

PUA21004 Certificate II in Public Safety (Aquatic Rescue)

UNITS OF COMPETENCY

For use with Bronze Medallion & SRC Courses

Australian for life. 

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Units of Competency – Bronze Medallion/Cert II

Those who successfully complete the Bronze medallion assessment will also be eligible to receive the nationally recognised qualification Certificate II in Public Safety (Aquatic Rescue). This is a national VET qualification.

Within this qualification are embedded the following units of competency:

PUA21004 Certificate II in Public Safety (Aquatic Rescue)

- PUACOM001C Communicate in the workplace
- PUAEME001B Provide emergency care
- PUASAR009B Participate in an aquatic rescue operation
- PUATEA001B Work in a team
- PUATEA004C Work effectively in a public safety organisation
- PUAOHS001C Follow defined occupational health and safety policies and procedures
- PUAOPE002B Operate communications systems and equipment
- PUASAR012B Apply surf awareness and self rescue skills

In order to be able to issue national qualifications, Training Officers and Assessors need to follow certain standards and confidently assess a pre-determined set of skills and knowledge. These are more clearly listed in the activity checklists toward the end of this manual as well as listed in the Units of Competency.

The Bronze Medallion and the Certificate II in Public Safety (Aquatic Rescue) are assessed simultaneously. Assessment is holistic – that is, each assessment task contributes to more than one of the units of competency above, and no unit of competency above can be awarded from a single assessment task.

Your training program must consist of the following units of competency, including the required Elements and Performance Criteria. The session plans in this manual are aligned with these Units and can be amended to suit your group, weather conditions and/or candidate ability however ALL units of competency MUST be delivered to ensure the candidates have received quality training and the required information prior to final assessment.

Units of Competency in this section contain the following information:

PUATEA001B - Work in a Team		Unit code and title
UNIT OF COMPETENCY		
Elements Performance Criteria	<p>Contribute to team activities</p> <ul style="list-style-type: none"> Roles and responsibilities of team members are recognised Contribution is made to identifying team goals and objectives Activities are completed to required standards within timeframe and in accordance with organisation's policies and procedures Assistance in the completion of tasks is requested from other team members where appropriate Team members are assisted to ensure efficient and safe completion of tasks in accordance with organisation's policies and procedures Participation by team members is encouraged and acknowledged Changes in allocated role and responsibilities are implemented Team meetings are attended regularly and punctually <p>Share knowledge and information</p> <ul style="list-style-type: none"> Information relevant to work is communicated effectively with team members to enable efficient completion of tasks in accordance with the organisation's policies and procedures Knowledge and skills are shared between team members <p>Give and receive support to/from team members</p> <ul style="list-style-type: none"> Feedback/assistance is given to other team members in an appropriate manner Team members are supported in achieving workplace goals Feedback from other team members is acted upon appropriately 	Elements/Performance Criteria – definition of the outcome that MUST achieved from this unit
Skills & knowledge	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>SKILLS:</p> <ul style="list-style-type: none"> Encouraging others/team members Following instructions Interpersonal skills Listening and using a variety of communication skills Providing suggestions and information Reporting information <p>KNOWLEDGE:</p> <ul style="list-style-type: none"> Composition of workplace teams and roles and responsibilities of team members Non operational and operational communication processes Techniques for giving and receiving feedback in a constructive manner Techniques for supporting others 	Required Skills/Knowledge – the skills and knowledge that candidates are REQUIRED to obtain from this unit to enable competency

PLEASE NOTE THAT WHILE THE SURF RESCUE CERTIFICATE AWARD DOES NOT CONTAIN UNITS OF COMPETENCY, IT IS BASED ON THE BRONZE UNITS OF COMPETENCY AND CANDIDATES FOR "SRC" SHOULD BE TRAINED AND ASSESSED AS PER THE STANDARD SET OUT IN THIS MANUAL.

