SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

List of Practical Skill Module Specifications

- 226302001-PM-01, Assess and analyse an incident, NQF Level 5, Credits 3
- 226302001-PM-02, Develop an incident management plan, NQF Level 5, Credits 5
- 226302001-PM-03, Establish and co-ordinate joint management team processes, NQF Level 5, Credits 3
- 226302001-PM-04, Conduct a Post Incident Assessment (PIA), NQF Level 5, Credits 2
- 226302001-PM-05, Establish incident management, NQF Level 5, Credits 5
- 226302001-PM-06, Identify and deal with dangerous goods, NQF Level 3, Credits 10
- 226302001-PM-07, Implement an Incident Management Plan, NQF Level 5, Credits 5
- 226302001-PM-08, Isolate and secure a scene, NQF Level 5, Credits 3
- 226302001-PM-09, Preserve evidence on a scene, NQF Level 5, Credits 3
- 226302001-PM-10, Provide support structure, NQF Level 5, Credits 2
- 226302001-PM-11, Set up sectors, NQF Level 5, Credits 2
- 226302001-PM-12, Assess and use data and engage stakeholders for resource deployment, NQF Level 5, Credits 2

Total Credits : 45

1. 226302001-PM-01, Assess and analyse an incident, NQF Level 5, Credits 3

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to assessing and analysing a road incident. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 3.75 days.

The learner will be required to:

- PM-01-PS01: Respond to an incident
- PM-01-PS02: Declare an incident
- PM-01-PS03: Predict and respond to a hazard
- PM-01-PS04: Identify agencies to deal with incident
- PM-01-PS05: Determine resource provision

1.2 Guidelines for Practical Skills

1.2.1. PM-01-PS01: Respond to an incident

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Identify the scale and type of incident
- PA0102 Establish exact location
- PA0103 Record relevant details and evaluate data gathered

Applied Knowledge

- AK0101 Organisational policies, procedures, principles and protocols
- AK0102 Categories and scales of incidents
- AK0103 Landmarks
- AK0104 Evaluation of data
- AK0105 Safety requirements
- AK0106 Standard operating procedures and protocols
- AK0107 Procedures for presenting essential information relevant to the incident
- AK0108 Climatic conditions relating to incidents
- AK0109 Environmental influences relating to incidents

- AK0110 Protective equipment necessary for specific hazards
- AK0111 Development of precautionary measures
- AK0112 Evacuation procedures and principles
- AK0113 Protocols dealing with specific types of incidents
- AK0114 Procedures for securing and safe-guarding the scene

Internal Assessment Criteria

- IAC0101 The scale and type of an incident is identified according to organisational policies and procedures
- IAC0102 The location of the incident is established according to organisational policies, procedures, principles and protocols
- IAC0103 All relevant details are obtained according to organisational policies and procedures.
- IAC0104 Data is evaluated and responded to according to organisational policies and procedures including qualitative data such as roads, cities and quantitative data such as number of people/vehicles

1.2.2. PM-01-PS02: Declare an incident

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Identify, classify and declare an incident
- PA0202 Establish Joint Incident Command Post (JICP) Joint Incident Command Post (JICP)Joint Incident Command Post (JICP)
- PA0203 Plan and execute traffic flow

Applied Knowledge

- AK0201 Organisational policies, procedures, principles and protocols
- AK0202 Types of weather forces and climatic conditions

Internal Assessment Criteria

- IAC0201 An incident is recognised, identified, classified and declared according to applicable legislation, and organisational policies and procedures.
- IAC0202 The Joint Incident Command Post (JICP)Joint Incident Command Post (JICP)Joint Incident Command Post (JICP)is established according to organisational policies and procedures

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- IAC0203 Flow of traffic is planned and executed according to applicable legislations

1.2.3. PM-01-PS03: Predict and respond to a hazard

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Identify and record any climatic condition that would influence hazards
- PA0302 Select and use correct protective clothing and equipment
- PA0303 Respond to emergency hazard

Applied Knowledge

- AK0301 Organisational policies, procedures, principles and protocols
- AK0302 Types of weather forces and climatic conditions

Internal Assessment Criteria

- IAC0301 Climatic conditions influencing hazards are identified and recorded to monitor their influence on the effective management of an incident.
- IAC0302 Protective clothing and equipment necessary for specific incidents are selected and used according to applicable legislations and organisational policies and procedures.
- IAC0303 Emergency responses and evacuation procedures applicable to a hazard are executed in accordance with emergency protocols.

1.2.4. PM-01-PS04: Identify agencies to deal with incident

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Deal with external factors at an incident
- PA0402 Identify, notify and brief relevant agencies
- PA0403 Identify and manage the process of dealing with casualties
- PA0404 Maintain communication with communities

Applied Knowledge

- AK0401 Organisational policies, procedures, principles and protocols
- AK0402 Types of weather forces and climatic conditions

Internal Assessment Criteria

- IAC0401 External factors including bystanders, looters, disciplines not related to the incidents, towing services are identified and dealt with according to applicable legislations and organisational policies and procedures.
- IAC0402 Different disciplines and services are assigned to specific activities in accordance with their role and applicable legislations and organisational policies and procedures
- IAC0403 Casualties are identified and dealt with according to applicable legislations and organisational policies and procedures.
- IAC0404. Community is informed via available agents including Newspapers, radio, community based organisations, electronic media, traditional leaders, according to communication principles and protocols.

1.2.5. PM-01-PS05: Determine resource provision

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0501 Identify logistic arrangements and types of equipment and protective equipment to be used
- PA0502 Notify and dispatch relevant roleplayers to an incident
- PA0503 Use available technology in incident management

Applied Knowledge

- AK0501 Organisational policies, procedures, principles and protocols
- AK0502 Types of Weather forces and climatic conditions

Internal Assessment Criteria

- IAC0501 The logistics arrangements are determined according to applicable policies and procedures
- IAC0502 Relevant role players directly involved in the incident are notified and dispatched according to applicable legislations, policies and procedures.
- IAC0503 Protective equipment is used according to specific requirements of the type and conditions of incident.
- IAC0504 Available technology is used according to policies, procedures and protocols

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

1.4 Exemptions

- None

2. 226302001-PM-02, Develop an incident management plan, NQF Level 5, Credits 5

2.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to developing an incident management plan. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 6.25 days.

