b>	<p>On completion of PUACOM005A, participants will be able to:</p> <ul style="list-style-type: none"><li>• describe the factors which shape the image of an organisation</li><li>• describe the factors which define and influence a community</li><li>• identify key community members and networks</li><li>• respond appropriately to inquiries from the community</li><li>• participate in public forums</li><li>• participate in promoting the organisation within a community</li><li>• participate in activities to encourage community engagement.</li></ul>

<b>Overview</b>	<p>The purpose of this learner resource is to provide an individual with the knowledge and skills to:</p> <ul style="list-style-type: none"> <li>• identify the preparations required to undertake prescribed burning</li> <li>• explain agency policy and procedures for prescribed burning</li> <li>• plan a simple prescribed burn in the local area</li> <li>• conduct a simple prescribed burn</li> <li>• identify and conduct relevant post-burn activities.</li> </ul>
<b>Target audience</b>	<p>The target audience for this training are individuals who are experienced in wildfire suppression and are required by their agency to become proficient in conducting a prescribed burn.</p>
<b>Nominal duration</b>	<p>40 hours</p>
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUAFIR407A <i>Conduct Prescribed Burning</i>. PUAFIR407A is an elective unit in Certificate IV in Public Safety (Firefighting Supervision).</p>
<b>Course content</b>	<p>This learner resource is divided into five sections.</p> <ul style="list-style-type: none"> <li>• Section 1 discusses the policy framework within which most prescribed burning is undertaken, including statutory requirements that must be observed.</li> <li>• Section 2 discusses fire behaviour appropriate for different types of prescribed burning, and the fuel and weather parameters that will provide it. This section also discusses the impact of lighting technique and lighting pattern on fire behaviour, and the options that can be considered.</li> <li>• Section 3 discusses the planning of a prescribed burn, in terms of objectives, fuel and weather appraisals, burning prescriptions, resource requirements and notifications.</li> <li>• Section 4 discusses the conduct of a simple prescribed burn, emphasising preparations and resource management.</li> <li>• Section 5 discusses the assessment and reporting of burn outcomes, the reporting requirements where the burn plan has required significant variation, and the need to plan for and execute restoration and rehabilitation works.</li> </ul>
<b>Learning objectives</b>	<p>On the completion of PUAFIR407A, participants will be able to:</p> <p>Section 1</p> <ul style="list-style-type: none"> <li>• detail agency policy and procedures for conducting a prescribed burn</li> <li>• list all the preparations required to undertake a prescribed burn including seasonal and legal restrictions</li> <li>• identify the common authorisations required for a prescribed burn.</li> </ul> <p>Section 2</p> <ul style="list-style-type: none"> <li>• explain how fire behaviour differs in low intensity and high intensity burns</li> <li>• identify appropriate fuel and weather conditions for low intensity burns</li> <li>• identify available and appropriate ignition techniques and patterns</li> <li>• identify the procedures for minimising the risk of escape fires</li> <li>• outline appropriate perimeter controls for prescribed burns.</li> </ul> <p>Section 3</p> <ul style="list-style-type: none"> <li>• identify all planning requirements necessary to ensure that clear objectives and operational detail are identified to ensure a safe, effective prescribed burn</li> <li>• develop contingency plan/s for the prescribed burn.</li> </ul>



#### Section 4

- implement all of the necessary planning requirements to conduct a prescribed burn
- conduct a prescribed burn and undertake the following activities:
  - brief all personnel prior to the prescribed burn
  - allocate tasks to personnel
  - monitor conditions before and during the burn
  - secure the burn area following the main conduct of the burn.

#### Section 5

- assess whether the burn has achieved the identified objectives
- establish and apply a post-burn monitoring process to assess whether further action is required
- identify any variations to the planned conduct of the prescribed burn
- report on the outcomes of the prescribed burn
- restore and rehabilitate the affected area in accordance with agency requirements.