PUAOHS001C – Follow Defined OHS Policies & Procedures

UNIT OF COMPETENCY

<p>Elements</p> <p>Performance Criteria</p>	<p>Follow workplace procedures for hazard identification and risk control</p> <p>Hazards in the work area are recognised, rectified where possible and reported to designated personnel according to workplace procedures</p> <p>Workplace procedures and work instructions for controlling risks are followed</p> <p>Workplace procedures for dealing with workplace emergencies are followed whenever necessary within scope of responsibilities and competencies</p> <p>Contribute to participative arrangements for the management of occupational health and safety (OHS)</p> <p>Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislation</p> <p>Contributions to participative arrangements in the workplace are made within organisational procedures and scope of responsibilities and competencies</p>
<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>Skills:</p> <ul style="list-style-type: none"> Communicate concerns verbally Fill in accident and incident forms Identify hazards and assess risks Participate in group meetings Use communication technology if relevant to workplace requirements <p>Knowledge:</p> <ul style="list-style-type: none"> Ability to interpret Material Safety Data Sheets Accidents Emergencies Fire Incidents Meaning of OH&S signs and symbols relevant to area of work Organisation’s policies and procedures relating to hazards Organisation’s policies and procedures relating to risk control and hazard reporting Participative arrangements for OH&S

PUATEA004C – Work Effectively in a Public Safety Organisation

UNIT OF COMPETENCY

<p>Elements</p> <p>Performance Criteria</p>	<p>Manage own work</p> <ul style="list-style-type: none"> Instructions are understood, acknowledged and implemented Factors affecting work requirements are identified, impact assessed and appropriate action taken to ensure work requirements are met Work load is assessed and priorities set within allocated timeframes Own work is monitored to ensure compliance with organisation's requirements Need for additional support is communicated clearly to the appropriate person Tasks are completed and results achieved with minimum supervision <p>Develop and maintain own expertise</p> <ul style="list-style-type: none"> Workplace information is accessed and clarification sought where necessary Required licences and certificates are current Training and development needs relevant to the area of work are identified in conjunction with the supervisor and followed up with relevant personnel Programs are participated in to ensure level of expertise meets organisation's requirements <p>Maintain work effectiveness</p> <ul style="list-style-type: none"> Level of well being necessary to perform work effectively is recognised and concerns about inability to perform allocated work to organisation's standards discussed with relevant personnel Signs of personal stress are recognised and managed and appropriate action is taken to ensure continued work effectiveness Peer support is sought when required <p>Promote cooperation</p> <ul style="list-style-type: none"> Responsibilities and duties are undertaken in a positive manner to promote cooperation and good relationships Communication with others is conducted in a courteous manner appropriate to the purpose, situation and relationship with the receiver Problems and conflict are recognised and resolved through agreed and accepted processes Contribution of individuals of different age, gender and social and cultural backgrounds is recognised and accessed <p>Contribute to improving workplace and quality of outcomes</p> <ul style="list-style-type: none"> Workplace issues are raised and contributed to with appropriate personnel in accordance with workplace procedures Work related meetings and workplace committees are attended/contributed to in line with level of responsibility Appropriate personnel and resources are accessed and provided with suggestions for improvements in work practices and procedures
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	<p>Impact of external change on the organisation and implications of change in the workplace on own job are recognised</p> <p>Agreed changes to improve work outcomes are implemented</p> <p>Maintain and represent organisational standards</p> <p>Conduct is at all times in accordance with organisation's policies, procedures and standards</p> <p>Designated dress codes are observed appropriate for the occasion</p>
<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>Skills</p> <ul style="list-style-type: none"> accessing and interpreting workplace information communicating concerns about own fitness/stress communicating with people of different ages cultures genders language backgrounds participating in meetings/speaking in a group positions in the organisation <p>Required Knowledge</p> <ul style="list-style-type: none"> available training and development basic principles of participating in meetings career progression options conflict resolution strategies cultural diversity principles dress codes equal opportunity responsibilities factors which can affect work performance implications of change in the workplace on own job implications of external change on the organisation information on any licensing and certification requirements for driving vehicles and providing emergency care organisation's policies organisation's standards relating to harassment and anti- discrimination organisational structure potential effects of not meeting commitments procedures and standards relating to conduct responsibilities of specific personnel stress recognition structure and function or workplace committees variety of communication strategies