The learner will be required to:

- PM-02-PS01: Evaluate necessity for an incident management plan and initialise
- PM-02-PS02: Evaluate possible critical incidents
- PM-02-PS03: Design appropriate incident management plans

2.2 Guidelines for Practical Skills

2.2.1. PM-02-PS01: Evaluate necessity for an incident management plan and initialise

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Evaluate necessity for an incident management plan
- PA0102 Initialise Incident management plan

Applied Knowledge

- AK0101 Organisational policies, procedures, principles and protocols.
- AK0102 Procedures and protocols for communication and presentation of information.
- AK0103 Procedures for record keeping.
- AK0104 Methods and techniques for needs analysis.
- AK0105 Procedures and techniques for Implementation.
- AK0106 Principles of strategic management.
- AK0107 Procedures for incident scope identification.
- AK0108 Processes for resource allocation.
- AK0109 Procedures and processes of assessment.

Internal Assessment Criteria

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- IAC0101 Occurrence is evaluated to determine the necessity for the development of an incident management plan
- IAC0102 Incident management plan is initialised according to applicable legislation, policies and procedures

2.2.2. PM-02-PS02: Evaluate possible critical incidents

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Evaluate historical data relating to critical incidents
- PA0202 Analyse geographical and topographical influences

Applied Knowledge

- AK0201 Organisational policies, procedures, principles and protocols.
- AK0202 Procedures and protocols for communication and presentation of information.
- AK0203 Procedures for record keeping.
- AK0204 Methods and techniques for needs analysis.
- AK0205 Procedures and techniques for Implementation.
- AK0206 Principles of strategic management.
- AK0207 Procedures for incident scope identification.
- AK0208 Processes for resource allocation.
- AK0209 Procedures and processes of assessment.

Internal Assessment Criteria

- IAC0201 All possible critical incidents are identified and evaluated in terms of various influences such as geographical and topographical influences, nuclear sites, petrol storage tanks, airports and chemical industries

2.2.3. PM-02-PS03: Design appropriate incident management plans

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Identify all agencies related to the critical areas

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- PA0302 Design incident management plan
- PA0303 Test the feasibility of the implementation of the plan
- PA0304 Communicate incident management plan to all relevant agencies

Applied Knowledge

- AK0301 Organisational policies, procedures, principles and protocols.
- AK0302 Procedures and protocols for communication and presentation of information.
- AK0303 Procedures for record keeping.
- AK0304 Methods and techniques for needs analysis.
- AK0305 Procedures and techniques for Implementation.
- AK0306 Principles of strategic management.
- AK0307 Procedures for incident scope identification.
- AK0308 Processes for resource allocation.
- AK0309 Procedures and processes of assessment.

Internal Assessment Criteria

- IAC0301 Agencies related to the critical areas are identified according to applicable legislations and organisational policies and procedures
- IAC0302 An incident management plan is developed and tested reflecting the role of each service/stakeholder and communicated according to applicable protocols, policies and procedures

Procedures for incident scope identification

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

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Legal Requirements:

- None

2.4 Exemptions

- None

3. 226302001-PM-03, Establish and co-ordinate joint management team processes, NQF Level 5, Credits 3

3.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to establishing and co-ordinating a joint management team. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 3.75 days.

The learner will be required to:

- PM-03-PS01: Identify relevant representatives of the services who will form the joint management team
- PM-03-PS02: Identify and appoint a co-ordinator
- PM-03-PS03: Co-ordinate joint management team processes and complete reports and documentation

3.2 Guidelines for Practical Skills

3.2.1. PM-03-PS01: Identify relevant representatives of the services who will form the joint management team

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Identify representatives of the services for the joint management team
- PA0102 Establish levels of command

Applied Knowledge

- AK0101 Team dynamics
- AK0102 Group think and interaction
- AK0103 Role and function of the coordinator
- AK0104 Management styles and principles
- AK0105 Purpose and role of the joint management team
- AK0106 Role and function of record keeping

Internal Assessment Criteria

- IAC0101 Representatives of the services are identified and included in the establishment of a joint management team
- IAC0102 Levels of command are agreed to and implemented according to agreed principles and protocols
- IAC0103 The roles and functions of the various agencies are clarified and implemented according to the appropriate legislations

3.2.2. PM-03-PS02: Identify and appoint a co-ordinator

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Determine the role and function of the co-ordinator
- PA0202 Identify and appoint a co-ordinator
- PA0203 Record all departure and arrivals of role players and progress of the incident
- PA0204 Communicate all relevant information to various role players

Applied Knowledge

- AK0201 Organisational policies, procedures, principles and protocols.
- AK0202 Procedures and protocols for communication and presentation of information.
- AK0203 Procedures for record keeping.
- AK0204 Methods and techniques for needs analysis.
- AK0205 Procedures and techniques for Implementation.
- AK0206 Principles of strategic management.
- AK0207 Procedures for incident scope identification.
- AK0208 Processes for resource allocation.
- AK0209 Procedures and processes of assessment.

Internal Assessment Criteria

- IAC0201 The role and function of the coordinator is determined and clarified according to requirements of the incident
- IAC0202 Coordinator is identified and appointed according to organisational policies and procedures

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- IAC0203 Coordinator acts as communication channel between different agencies according to agreed principles and protocols
- IAC0204 Records are kept of all departure and arrivals of role players and progress of the incident according to organisational policies and procedures

3.2.3. PM-03-PS03: Co-ordinate joint management team processes and complete reports and documentation

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Co-ordinate a joint management team
- PA0302 Complete reports and documentation

Applied Knowledge

- AK0301 Organisational policies, procedures, principles and protocols.
- AK0302 Procedures and protocols for communication and presentation of information.
- AK0303 Procedures for record keeping.
- AK0304 Methods and techniques for needs analysis.
- AK0305 Procedures and techniques for Implementation.
- AK0306 Principles of strategic management.
- AK0307 Procedures for incident scope identification.
- AK0308 Processes for resource allocation.
- AK0309 Procedures and processes of assessment.

Internal Assessment Criteria

- IAC0301 Decisions are prioritised for effective clearance of the scene in accordance with the requirements of the incident management plan
- IAC0302 The joint management team is co-ordinated utilising different management styles and principles in accordance with the requirements and protocols of the incident
- IAC0303 All relevant information of the incident is recorded (during and after) according to applicable legislations and organisational policies and procedures
- IAC0304 Information for investigation purposes is compiled according to standard practice, procedures and protocols

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3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

3.4 Exemptions

- None

4. 226302001-PM-04, Conduct a Post Incident Assessment (PIA), NQF Level 5, Credits 2

4.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to conducting a post incident assessment. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 2.5 days.