<b>Overview</b>	<p>A briefing is a process to inform people. A well structured briefing prepares people for their job role and gives them the information they require to do their work safely and effectively. The content of a briefing may be as simple as an update on an issue, communicating a set of instructions to perform a task or as complex as conveying intelligence to a community about an event.</p> <p>A debriefing is a process to elicit information from people who have participated in some activity. The information sought in a debriefing will help individuals or organisations responsible for that activity to better plan and manage it in the future. A debriefing is also an important tool in fostering the welfare (and well being) of participants in an activity.</p> <p>The principles underpinning briefings and debriefings apply in operational and non-operational contexts. This learner resource will assist an individual to develop the knowledge and skills to lead and manage a briefing and debriefing.</p>
<b>Target audience</b>	<p>The intended audience for this unit are individuals who are required to lead and manage a briefing or debriefing within the workplace.</p>
<b>Nominal duration</b>	<p>30 hours</p>
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUAOPE004A <i>Conduct Briefings/Debriefings</i>. PUAOPE004A is a core unit in Certificate IV in Public Safety (Firefighting Supervision).</p>
<b>Course content</b>	<p>This learner resource is divided into four sections.</p> <ul style="list-style-type: none"> <li>• Section 1 outlines the purpose of a briefing, the different types and how to prepare a plan to conduct a briefing.</li> <li>• Section 2 explains the procedures for conducting a briefing, policies and procedures to be followed, follow-up on actions and how to prepare briefing reports.</li> <li>• Section 3 describes how to prepare for a debrief, the different types of debriefs, and how to prepare a plan to conduct a debrief.</li> <li>• Section 4 explains the procedures for conducting a debriefing, policies and procedures to be followed, follow-up actions and how to prepare debriefing reports.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAOPE004A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• lead and manage a briefing and debriefing</li> <li>• prepare and conduct a briefing and debriefing</li> <li>• identify the follow-up actions required after a briefing and debriefing have been conducted.</li> </ul>

## PUAFIR406A - Develop prescribed burning plans

### CERTIFICATE IV

<b>Overview</b>	The safe and effective conduct of a prescribed burn requires careful and thorough planning at the strategic and operational level to ensure the agreed objectives are achieved. This learner resource will assist an individual to gain the skills and knowledge to develop plans for conducting a prescribed burn in the agency's area of jurisdiction.
<b>Target audience</b>	The target audience for this training are individuals who are experienced in wildfire suppression and are required by their agency to become proficient in developing plans for prescribed burning in areas for which their organisation is responsible.
<b>Nominal duration</b>	40 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAFIR406A <i>Develop Prescribed Burning Plans</i> . PUAFIR406A is an elective unit in Certificate IV in Public Safety (Firefighting Supervision).
<b>Course content</b>	<p>This learner resource is divided into three sections.</p> <ul style="list-style-type: none"><li>• Section 1 discusses identification of burning requirements including identification of target areas and the development of burn objectives for life and property protection, forest and environmental management.</li><li>• Section 2 discusses steps involved in preparing a prescribed burn plan and strategies, tactics and tasks.</li><li>• Section 3 covers monitoring arrangements that should be considered prior to, during and after implementation of a prescribed burn.</li></ul> <p>Each state/territory and agency will have its own protocols and procedures for developing prescribed burning plans. It is important to remember that each prescribed burn plan should be considered within a broader context. Implementation of the burn plan is addressed in the Learning Resource PUAFIR407A 'Conduct a Prescribed Burn'.</p>
<b>Learning objectives</b>	<p>On completion of PUAFIR406A, participants will be able to:</p> <ul style="list-style-type: none"><li>• develop prescribed burning plans so as to meet identified objectives through the use of a range of strategies</li><li>• identify the factors to be considered in planning a prescribed burn</li><li>• describe and develop burn objective/s</li><li>• plan a prescribed burn</li><li>• describe the procedures for monitoring the progress of implementation of a prescribed burning plan, including recording all relevant information pre- and post-burn</li><li>• distinguish between the monitoring and assessment of a prescribed burn from a strategic and operational (prescribed burn) level.</li></ul>

