

Title	Plan, manage and evaluate CDEM exercises		
Level	4	Credits	6

Purpose	<p>This unit standard is intended for team leaders, section trainers and managers who have responsibility to train personnel in CDEM skills and knowledge.</p> <p>People credited with this unit are able to plan, manage, and evaluate and review CDEM exercises.</p>
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Classification	Civil Defence > Civil Defence Management
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Available grade	Achieved
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Explanatory notes

- 1 Definitions

Civil Defence Emergency Management (CDEM) means the application of knowledge, measures, and practices that are necessary or desirable for the safety of the public or property; are designed to guard against, prevent, reduce, or overcome any hazard or harm or loss that may be associated with any emergency; and includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge, and practices.

CDEM personnel include any staff and/or volunteers of an organisation carrying out CDEM.

Exercise is any activity or activities that require the demonstration of CDEM competencies.

Organisation is an agency engaged in CDEM.

Section is a unit within an organisation’s CDEM structure having a particular purpose (eg welfare or rescue).
- 2 Performance of the outcomes in this unit standard must comply with the Civil Defence Emergency Management Act 2002, and the Health and Safety in Employment Act 1992.
- 3 The CDEM organisation’s requirements or standard operating procedures (SOPs) refer to policies and procedures on safety and operation set down by each CDEM service employer or agency or host organisation.
- 4 Performance of the outcomes in this unit standard must comply with the relevant CDEM group or local plan.

Outcomes and evidence requirements

Outcome 1

Plan CDEM exercises.

Evidence requirements

- 1.1 The need for the CDEM exercise is identified in consultation with key stakeholders.
- Range may include but is not limited to – CDEM group, CDEM personnel.
- 1.2 CDEM exercise objectives are determined in accordance with the identified need.
- 1.3 CDEM exercise objectives are determined in accordance with the organisation's SOPs.
- 1.4 CDEM exercise is designed and planned in accordance with the requirements of the exercise, and the organisation's SOPs.
- Range may include but is not limited to – location, equipment, personnel, finance, facilities, logistics, communications.

Outcome 2

Manage CDEM exercises.

Evidence requirements

- 2.1 Resources are acquired and set up in accordance with the requirements of the exercise, and organisation's SOPs.
- 2.2 Briefing is in accordance with the requirements of the exercise, and organisation's SOPs.
- Range may include but is not limited to – relevant personnel, aims, objectives, expectations, activity outcomes.
- 2.3 CDEM exercise is managed in accordance with the plan, the requirements of the exercise, and organisation's SOPs.

Outcome 3

Evaluate and review CDEM exercises.

Evidence requirements

- 3.1 CDEM exercise is evaluated in terms of the achieved objectives and the planned objectives.

- 3.2 Evaluation process is in accordance with the organisation's SOPs.
- 3.3 CDEM exercise is reviewed in terms of the achieved objectives and future training needs.
- 3.4 Evaluation report is written and distributed to stakeholders in accordance with the organisation's SOPs.

Planned review date	31 August 2014
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 April 2007	N/A
Rollover and Revision	2	18 July 2013	N/A

Consent and Moderation Requirements (CMR) reference	0223
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the Fire and Rescue Services Industry Training Organisation (EmQual) info@emqual.org.nz if you wish to suggest changes to the content of this unit standard.