The learner will be required to:

- PM-04-PS01: Coordinate and meet all agencies
- PM-04-PS02: Evaluate roles of various agencies
- PM-04-PS03: Identify areas of success and concerns
- PM-04-PS04: Follow through and implement recommendations

4.2 Guidelines for Practical Skills

4.2.1. PM-04-PS01: Coordinate and meet all agencies

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Contact role players and arrange meeting
- PA0102 Draft an agenda
- PA0103 Conduct meeting

Applied Knowledge

- AK0101 Meeting procedures
- AK0102 Procedures and protocols for communication and presentation of information.
- AK0103 Facilitation processes and procedures
- AK0104 Evaluation processes and procedures
- AK0105 Minute taking processes and procedures
- AK0106 Reviewing processes and procedures
- AK0107 Organisational policies, procedures, principles and protocols.
- AK0108 Statistics and data analysis procedures

- AK0109 Scenario planning procedures
- AK0110 Procedures and processes of development of service level agreements
- AK0111 Procedures and processes of trauma support

Internal Assessment Criteria

- IAC0101 Role players are contacted and meeting is arranged according to agreed policies, principles and protocols, which include venue, secretarial services, refreshments
- IAC0102 Meeting is conducted according to agreed protocols, policies and procedures

4.2.2. PM-04-PS02: Evaluate roles of various agencies

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Evaluate strengths and weaknesses of the incident
- PA0202 Evaluate and interpret documented records of the incident
- PA0203 Findings and decisions are documented

Applied Knowledge

- AK0201 Meeting procedures
- AK0202 Procedures and protocols for communication and presentation of information.
- AK0203 Facilitation processes and procedures
- AK0204 Evaluation processes and procedures
- AK0205 Minute taking processes and procedures
- AK0206 Reviewing processes and procedures
- AK0207 Organisational policies, procedures, principles and protocols.
- AK0208 Statistics and data analysis procedures
- AK0209 Scenario planning procedures
- AK0210 Procedures and processes of development of service level agreements
- AK0211 Procedures and processes of trauma support

Internal Assessment Criteria

- IAC0201 Strengths and weaknesses of the incident are evaluated according to incident management plan.
- IAC0202 All documented records are evaluated and interpreted according to organisational policies and procedures.
- IAC0203 Reports from various role players are evaluated and interpreted according to organisational policies and procedures
- IAC0204 All findings and decisions are documented according to agreed policies, principles and protocols

4.2.3. PM-04-PS03: Identify areas of success and concerns

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:
- PA0301 Evaluate all proceedings
- PA0302 Review cleaning and recovery costs and procedures
- PA0303 Identify areas for improvement and possible training

Applied Knowledge
- AK0301 Meeting procedures
- AK0302 Procedures and protocols for communication and presentation of information.
- AK0303 Facilitation processes and procedures
- AK0304 Evaluation processes and procedures
- AK0305 Minute taking processes and procedures
- AK0306 Reviewing processes and procedures
- AK0307 Organisational policies, procedures, principles and protocols.
- AK0308 Statistics and data analysis procedures
- AK0309 Scenario planning procedures
- AK0310 Procedures and processes of development of service level agreements
- AK0311 Procedures and processes of trauma support

Internal Assessment Criteria
- IAC0301 All proceedings have been followed according to policies and procedures
- IAC0302 Cleaning and recovery costs and processes are reviewed to determine where improvements can be made or costs reduced

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- IAC0303 All areas for success, concerns and failure are reviewed and training areas are identified for continuous improvement of road incident management processes

4.2.4. PM-04-PS04 Follow through and implement recommendations

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Identify legal proceedings
- PA0402 Inform community on results of the incident
- PA0403 Identify training amendments

Applied Knowledge

- AK0401 Meeting procedures
- AK0402 Procedures and protocols for communication and presentation of information.
- AK0403 Facilitation processes and procedures
- AK0404 Evaluation processes and procedures
- AK0405 Minute taking processes and procedures
- AK0406 Reviewing processes and procedures
- AK0407 Organisational policies, procedures, principles and protocols.
- AK0408 Statistics and data analysis procedures
- AK0409 Scenario planning procedures
- AK0410 Procedures and processes of development of service level agreements
- AK0411 Procedures and processes of trauma support

Internal Assessment Criteria

- IAC0401 Legal proceedings are identified according to organisational policies and procedures
- IAC0402 Community is informed on results of the incident utilising the most effective communication channels
- IAC0403 Training amendments are identified and recommended according to organisational policies and procedures
- IAC0403 All data is evaluated (quantitative and qualitative) and used for future planning according to organisational policies and procedures

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4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

4.4 Exemptions

- None

5. 226302001-PM-05, Establish incident management, NQF Level 5, Credits 5

5.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to assessing and analysing a road incident. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 6.25 days.

The learner will be required to:

- PM-05-PS01: Establish Joint Incident Command Post (JICP)Joint Incident Command Post (JICP)and manage all operations directly applicable to the incident
- PM-05-PS02: Collect, evaluate, disseminate and use information of the incident and resources
- PM-05-PS03: Provide facilities, services, material and support to all the agencies directly involved with the incident
- PM-05-PS04: Establish monitoring procedures and keeping records

5.2 Guidelines for Practical Skills

5.2.1. PM-05-PS01: Establish Joint Incident Command Post (JICP)Joint Incident Command Post (JICP)and manage all operations directly applicable to the incident

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Establish Joint Incident Command Post (JICP)
- PA0102 Establish and maintain communication lines

Applied Knowledge

- AK0101 Procedures for establishing Joint Incident Command Post (JICP)
- AK0102 Procedures for setting up of sectors
- AK0103 Methods of communication between different agencies
- AK0104 Protocols for relevant agents
- AK0105 Monitoring processes and procedures
- AK0106 Feedback and evaluation methods and procedures

Internal Assessment Criteria

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- IAC0101 Joint Incident Command Post (JICP) is established and clearly visible according to organisational policies and procedures, principles and protocols
- IAC0101 Communication lines are established and maintained according to principles and protocols

5.2.2. PM-05-PS02: Collect, evaluate, disseminate and use information of the incident and resources

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Collect and evaluate information for setting up sectors
- PA0202 Communicate with all relevant services
- PA0203 Identify and acquire additional resources as it relates to incident management
- PA0204 Identify the requirements of all agencies directly involved with the incident