<b>Overview</b>	This learner resource provides an overview of the roles and responsibilities of a firefighter in the inspection of sites that store and handle dangerous goods. This requires knowledge of the roles and responsibilities of the agency under the relevant state or territory Acts and regulations. This resource will assist an individual to gain the skills and knowledge needed to conduct an inspection of dangerous goods facilities and to identify areas of non-compliance.
<b>Target audience</b>	The target audience for this training are individuals who are required to inspect dangerous goods facilities and identify areas of non-compliance.
<b>Nominal duration</b>	120 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAFIR404A Inspect Dangerous Goods Facilities. PUAFIR404A is an elective unit in the Diploma of Public Safety (Firefighting Management).
<b>Course content</b>	<p>This learner resource is divided into seven sections.</p> <ul style="list-style-type: none"> <li>• Section 1 describes the national and state/territory regulations that apply to the storage and handling of dangerous goods and the role of the firefighter in preparing to conduct visits to these sites.</li> <li>• Section 2 outlines how to identify the location and type of dangerous goods stored on a site through the use of a range of sources of information.</li> <li>• Section 3 discusses the potential consequences that may arise from the release of chemicals or a fire on dangerous goods sites.</li> <li>• Section 4 details the types of active fire protection systems located at these sites, their components, maintenance requirements and testing of equipment.</li> <li>• Section 5 explores passive fire protection systems, their components, maintenance requirements and testing procedures.</li> <li>• Section 6 covers the purpose, use and contents of emergency plans and manifests and the need for consultation with appropriate stakeholders.</li> <li>• Section 7 considers the other health and safety issues of note at dangerous goods sites and when to notify authorities about identified health and safety issues.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAFIR404A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• inspect dangerous goods facilities and identify areas of non-compliance</li> <li>• identify the national and state/territory regulations that apply to the storage and handling of dangerous goods on a site</li> <li>• describe the roles and responsibilities of firefighters when conducting site inspections in facilities that store and handle dangerous goods</li> <li>• identify each of the sources of information that assist in the identification of dangerous goods and their properties and explain their purpose</li> <li>• explain the consequences of a chemical release and/or fire in a premise that stores dangerous goods</li> <li>• describe the active and passive fire protection systems found in dangerous goods facilities, and the maintenance requirements associated with each type</li> <li>• explain the purpose and contents of a manifest and how it assists fire and emergency services in their work</li> <li>• explain the purpose of an emergency plan, its contents and the importance of consultation during the development of the plan</li> <li>• explain the circumstances in which an inspection may result in the notification of authorities about identified health and safety issues.</li> </ul>

<b>Overview</b>	The principles of team leadership and the skills and knowledge a person needs to perform the role of team leader are the subject of this learner resource. This learner resource will assist you to develop the skills and knowledge required to achieve organisational objectives and effective working relationships through managing and developing individuals and teams.
<b>Target audience</b>	The target audience for this training are individuals who are required to manage and develop individuals and teams.
<b>Nominal duration</b>	50 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUATEA003A Lead, manage and develop teams. PUATEA003A is a core unit in Certificate IV in Public Safety (Firefighting Supervision).
<b>Course content</b>	<p>This learner resource is divided into seven sections.</p> <ul style="list-style-type: none"><li>• Section 1 deals with the concept of leadership and how this is different to the management of functions.</li><li>• Section 2 focuses on management and discusses how a team leader must plan, organise and carry out work tasks efficiently with a team.</li><li>• Section 3 discusses the importance of developing individuals and teams and explains the options available for doing this.</li></ul>
<b>Learning objectives</b>	<p>On completion of PUATEA003A, participants will be able to:</p> <ul style="list-style-type: none"><li>• identify and implement activities and processes which encourage individuals within a group to work as a team</li><li>• identify and provide development opportunities for individuals and a team.</li></ul>

<b>Overview</b>	The content of this learner resource covers the skills and knowledge related to the calling for tenders and managing the awarding of contracts. The learner resource examines the processes for developing tender documents, evaluating responses from suppliers, awarding and managing a contract.
<b>Target audience</b>	The target audience for this training are individuals who are required to call for tenders and manage the awarding of contracts.
<b>Nominal duration</b>	80 hours
<b>Relationship to PUA units</b>	This document is part of the support materials for the unit of competency, PUAMAN004A Manage Procurement. PUAMAN004A is an elective unit in the Diploma of Public Safety (Firefighting Management).
<b>Course content</b>	<p>The content is divided into six sections.</p> <ul style="list-style-type: none"> <li>• Section 1 defines procurement, explains the importance of understanding the objective of a procurement activity, introduces key concepts such as the procurement cycle and explains the role of legislation, policies, guidelines and codes of conduct in tendering.</li> <li>• Section 2 explains the procurement planning process, the requirements for incorporating specification and evaluation criteria into tender documentation, developing a communication process and identifying resources required for the tender process.</li> <li>• Section 3 covers the definition of a contract, explains the types of tender processes available, the process for seeking and evaluating expressions of interest and the importance of a secure process during the receipt and opening of tenders.</li> <li>• Section 4 involves the procedures for evaluating offers and selection of successful respondent/s.</li> <li>• Selection 5 explores how to finalise contract details.</li> <li>• Section 6 deals with how to conduct a review of a contract to ensure that all obligations are met and that supplier performance has been effectively measured.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAMAN004A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• define procurement</li> <li>• explain the objectives of procurement</li> <li>• describe the procurement cycle</li> <li>• identify legislation, policies and guidelines relevant to procurement</li> <li>• identify the key steps in planning for procurement</li> <li>• develop specifications for a procurement activity</li> <li>• define a contract</li> <li>• describe various forms of contract</li> <li>• apply a process for seeking and evaluating offers of tender</li> <li>• conduct post tender negotiations</li> <li>• evaluate the outcomes of a procurement activity.</li> </ul>

