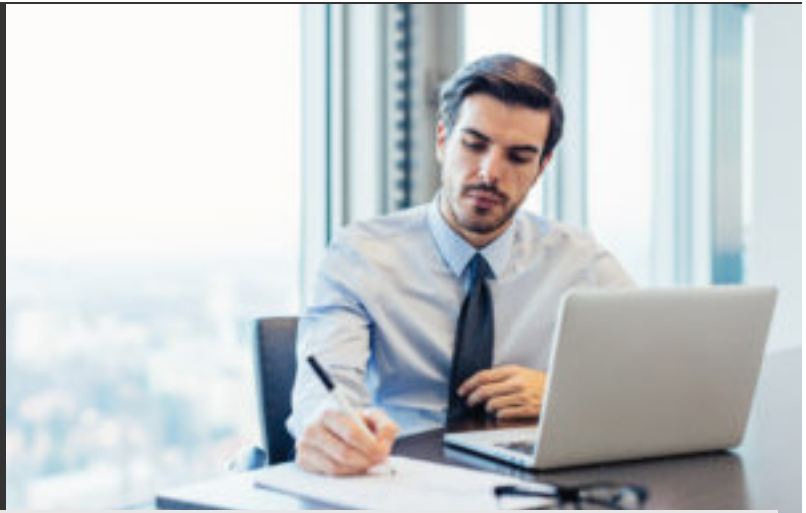




TAFENSW

**NATIONAL CENTRE FOR
EMERGENCY MANAGEMENT
STUDIES**



PREPARE HIGH-LEVEL WRITTEN COMMUNICATION BE READY FOR THE WORST - BE TRAINED BY THE BEST

A strong, compelling written document has the potential to persuade and influence others towards a desired outcome for public sector and corporate organisations. Language style, research methods and formatting structure combine together to help readers understand the issue, develop a clear perspective of challenges and inform strategic decision making.

This course is for those required to write high-level documentation in formats such as formal businesses cases, grant applications, policies and procedures, media releases and ministerial responses. This program also includes specific reference to skills and knowledge related to key operational documentation for emergency management organisations and those with a support role during crises.

PSPGEN071 – Prepare high-level written communication

The Statement of Attainment in “*Prepare high-level written communication*” supports skills and knowledge required to in preparation of complex, sensitive materials. It includes preparing for high-level written communication, critically analyzing other positions and preparing persuasive written communication.

DELIVERY MODEL

This accredited training unit can be completed online and you will be supported by an expert facilitator. It can also be delivered as professional development, face-to-face at a location of your choice.

ASSESSMENT

Assessment tasks for those undertaking accredited training will confirm the learner’s ability to meet the performance criteria, and have direct relevance to the workplace.

COURSE DURATION:

This unit is delivered and assessed over 10 weeks.

The duration of professional development workshops is negotiable.

PATHWAYS

This is a nationally recognised qualification from the Public Safety Training Package (PUA12)

The training package is an all hazards, multi-agency course suitable for people who work in the industry or have an aligned emergency management role. It is a practical and challenging learning experience designed to enhance or develop skills in emergency management before, during and after a disaster event.

RECOGNITION AND CREDIT

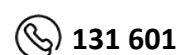
Recognition of prior learning (RPL) and direct credit are available through application.

FOR MORE INFORMATION

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