Applied Knowledge

- AK0201 Role and function of the Joint Incident Command Post (JICP)
- AK0202 Setting up of sectors
- AK0203 Communication lines between different agencies
- AK0204 Use of relevant agents (Range: newspapers, radio, community based organisations, electronic media, traditional leaders)
- AK0205 Monitoring processes and procedures
- AK0205 Feedback and evaluation methods and procedures

Internal Assessment Criteria

- IAC0201 All conditions applicable to the incident are considered to set up sectors and to establish the management team
- IAC0202 All relevant services are informed in the case of a closure/rerouting/evacuation, using various methods including newspapers, radio, community based organisations, electronic media, and traditional leaders according to applicable protocols, policies and procedures.
- IAC0203 Additional resources are identified and acquired in accordance with the requirements for managing the incident

- IAC0204 Facilities, services, material and support are identified and communicated according to protocols, policies and procedures.

5.2.4. PM-05-PS04 Establish monitoring procedures and keeping records

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Establish monitoring procedures and roles
- PA0402 Apply evaluation and feedback methods

Applied Knowledge

- AK0401 Role and function of the Joint Incident Command Post (JICP)
- AK0402 Setting up of sectors
- AK0403 Communication lines between different agencies
- AK0404 Use of relevant agents (Range: newspapers, radio, community based organisations, electronic media, traditional leaders)
- AK0405 Monitoring processes and procedures
- AK0405 Feedback and evaluation methods and procedures

Internal Assessment Criteria

- IAC0401 Monitoring procedures and roles are established according to applicable legislations and organisational policies and procedures
- IAC0402 Feedback and evaluation methods are applied according to protocols, policies and procedures

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

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- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

5.4 Exemptions

- None

6. 226302001-PM-06, Identify and deal with dangerous goods, NQF Level 3, Credits 10

6.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to identifying and dealing with dangerous goods. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 12.5 days.

The learner will be required to:

- PM-06-PS01: Apply different types of dangerous goods Legislation, Protocols and Conventions
- PM-06-PS02: Identify protective action factors and take protective action
- PM-06-PS03: Apply safety precautions

6.2 Guidelines for Practical Skills

6.2.1. PM-06-PS01: Apply different types of dangerous goods Legislation, Protocols and Conventions

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Apply dangerous goods legislation in the classification and labelling of dangerous goods
- PA0102 Apply dangerous goods legislation in the packaging, handling, transportation and storage of dangerous goods
- PA0103 Inspect containers and vehicles

Applied Knowledge

- AK0101 Dangerous goods legislation, Protocols and Conventions.
- AK0102 Packaging requirements.
- AK0103 Principles and processes of transporting dangerous goods.
- AK0104 Classification and labelling systems.
- AK0105 Documentation required.
- AK0106 Procedures to use emergency response guides.
- AK0107 Methods and techniques of protective actions.

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- AK0108 Environmental and climatic influences on hazards.
- AK0109 Isolation and evacuation processes and procedures.
- AK0110 Methods and techniques of using communication lines.

Internal Assessment Criteria

- IAC0101 Dangerous goods legislation is applied with regard to classification and labelling according to applicable legislations (National and International) and organisational policies and procedures.
- IAC0102 Dangerous goods legislation is applied in the packaging, handling, transportation and storage of dangerous goods according to applicable legislations (National and International) and organisational policies and procedures.
- IAC0103 Inspection and design requirements for containers and vehicles, are checked according to applicable legislations (National and International) and organisational policies and procedures.
- IAC0104 Special documentation requirements are met according to policies and procedures

6.2.2. PM-06-PS02: Identify protective action factors and take protective action

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Apply protective action
- PA0202 Identify population/area threatened
- PA0203 Evaluate weather conditions and take appropriate reactive actions
- PA0204 Establish isolation of hazardous area and control access and egress points

Applied Knowledge

- AK0201 Dangerous goods legislation, Protocols and Conventions.
- AK0202 Packaging requirements.
- AK0203 Principles and processes of transporting dangerous goods.
- AK0204 Classification and labelling systems.
- AK0205 Documentation required.
- AK0206 Procedures to use emergency response guides.
- AK0207 Methods and techniques of protective actions.
- AK0208 Environmental and climatic influences on hazards.

- AK0209 Isolation and evacuation processes and procedures.
- AK0210 Methods and techniques of using communication lines.

Internal Assessment Criteria

- IAC0201 Protective action relating to dangerous goods is applied, such as degree of health hazards, amount involved, containment, control, release, rate of vapour movement organisational policies and procedures
- IAC0202 Weather conditions are evaluated and reactive actions are taken according to organisational policies and procedures
- IAC0203 Population/area threatened are identified taking into account location, number of people, time available to evacuate or shelter in place, ability to control evacuation, building types and availability, special institutions - nursing homes, hospitals, schools, prisons
- IAC0204 Isolation and evacuation distances are determined and applied according to applicable legislations (National and International) and organisational policies and procedures
- IAC0205 Shelter in place is provided in accordance with protocols, policies and procedures
- IAC0306 Communication lines are established and maintained according to protocols, policies and procedures

6.2.3. PM-06-PS03 Apply safety precautions

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Identify and communicate hazards to specialists
- PA0302 Apply national and international protocols

Applied Knowledge

- AK0301 Dangerous goods legislation, Protocols and Conventions.
- AK0302 Packaging requirements.
- AK0303 Principles and processes of transporting dangerous goods.
- AK0304 Classification and labelling systems.
- AK0305 Documentation required.
- AK0306 Procedures to use emergency response guides.

- AK0307 Methods and techniques of protective actions.
- AK0308 Environmental and climatic influences on hazards.
- AK0309 Isolation and evacuation processes and procedures.
- AK0310 Methods and techniques of using communication lines.

Internal Assessment Criteria

- IAC0301 Hazards are identified and communicated to specialists according to applicable legislations and organisational policies and procedures
- IAC0302 Specialist assistance is obtained according to applicable legislations and organisational policies and procedures
- IAC0303 National and international protocols are explained and described according to applicable legislations and organisational policies and procedures

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

6.4 Exemptions

- None

7. 226302001-PM-07, Implement an Incident Management Plan, NQF Level 5, Credits 5

7.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to implementing an incident management plan. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 6.25 days.