<b>Overview</b>	<p>Financial resources provide a means to an end. The process of managing financial resources involves establishing clear objectives, developing plans and budgets to predict and monitor the use of financial resources and the implementation of accountability arrangements.</p> <p>This learner resource has been designed to assist an individual to gain the skills and knowledge required to manage financial resources in order to achieve organisational and operational objectives.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals within organisations who will be required to manage financial resources.</p>
<b>Nominal duration</b>	<p>12 hours</p>
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUAMAN007A Manage Financial Resources. PUAMAN007A is a core unit in the Advanced Diploma of Public Safety (Firefighting Management).</p>
<b>Course content</b>	<p>This learner resource is divided into three sections.</p> <ul style="list-style-type: none"> <li>• Section 1 commences by reviewing some of the language that underpins the two financial processes – budgeting and accounting. The section also includes the management of financial resources to achieve objectives, accounting practices and the use of key accrual statements.</li> <li>• Section 2 examines the legal and policy environment within which financial resources are managed and the guidelines that shape organisational budgetary processes. This section outlines how to manage and evaluate major cost items and how to build, analyse and respond to changes in the budget. Additional topics included are assessing performance and use of information management systems.</li> <li>• Section 3 identifies the enduring realities of public sector financial resource management including the allocation of funds and the monitoring and reporting of their expenditure. The material also focuses on how to ensure optimum service delivery and the re-allocation of resources.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAMAN007A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• develop a budget</li> <li>• allocate, authorise and monitor expenditure</li> <li>• utilise relevant financial management information systems.</li> </ul>

<b>Overview</b>	<p>Marketing is about identifying consumer needs, wants or demands and then satisfying those needs so that the consumer and the organisation can achieve their objectives. Marketing provides an organisation with a strategy for achieving organisational goals by meeting consumer demands.</p> <p>This learner resource has been designed to assist an individual to gain the skills and knowledge required to manage marketing activities and initiatives within an organisation.</p>
<b>Target audience</b>	<p>The target audience for this training are individuals who are required to manage the marketing of activities and initiatives within an organisation.</p>
<b>Nominal duration</b>	<p>80 hours</p>
<b>Relationship to PUA units</b>	<p>This document is part of the support materials for the unit of competency, PUAPRS20529A <i>Manage Marketing Requirements</i>. PUAPRS20529A is an elective unit in the Advanced Diploma of Public Safety (Firefighting Management).</p>
<b>Course content</b>	<p>This learner resource is divided into six sections.</p> <ul style="list-style-type: none"> <li>• Section 1 examines the concept of marketing and the aims of marketing.</li> <li>• Section 2 focuses on developing an understanding of an organisation from business plans and related information.</li> <li>• Section 3 explains marketing strategies and how they are developed. It describes how to conduct a SWOT analysis, the elements of the marketing mix, and how to test a product or service.</li> <li>• Section 4 describes how to draft a marketing plan and includes setting SMART objectives, selecting appropriate marketing strategies, resourcing a marketing plan, and planning timelines and targets.</li> <li>• Section 5 describes how to implement a Marketing Plan. Hints and tips are provided on how to overcome barriers to successful marketing, the importance of an outcome focus is discussed and communications strategies are identified.</li> <li>• Section 6 provides a template for a marketing plan.</li> </ul>
<b>Learning objectives</b>	<p>On completion of PUAPRS20529A, participants will be able to:</p> <ul style="list-style-type: none"> <li>• explain the concepts of marketing</li> <li>• identify the profile of an organisation from business plans and other related information</li> <li>• undertake an audit of existing organisational services to identify the scope for increased service provision and potential marketing opportunities</li> <li>• conduct market research and define marketing strategies for a specific marketing mix</li> <li>• develop a marketing strategy and plan, incorporating all of the elements of the marketing mix, for a particular product or service</li> <li>• implement a marketing strategy and plan</li> <li>• review and revise a marketing strategy and plan based on feedback received from stakeholders and client groups</li> <li>• evaluate the effectiveness of a marketing strategy and plan.</li> </ul>