PUASAR012B – Apply Surf Awareness and Self Rescue Skills

UNIT OF COMPETENCY

<p>Elements Performance Criteria</p>	<p>Demonstrate knowledge of the surf environment</p> <ul style="list-style-type: none"> Potential hazards and environmental conditions of the surf environment are identified Characteristics of different types of waves and their impact on surf safety are used to identify safe surfing locations Distinguishing features of rips, gutters and sweeps are identified and used to determine the most suitable surfing venue Different types of beaches and the safety aspects of the beach structure are identified <p>Apply surf skills and techniques</p> <ul style="list-style-type: none"> Techniques for survival in the water are demonstrated Ability to avoid personal safety and environmental hazards while in the water is demonstrated <p>Demonstrate self rescue techniques</p> <ul style="list-style-type: none"> Ability to negotiate the surf in the prevailing conditions is demonstrated using craft and without craft Ability to get back to the shore in the prevailing conditions is demonstrated, using craft and without craft Strategies to implement when not able to self rescue or return to shore unassisted are identified and applied
<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>Skills:</p> <ul style="list-style-type: none"> Paddle surf craft and use rescue tubes Swim in the surf in moderate conditions Use recognised signals <p>Knowledge:</p> <ul style="list-style-type: none"> Effects of wind, tide, swell and ocean floor on surf conditions Features and signs of rips, gutters, sweeps and currents Surf awareness including knowledge of beach safety zones Surf Hazards Surf survival techniques Self-rescue techniques Types of waves and their characteristic features

PUAEME001B – Provide Emergency Care

UNIT OF COMPETENCY

<p>Elements Performance Criteria</p>	<p>Identify need for emergency care</p> <ul style="list-style-type: none"> Initial assessment is made of extent and nature of emergency care required Initial assessment is communicated to appropriate personnel in accordance with organisation's policies and procedures <p>Ensure personal safety of carer and casualty</p> <ul style="list-style-type: none"> Hygiene is maintained for protection of self and casualty Hazards to the carer are identified and appropriate action taken to safeguard against injury <p>Reassure casualty</p> <ul style="list-style-type: none"> A calm, caring and reassuring manner is adopted in interaction with the casualty and others at the scene Casualty is made comfortable using available resources <p>Assess casualty and implement emergency care procedures</p> <ul style="list-style-type: none"> Casualty assessed for DRABC Vital signs are continually monitored, recorded and any changes considered in planning treatment and reported as appropriate Treatment appropriate to the casualty's injuries is provided in line with approved first aid techniques and standards First aid equipment is operated in accordance with manufacturer's procedures and instructions, and organisational standards, policies, procedures and protocols Casualty's condition is monitored and reported in accordance with organisation's policies and procedures and treatment modified as necessary Treatment is maintained until qualified medical help takes over <p>Work cooperatively with personnel from other organisations</p> <ul style="list-style-type: none"> Clear and comprehensive reports are provided to personnel involved in ongoing casualty care Members of other emergency services are assisted in their tasks in accordance with organisation's standards and personal level of responsibility and competence <p>Recover and restore first aid equipment</p> <ul style="list-style-type: none"> First aid equipment is recovered, cleaned, inspected/tested, stored, restocked and resupplied and medical waste disposed of safely according to organisation's policies and procedures First aid equipment faults are rectified and/or reported in accordance with organisation's policies and procedures <p>Complete documentation</p> <ul style="list-style-type: none"> Documentation is completed and processed in line with legislative, regulatory and organisation's requirements
<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>Skills:</p>