The learner will be required to:

- PM-07-PS01: Conduct an incident situational analysis
- PM-07-PS02: Determine and implement a plan of action
- PM-07-PS03: Monitor and evaluate the implemented plan
- PM-07-PS04: Clean up and demobilize the Incident Management Team

7.2 Guidelines for Practical Skills

7.2.1. PM-07-PS01: Conduct an incident situational analysis

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Analyse information
- PA0102 Determine the facts of the incident

Applied Knowledge

- AK0101 Procedures for a situational analysis
- AK0102 Principles of management
- AK0103 Monitoring procedures
- AK0104 Procedures and methods of cleaning up of incidents
- AK0105 Techniques of planning for demobilization

Internal Assessment Criteria

- IAC0101 All information is critically analysed according to applicable legislations and organisational policies and procedures
- IAC0102 The results of the situational analysis are used to determine the facts of the incident in accordance with policies and procedures

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7.2.2. PM-07-PS02: Determine and implement a plan of action

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Develop a plan of action
- PA0202 Implement a plan of action to manage the incident

Applied Knowledge

- AK0201 Procedures for a situational analysis
- AK0202 Principles of management
- AK0203 Monitoring procedures
- AK0204 Procedures and methods of cleaning up of incidents
- AK0205 Techniques of planning for demobilization

Internal Assessment Criteria

- IAC0201 A plan of action is developed according to applicable legislations and organisational policies and procedures.
- IAC0202 The management plan is implemented according to management principles

7.2.3. PM-07-PS03: Monitor and evaluate the implemented plan

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Monitor incident management processes
- PA0302 Evaluate incident management processes

Applied Knowledge

- AK0301 Procedures for a situational analysis
- AK0302 Principles of management
- AK0303 Monitoring procedures
- AK0304 Procedures and methods of cleaning up of incidents
- AK0305 Techniques of planning for demobilization

Internal Assessment Criteria

- IAC0301 The implemented plan is continuously evaluated and monitored during every stage of implementation according to organisational policies and procedures

7.2.4. PM-07-PS04 Clean up and demobilize the Incident Management Team

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Clean up, monitor and record cleaning up of the incident
- PA0403 Plan and implement demobilisation
- PA0403 Conduct on-site de-briefing

Applied Knowledge

- AK0401 Procedures for a situational analysis
- AK0402 Principles of management
- AK0403 Monitoring procedures
- AK0404 Procedures and methods of cleaning up of incidents
- AK0405 Techniques of planning for demobilization

Internal Assessment Criteria

- IAC0401 The incident is cleaned up according to agreed procedures, processes and protocols.
- IAC0402 The cleaning up of the incident is monitored and recorded according to agreed procedures, processes and protocols
- IAC0403 The demobilization/elements of demobilisation plan are planned and implemented according to agreed procedures, processes and protocols
- IAC0404 On-site debriefing is conducted according to agreed procedures, processes and protocols.

7.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module

- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

7.4 Exemptions

- None

8. 226302001-PM-08, Isolate and secure a scene, NQF Level 5, Credits 3

8.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to isolating and securing a scene. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 3.75 days.

The learner will be required to:

- PM-08-PS01: Close routes and identify alternative routes
- PM-08-PS02: Cordon off the scene
- PM-08-PS03: Develop an evacuation plan
- PM-08-PS04: Mobilise and dispatch resources

8.2 Guidelines for Practical Skills

8.2.1. PM-08-PS01: Close routes and identify alternative routes

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Close routes and identify alternative routes
- PA0102 Determine the roles and responsibilities of the various agencies
- PA0103 Reroute traffic
- PA0104 Analyse and report on the results of the route closure and re-routing

Applied Knowledge

- AK0101 Powers and duties of relevant agencies in the closure of routes
- AK0102 Geography and topography
- AK0103 Incident management procedures and protocols
- AK0104 Procedures for zoning of a scene
- AK0105 Procedure for determining different safety areas and maintaining scene safety
- AK0106 Procedures in the development of an evacuation plan
- AK0107 Policies, procedures and protocols relating to incident management
- AK0108 Evacuation procedures

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- AK0109 Access control procedures
- AK0110 Methods and techniques of communication between different agencies
- AK0111 Processes and procedures for identifying and setting priorities

Internal Assessment Criteria

- IAC0101 Routes are closed and alternative routes are identified according to applicable protocols, policies and procedures
- IAC0102 Traffic is re-routed according to the map on alternative routes available
- IAC0104 The results of a route closure and rerouting are assessed according to policies and procedures

8.2.2. PM-08-PS02: Cordon off the scene

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Isolate a scene
- PA0202 Cordon off and secure a scene
- PA0203 Communicate safety areas to all agencies
- PA0204 Determine and establish access and egress control

Applied Knowledge

- AK0201 Powers and duties of relevant agencies in the closure of routes
- AK0202 Geography and topography
- AK0203 Incident management procedures and protocols
- AK0204 Procedures for zoning of a scene
- AK0205 Procedure for determining different safety areas and maintaining scene safety
- AK0206 Procedures in the development of an evacuation plan
- AK0207 Policies, procedures and protocols relating to incident management
- AK0208 Evacuation procedures
- AK0209 Access control procedures
- AK0210 Methods and techniques of communication between different agencies
- AK0211 Processes and procedures for identifying and setting priorities

Internal Assessment Criteria

- IAC0201 Scenes are cordoned off according to existing plan

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- IAC0202 Scene is cordoned off and secured using applicable barrier.
- IAC0203 Different zones including protective park or central holding area are identified according to protocols, policies and procedures
- IAC0204 Signs are according to incident management procedures and protocols
- IAC0205 Access and egress control are determined and established according to applicable legislations and organisational policies and procedures

8.2.3. PM-08-PS03: Develop an evacuation plan

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Close off area and establish perimeter
- PA0302 Control access to the incident area
- PA0302 Communicate holding areas to all relevant agencies
- PA0303 Identify evacuation routes and evacuate scene victims
- PA0304 Obtain authority and implement evacuation plan

Applied Knowledge

- AK0301 Powers and duties of relevant agencies in the closure of routes
- AK0302 Geography and topography
- AK0303 Incident management procedures and protocols
- AK0304 Procedures for zoning of a scene
- AK0305 Procedure for determining different safety areas and maintaining scene safety
- AK0306 Procedures in the development of an evacuation plan
- AK0307 Policies, procedures and protocols relating to incident management
- AK0308 Evacuation procedures
- AK0309 Access control procedures
- AK0310 Methods and techniques of communication between different agencies
- AK0311 Processes and procedures for identifying and setting priorities

