



Course Description:

This course will cover both theoretical and practical elements of Emergency Management Planning. The objective of this course is to give the participants a refresher course or new exposure to practical emergency planning, based on the site specific scenarios.

The training covers the four elements of emergency management (prevention, preparedness, response and recovery). This course has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standards 3745-2010.

Unit of Competency:

PUAFER006 Lead an emergency control organisation

Entry Requirements:

The ability to;

- Report/record faults and defects according to organisational procedures
- Gain access to, and interpret, material safety data sheets (MSDSs)
- Access and understand company/organisation standard operating procedures (SOPs)
- Access and comply with WHS / OHS legislation
- Relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities
- Interpersonal communication
- Communicate clearly by the means specified in the emergency plan
- Communicate effectively and assertively and show leadership in an incident
- Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols
- Use literacy and numeracy skills to adequately interpret documentation available in line with State/Territory regulations, legislation and policies
- Perform manual handling tasks and strenuous activities

Prerequisites: Order to unit delivery ensures that prerequisite units are assessed prior to the units that require them are delivered.

- PUAFER005 Operate as part of an Emergency Control Organisation

Course Content:

- Four elements of Emergency Management (prevention, preparedness, response and recovery)
- Emergency Codes
- Emergency Preparedness and Plans
- Emergency Management (Position Title & Roles)
- Responding to specific Emergencies (fire, threat, external)
- Debriefing and Business Continuity Implementation

Assessment:

Assessment of knowledge will be conducted by use of a workbook and verbal questioning. Participants will also be required to demonstrate competence through a range of practical activities.

Delivery Method:

Face to Face training will be conducted over a period of 8 hours including both theory and practical components. Training can be conducted both on or offsite site provided access to a range of emergency equipment appropriate to the sites emergency plan and a suitable training room is available for use.

Group Size:

To ensure quality training and a safe learning environment, the maximum allowable group size is 12 participants.

Participant Responsibilities:

Participants are required to be on time for all courses and bring a form of identification such as drivers licence or Medicare card for verification of details listed on the course enrolment form.

For additional Participant Responsibilities, please refer to the Participant Handbook on our website www.parcor.com.au/participant-resources.

What information will PARCOR require?

Due to the assessment requirements of the unit of competency, PARCOR will need to be provided with the following information prior to training commencement;

- Emergency Management Plan

What will your organisation receive?

- Statement of Attainment and wallet card issued to individual participants who successfully complete the requirements of the unit of competency and have a valid Unique Student Identifier (USI).

How often should reassessment be conducted?

AS3745 requires a skills retention activity be conducted at intervals no greater than every six months. The industry regards reassessment on a two to three year cycle as good practice.

Where can I view the unit of competency?

PUAFER006 Lead an Emergency Control Organisation

<https://training.gov.au/Training/Details/PUAFER006>