	<p>Communicating verbally with casualties and others</p> <p>Completing forms</p> <p>Following procedures</p> <p>Providing verbal reports to paramedical personnel</p> <p>Remaining calm under time pressures and in difficult situations</p> <p>Working with others in a team situation</p> <p>Writing reports</p> <p>Knowledge:</p> <p>Occupational Health and Safety guidelines for lifting and carrying</p> <p>Systems of the body:</p> <p>Respiratory</p> <p>Skeletal</p> <p>Digestive</p> <p>Circulatory</p> <p>Nervous</p> <p>Urinary</p> <p>Skin</p> <p>Causes and management of unconsciousness</p> <p>Priorities for life support in emergencies including DRABCD model</p> <p>Health Department guidelines for personal hygiene</p> <p>Australian Resuscitation Council resuscitation guidelines</p> <p>Applying resuscitation techniques</p> <p>Controlling bleeding</p> <p>Casualty assessment</p> <p>Principles of initial casualty management</p> <p>Management of fractures and soft tissue injuries</p> <p>Management of burns</p> <p>Personal level of responsibility</p> <p>Limitations</p> <p>Competency</p>
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PVAOPE002B – Operate Communications Systems and Equipment

UNIT OF COMPETENCY

<p>Elements Performance Criteria</p>	<p>Use communication systems and equipment</p> <p>Equipment is used and operated safely to support communications consistent with organisation’s policies and procedures</p> <p>Communication equipment and techniques are selected to best meet the task, context and needs of the situation</p> <p>The communication system is correctly utilised to facilitate transmission and reception</p> <p>Communication systems are operationally maintained according to organisation’s policies and procedures</p> <p>Transmit and receive communications</p> <p>Information is transmitted concisely and clearly to facilitate accurate reception of the message in accordance with organisation’s policy and procedures</p> <p>Contact is acknowledged, communication is confirmed and action initiated</p> <p>Communication faults and deficiencies are reported according to organisation’s policy and procedures</p> <p>Alternative communication strategies are employed according to organisational procedures to address identified faults and deficiencies in communication</p> <p>Communication is processed and recorded in accordance with organisation’s policies and procedures</p> <p>Maintain communications equipment</p> <p>Fault finding techniques are applied and basic maintenance conducted according to organisational policies and procedures</p> <p>Faulty equipment is identified and noted for repair</p>
<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>SKILLS:</p> <p>Clean and service communication equipment according to organisational procedures</p> <p>Report communication faults and deficiencies according to organisational procedures</p> <p>Use verbal communication procedures consistent with the organisation’s communication system</p> <p>Utilise the organisation’s communication processes and systems</p> <p>KNOWLEDGE:</p> <p>Organisational policy and procedures relevant to the operation of communication equipment</p> <p>Range of communication equipment available to the organisation</p> <p>The organisation’s communication system</p>

PUACOM001C - Communicate in the Workplace

UNIT OF COMPETENCY

<p>Elements Performance Criteria</p>	<p>Communicate verbally</p> <ul style="list-style-type: none"> Language used in all communications is clear concise and appropriate to client, assignment and organisation's requirements Active listening skills and questioning techniques are used to clarify issues Established communication pathways are used for routine and non-routine communication <p>Communicate non verbally</p> <ul style="list-style-type: none"> Non verbal communication is positive, culturally appropriate and tailored to the audience Non verbal communication is consistent with verbal communication <p>Communicate with clients</p> <ul style="list-style-type: none"> Questioning, learning and summarising skills are used to establish client needs The needs of clients are addressed in line with organisation's policy and procedures Confidentiality is observed in accordance with organisation's policies and procedures <p>Give and receive</p> <ul style="list-style-type: none"> Instructions received are acted upon within an agreed instructions time frame and to meet organisation needs Difficulties/problem areas are identified and communicated to the appropriate person in a timely manner Clarification of instructions is sought from the appropriate person Instructions are relayed clearly, concisely and accurately and confirmation of understanding obtained <p>Take part in group discussions and informal meetings</p> <ul style="list-style-type: none"> Contributions are made in small informal group activities and meetings to facilitate outcomes Responses are sought from, and provided to, other group members in a constructive way Views and opinions of individuals or a group are understood, acknowledged and accurately represented to others where required <p>Prepare and process routine written correspondence notes and records</p> <ul style="list-style-type: none"> Information and ideas are presented in a format, language and timeframe to meet organisation's requirements Presentation of written documents meets organisation's standards of style and accuracy Documents are processed to comply with legislative requirements and organisation's policy and procedures
<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>SKILLS:</p>