Internal Assessment Criteria

- IAC0301 Area is closed off and the perimeter is established according to applicable legislations and organisational policies and procedures

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- IAC0302 Primary and secondary evacuation routes are identified and scene victims are evacuated according to applicable legislation, protocols, policies and procedures
- IAC0303 Expertise required is identified and obtained as per incident management plan
- IAC0304 Communication lines are established and maintained according to organisational policies and procedures

8.2.4. PM-08-PS04 Mobilise and dispatch resources

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Obtain operation agreement
- PA0402 Obtain equipment and resources appropriate to the incident
- PA0402 Communicate with all relevant agencies

Applied Knowledge

- AK0401 Powers and duties of relevant agencies in the closure of routes
- AK0402 Geography and topography
- AK0403 Incident management procedures and protocols
- AK0404 Procedures for zoning of a scene
- AK0405 Procedure for determining different safety areas and maintaining scene safety
- AK0406 Procedures in the development of an evacuation plan
- AK0407 Policies, procedures and protocols relating to incident management
- AK0408 Evacuation procedures
- AK0409 Access control procedures
- AK0410 Methods and techniques of communication between different agencies
- AK0411 Processes and procedures for identifying and setting priorities

Internal Assessment Criteria

- IAC0401 An operation agreement is obtained according to protocols, policies and procedures.
- IAC0402 Equipment appropriate to the incident is identified and sourced according to protocols, policies and procedures..

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- IAC0403 Resources required are obtained according to according to protocols, policies and procedures.
- IAC0404 Communication lines are maintained according to organisational policies and procedures

8.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

8.4 Exemptions

- None

9. 226302001-PM-09, Preserve evidence on a scene, NQF Level 5, Credits 3

10.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to preserving evidence on a scene. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 3.75 days.

The learner will be required to:

- PM-09-PS01: Conduct preliminary assessment of the incident
- PM-09-PS02: Assess and secure evidence
- PM-09-PS03: Secure the scene and apply access control
- PM-09-PS04: Protect and preserve the evidence and document findings

9.2 Guidelines for Practical Skills

9.2.1. PM-09-PS01: Conduct preliminary assessment of the incident

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Conduct a preliminary assessment
- PA0102 Identify types of evidence
- PA0102 Identify dangerous goods
- PA0102 Identify potential witnesses and suspects
- PA0103 Record findings

Applied Knowledge

- AK0101 Procedures and processes for the identification of evidence.
- AK0102 Methods and procedures of preservation of evidence.
- AK0103 Record keeping procedures
- AK0104 Procedures and techniques of securing of evidence
- AK0105 Procedures for using protective clothing and equipment
- AK0106 Procedures and processes for the separation and securing of potential witnesses and suspects
- AK0107 Procedures and processes for access and egress control

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- AK0108 Protection and preservation of evidence on a scene procedures
- AK0109 Techniques and methods of keeping evidence documentation
- AK0110 Procedures to follow for the chain of custody

Internal Assessment Criteria

- IAC0101 An assessment is conducted and type of evidence is identified according to protocols, policies and procedures
- IAC0102 Types of evidence are identified according to protocols, policies and procedures
- IAC0103 Dangerous goods are identified according to protocols, policies and procedures
- IAC0104 Potential witnesses and suspects are identified according to protocols, policies and procedures
- IAC0105 Findings are recorded according to agrees principles and protocols

9.2.2. PM-09-PS02: Assess and secure evidence

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Identify potential physical and structural evidence
- PA0202 Secure evidence
- PA0203 Mark areas to indicate identified evidence
- PA0204 Use Personal Protective Equipment (PPE) and clothing

Applied Knowledge

- AK0201 Procedures and processes for the identification of evidence.
- AK0202 Methods and procedures of preservation of evidence.
- AK0203 Record keeping procedures
- AK0204 Procedures and techniques of securing of evidence
- AK0205 Procedures for using protective clothing and equipment
- AK0206 Procedures and processes for the separation and securing of potential witnesses and suspects
- AK0207 Procedures and processes for access and egress control
- AK0208 Protection and preservation of evidence on a scene procedures
- AK0209 Techniques and methods of keeping evidence documentation

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- AK0210 Procedures to follow for the chain of custody

Internal Assessment Criteria

- IAC0201 Potential physical and structural evidence is identified and secured according to applicable legislation, protocols, agreed principles and procedures
- IAC0202 Areas are clearly marked to indicate identified evidence according to applicable legislation, protocols, agreed principles and procedures
- IAC0204 Appropriate protective equipment and clothing is used according to applicable legislation, protocols, agreed principles and procedures

9.2.3. PM-09-PS03: Secure the scene and apply access control

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Set out and mark boundaries
- PA0302 Control access and egress and document
- PA0303 Separate and secure potential witnesses and suspects

Applied Knowledge

- AK0301 Procedures and processes for the identification of evidence.
- AK0302 Methods and procedures of preservation of evidence.
- AK0303 Record keeping procedures
- AK0304 Procedures and techniques of securing of evidence
- AK0305 Procedures for using protective clothing and equipment
- AK0306 Procedures and processes for the separation and securing of potential witnesses and suspects
- AK0307 Procedures and processes for access and egress control
- AK0308 Protection and preservation of evidence on a scene procedures
- AK0309 Techniques and methods of keeping evidence documentation
- AK0310 Procedures to follow for the chain of custody

Internal Assessment Criteria

- IAC0301 Boundaries are clearly set out and marked according to agreed policies, principles and protocols
- IAC0302 Access is controlled according to applicable legislation and incident management plan

- IAC0303 All access and egress are documented according to organisational policies and procedures
- IAC0304 Potential witnesses and suspects are separated and secured according to protocols, processes and procedures

9.2.4. PM-09-PS04 Protect and preserve the evidence and document findings

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Protect and preserve evidence
- PA0402 Mark and document position of evidence
- PA0403 Document scene appearance and findings

Applied Knowledge

- AK0401 Procedures and processes for the identification of evidence.
- AK0402 Methods and procedures of preservation of evidence.
- AK0403 Record keeping procedures
- AK0404 Procedures and techniques of securing of evidence
- AK0405 Procedures for using protective clothing and equipment
- AK0406 Procedures and processes for the separation and securing of potential witnesses and suspects
- AK0407 Procedures and processes for access and egress control
- AK0408 Protection and preservation of evidence on a scene procedures
- AK0409 Techniques and methods of keeping evidence documentation
- AK0410 Procedures to follow for the chain of custody

Internal Assessment Criteria

- IAC0401 Evidence is protected and preserved according to applicable legislation and organisational policies and procedures
- IAC0403 Position of evidence is clearly marked and documented according to organisational policies and procedures and agreed principles and protocols
- IAC0404 Appearance of scene is clearly documented according to organisational policies and procedures
- IAC0405 Findings are documented according to applicable legislation and organisational policies and procedures

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9.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

9.4 Exemptions

- None

10. 226302001-PM-10, Provide support structure, NQF Level 5, Credits 2

10.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to providing support structure. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 2.5 days.

The learner will be required to:

- PM-10-PS01: Identify and provide support structures
- PM-10-PS02: Identify and organise relevant equipment and materials
- PM-10-PS03: Identify and mobilise specialists
- PM-10-PS04: Establish and set-up a communication post

10.2 Guidelines for Practical Skills

10.2.1. PM-10-PS01: Identify and provide support structures

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Provide identified support structure
- PA0102 Identify relay teams
- PA0103 Identify required service providers
- PA0104 Provide rest and refreshment areas

Applied Knowledge

- AK0101 Procedures for interpreting and implementing incident plans
- AK0102 Procedures for providing support structures
- AK0103 Procedures and process to identify and mobilise different specialists relevant to incidents

Internal Assessment Criteria

- IAC0101 The support structures required in the management of the incident are identified according to agreed procedures, processes and protocols
- IAC0102 Relay teams are identified and available according to applicable legislations and organisational policies and procedures

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- IAC0103 Service providers are identified according to agreed procedures, processes and protocols
- IAC0104 Rest and refreshment areas are identified and set up according to applicable legislations and organisational policies and procedures

10.2.2. PM-10-PS02: Identify and organise relevant equipment and materials

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Obtain protective clothing
- PA0202 Identify and obtain specialised equipment and safety equipment
- PA0203 Provide lighting and water and make resource directory available

Applied Knowledge

- AK0201 Procedures for interpreting and implementing incident plans
- AK0202 Procedures for providing support structures
- AK0203 Procedures and process to identify and mobilise different specialists relevant to incidents

Internal Assessment Criteria

- IAC0201 Protective clothing is identified and obtained according to requirements of the incident
- IAC0202 Specialised equipment and safety equipment are identified and obtained according to applicable legislations and organisational policies and procedures
- IAC0203 Lighting and water are accessible according to organisational policies and procedures.
- IAC0204 Resource directory is available according to organisational policies and procedures

10.2.3. PM-10-PS03: Identify and mobilise specialists

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Identify and inform relevant specialists

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- PA0302 Identify and access all equipment and role players involved with hazardous chemicals on site

Applied Knowledge

- AK0301 Procedures for interpreting and implementing incident plans
- AK0302 Procedures for providing support structures
- AK0303 Procedures and process to identify and mobilise different specialists relevant to incidents

Internal Assessment Criteria

- IAC0301 Relevant specialists including Environmental specialists, Coast control, Engineers, Microbiologists, Civil aviation, Various Government Agencies, Non-Governmental Organisations are identified and informed according to protocols, policies and procedures
- IAC0302 All equipment and role players involved with hazardous chemicals are identified and accessed according to applicable legislations and organisational policies and procedures

10.2.4. PM-10-PS04 Establish and set-up a communication post

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Establish and maintain communication channels
- PA0402 Keep records
- PA0403 Use various forms of media to communicate with all stakeholders and roleplayers

Applied Knowledge

- AK0401 Procedures for interpreting and implementing incident plans
- AK0402 Procedures for providing support structures
- AK0403 Procedures and process to identify and mobilise different specialists relevant to incidents

Internal Assessment Criteria

- IAC0401 Communication channels are established and maintained according to agreed policies, principles and protocols
- IAC0402 Records are kept according to organisational policies and procedures

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- IAC0403 Various forms of media are used to communicate incident information to all rolplayers and stakeholders in accordance with the incident management plan

10.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

10.4 Exemptions

- None

11. 226302001-PM-11, Set up sectors, NQF Level 5, Credits 2

11.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to setting up sectors. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 2.5 days.

The learner will be required to:

- PM-11-PS01: Determine, identify and establish an incident command post
- PM-11-PS02: Establish access and egress routes to the scene and within the scene
- PM-11-PS03: Identify and establish casualty, treatment, safety and rest areas
- PM-11-PS04: Identify and establish areas for support functions

11.2 Guidelines for Practical Skills

11.2.1. PM-11-PS01: Determine, identify and establish an incident command post

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Establish incident command post
- PA0102 Cordon off scene
- PA0103 Establish central holding area

Applied Knowledge

- AK0101 Procedures to establish incident command post
- AK0102 Procedures to determine holding areas and colour coding of different areas/sectors
- AK0103 Procedures for setting parameters to and within a scene
- AK0104 Procedures to establish holding areas and resource holding areas
- AK0105 Processes for casualty clearance areas
- AK0106 Methods of working with secondary services
- AK0107 Procedures for decontamination
- AK0108 Methods and techniques of Media liaison

Internal Assessment Criteria

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- IAC0101 An incident command post is established according to agreed principles and protocols
- IAC0102 A scene is cordoned off according to applicable legislations and organisational policies and procedures
- IAC0103 A central holding area is established according to plan

11.2.2. PM-11-PS02: Establish access and egress routes to the scene and within the scene

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Establish access and egress routes
- PA0202 Identify roleplayers and specialists and authorise access
- PA0203 Close off area and establish perimeter
- PA0204 Control entry

Applied Knowledge

- AK0201 Procedures to establish incident command post
- AK0202 Procedures to determine holding areas and colour coding of different areas/sectors
- AK0203 Procedures for setting parameters to and within a scene
- AK0204 Procedures to establish holding areas and resource holding areas
- AK0205 Processes for casualty clearance areas
- AK0206 Methods of working with secondary services
- AK0207 Procedures for decontamination
- AK0208 Methods and techniques of Media liaison