	<p>Communicate in group setting</p> <p>Follow written instructions</p> <p>Give and receive verbal instructions</p> <p>Interact with clients</p> <p>Use information technology effectively</p> <p>KNOWLEDGE:</p> <p>Effective non verbal communication techniques</p> <p>Effective verbal communication techniques</p> <p>Group communication techniques</p> <p>Small group dynamics</p> <p>Written communication skills</p>
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PUASAR009B – Participate in an Aquatic Rescue Operation

UNIT OF COMPETENCY

Elements Performance Criteria	<p>Prepare and respond to rescue</p> <ul style="list-style-type: none">Operation and task information is obtained and discussed with team membersAppropriate rescue equipment is identified and selected based on task information as directed by the supervisorPersonal protective equipment is selected based on the nature of the rescue operationAny further details of the nature of the rescue are received en route <p>Participate in assessing the rescue scene</p> <ul style="list-style-type: none">Hazards are identified on approach to rescue sceneMethods for minimising hazards are discussed and agreed to by team membersHazards and environmental conditions are minimised or controlledCommunication with other team members is maintained using appropriate techniques and terminologyHealth and safety, and security procedures are correctly followed in accordance with organisational policy and relevant legislationPersonal capabilities and limitations are recognised and referred to the supervisorNeed for additional personnel and/or specialist equipment is reported to the supervisor <p>Perform rescue</p> <ul style="list-style-type: none">Access to incident and/or casualties is gained using techniques and equipment in accordance with organisational proceduresRescue procedures are conducted in accordance with supervisor's instructions and organisational proceduresCasualties are prepared for removal in accordance with organisational policy and proceduresCasualties are extricated safely using appropriate equipment, rescue techniques and organisational procedures <p>Conclude rescue operations</p> <ul style="list-style-type: none">Equipment is recovered, cleaned and maintained to organisational standards and manufacturers' procedures, and restored to maintain operational readinessWhere identified, signs and symptoms of operational stress in self and others are reported to relevant personnelOperational debriefing is participated in and operational documentation is completed to organisational standardsHygiene precautions are implemented in accordance with the organisation's requirements
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<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>SKILLS:</p> <ul style="list-style-type: none"> Participate as team member Use rescue equipment Work on a constantly moving platform <p>KNOWLEDGE:</p> <ul style="list-style-type: none"> Capabilities and limitations of rescue equipment Casualty handling techniques Composition of team, and roles and responsibilities of team members Environmental hazards Manual handling techniques Nationally agreed hazard marking systems
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PUATEA001B - Work in a Team

UNIT OF COMPETENCY

<p>Elements Performance Criteria</p>	<p>Contribute to team activities</p> <ul style="list-style-type: none"> Roles and responsibilities of team members are recognised Contribution is made to identifying team goals and objectives Activities are completed to required standard within timeframe and in accordance with organisation's policies and procedures Assistance in the completion of tasks is requested from other team members where appropriate Team members are assisted to ensure efficient and safe completion of tasks in accordance with organisation's policies and procedures Participation by team members is encouraged and acknowledged Changes in allocated role and responsibilities are implemented Team meetings are attended regularly and punctually <p>Share knowledge and information</p> <ul style="list-style-type: none"> Information relevant to work is communicated effectively with team members to enable efficient completion of tasks in accordance with the organisation's policies and procedures Knowledge and skills are shared between team members <p>Give and receive support to/from team members</p> <ul style="list-style-type: none"> Feedback/assistance is given to other team members in an appropriate manner Team members are supported in achieving workplace goals Feedback from other team members is acted upon appropriately
<p>Skills & Knowledge</p>	<p>Candidates are required to achieve the following skills and knowledge in regards to this unit of competency</p> <p>SKILLS:</p> <ul style="list-style-type: none"> Encouraging others/team members Following instructions Interpersonal skills Listening and using a variety of communication skills Providing suggestions and information Reporting information <p>KNOWLEDGE:</p> <ul style="list-style-type: none"> Composition of workplace teams and roles and responsibilities of team members Non operational and operational communication processes Techniques for giving and receiving feedback in a constructive manner Techniques for supporting others