Internal Assessment Criteria

- IAC0201 Access and egress routes are established according to applicable legislations and organisational policies and procedures
- IAC0202 Role players and specialists are identified and authorization is provided to enter a scene according to incident management plan
- IAC0203 Area is closed off, using appropriate barriers and perimeter is established according to incident management plan

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- IAC0204 Entry of authorized persons with protective equipment is controlled according to applicable legislations and organisational policies and procedures

11.2.3. PM-11-PS03: Identify and establish casualty, treatment, safety and rest areas

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Establish casualty clearance stations
- PA0302 Establish first aid posts, trauma support groups and rest areas
- PA0303 Establish decontamination areas
- PA0304 Determine landing areas for aircraft

Applied Knowledge

- AK0301 Procedures to establish incident command post
- AK0302 Procedures to determine holding areas and colour coding of different areas/sectors
- AK0303 Procedures for setting parameters to and within a scene
- AK0304 Procedures to establish holding areas and resource holding areas
- AK0305 Processes for casualty clearance areas
- AK0306 Methods of working with secondary services
- AK0307 Procedures for decontamination
- AK0308 Methods and techniques of Media liaison

Internal Assessment Criteria

- IAC0301 Casualty clearance stations are established according to incident management plan, protocols, policies and procedures
- IAC0302 First aid posts, trauma support groups and rest areas are established according to incident management plan, protocols, policies and procedures
- IAC0303 Decontamination areas are established according to incident management plan, protocols, policies and procedures
- IAC0304 Landing areas for aircraft are determined according to incident management plan, protocols, policies and procedures

11.2.4. PM-11-PS04 Identify and establish areas for support functions

Scope of Practical Skill

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Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0401 Establish planning and communication areas
- PA0402 Establish resource holding area
- PA0403 Establish support functions

Applied Knowledge

- AK0401 Procedures to establish incident command post
- AK0402 Procedures to determine holding areas and colour coding of different areas/sectors
- AK0403 Procedures for setting parameters to and within a scene
- AK0404 Procedures to establish holding areas and resource holding areas
- AK0405 Processes for casualty clearance areas
- AK0406 Methods of working with secondary services
- AK0407 Procedures for decontamination
- AK0408 Methods and techniques of Media liaison

Internal Assessment Criteria

- IAC0401 Planning and communication areas are established according to incident management plan
- IAC0402 Resource holding area is established according to incident management plan
- IAC0403 Support functions are established according to applicable legislations and organisational policies and procedures
- IAC0404 Records are kept according to applicable legislations and organisational policies and procedures

11.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

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Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

Legal Requirements:

- None

11.4 Exemptions

- None

12. 226302001-PM-12, Assess and use data and engage stakeholders for resource deployment, NQF Level 5, Credits 2

12.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice the processes, procedures, methodologies and techniques related to assessing and analysing a road incident. The practical skills and activities can be demonstrated in a simulated or real workplace. LCT for this module 2.5 days.

The learner will be required to:

- PM-12-PS01: Assess and use data for decision making purposes
- PM-12-PS02: Liaise with relevant parties and stakeholders
- PM-12-PS03: Monitor and control data gathering processes and its results

12.2 Guidelines for Practical Skills

12.2.1. PM-12-PS01: Assess and use data for decision making purposes

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0101 Assess data to establish needs for equipment and resources
- PA0102 Document equipment and resource requirements
- PA0103 Recommend equipment, resources and specialist services

Applied Knowledge

- AK0101 Processes and procedures of engaging suppliers and location of equipment and resources world-wide
- AK0102 Protocols of working with disaster management teams internationally
- AK0103 Data collection procedures
- AK0104 Methods, procedures and techniques of liaison with parties and stakeholders

Internal Assessment Criteria

- IAC0101 Data is assessed to establish needs for equipment and resources
- IAC0102 Equipment and resource requirements are documented

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- IAC0103 Equipment is recommended in accordance with the requirements of the road incident
- IAC0104 Specialist services are engaged as per instructions

12.2.2. PM-12-PS02: Liaise with relevant parties and stakeholder

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0201 Identify and contact relevant parties and stakeholders
- PA0202 Notify incident team of progress and finalisation of equipment and resources
- PA0203 Maintain services, equipment and resources throughout incident process
- PA0204 Dismantle and dispose of incident equipment

Applied Knowledge

- AK0201 Processes and procedures of engaging suppliers and location of equipment and resources world-wide
- AK0202 Protocols of working with incident management teams internationally
- AK0203 Data collection procedures
- AK0204 Methods, procedures and techniques of liaison with parties and stakeholders

Internal Assessment Criteria

- IAC0201 Relevant parties and stakeholders are identified, include local authorities, police defence, local suppliers of specialised equipment, government departments, embassies, consulates, medical personnel, local funeral practitioners, local religious groups, weather bureau, press
- IAC0202 Relevant parties and stakeholders are contacted and contracted to provide required services
- IAC0203 Incident team manager is notified of progress and finalisation of equipment and resources, incident progress includes recovery, identification and repatriation
- IAC0204 Services, equipment and resources are maintained throughout incident process
- IAC0205 Incident equipment is dismantled and disposed of according to instructions

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12.2.3. PM-12-PS03: Monitor and control data gathering processes and its results

Scope of Practical Skill

Given case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates, the learner must be able to:

- PA0301 Monitor data gathering and collating process
- PA0302 Communicate remedial actions to relevant parties (individuals)
- PA0303 Monitor implementation of remedial actions

Applied Knowledge

- AK0301 Processes and procedures of engaging suppliers and location of equipment and resources world-wide
- AK0302 Protocols of working with incident management teams internationally
- AK0303 Data collection procedures
- AK0304 Methods, procedures and techniques of liaison with parties and stakeholders

Internal Assessment Criteria

- IAC0301 Data gathering and collating process is monitored to ensure compliance and completeness
- IAC0302 Deviations and exceptions are identified and remedial actions identified
- IAC0303 Remedial actions are communicated to relevant parties (individuals)
- IAC0304 Implementation of remedial actions is monitored

12.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning materials, aids and resources
- Access to categories of tools and equipment in order for learners to practice the skills and activities in this module
- Case studies, relevant aspects of standards and legislation, protocols, equipment and tools, work instructions, specific policies and procedures, PPE, check lists, forms and templates

Human Resource Requirements:

- Facilitators, Assessors and Moderator with competencies and experience in incident management
- Facilitator / learner ratio 1 to 10.

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Legal Requirements:

- None

12.4 Exemptions

- None