



Student ID.....

Surname.....

Other Name.....

Squad/College.....

Signature.....

Date.....

Please ensure that this completed assignment is handed to your teacher before the due date of.....

Total Questions	Possible Marks	Marks Achieved
14	50	

2008

**CONDUCT BRIEFINGS/DEBRIEFING
THEORY ASSIGNMENT**

PASS MARK = 30

TOTAL MARKS AVAILABLE = 50

Pages in this Question Booklet = 5

With written tasks organise your assessment into a soft folder. Avoid using plastic sleeves, as your assessor needs to make marking notes and give you written feedback directly onto your work.

Ensure the number, assessment task title; your name is on the title page.

Conduct briefings and de-briefings Assignment Name:

Prepare for the brief/debrief

Question 1 (4 Marks) 1.1

What is the purpose of a brief?

What is the purpose of a de-brief?

Question 2 (10 Marks) 1.2

List five areas of task or operational information that should be included in a brief?

List five officers that may be required at a briefing?

Question 3 (3Marks) 1.3

Describe three circumstances where de-briefings should not necessarily be held as soon the operation is concluded.

Question 4 (3 Marks) 1.4

Explain the factors in selecting an appropriate venue for a de-brief.

Conduct the brief/debrief

Question 5 (10 Marks) 2.1

Prepare a fictional Briefing / De-Briefing for a search and rescue for a 6 metre white tinny that fails to log back in at the scheduled time of 12:00 from a fishing trip 0.5 nm offshore. Use an additional piece of paper for your point form plans.

Question 6 (3 Marks) 2.2

How would you ensure that all parties at de-briefing were able to contribute without being intimidated but be so talkative as to be unproductive?

Question 7 (3 Marks) 2.3

What reports should be requested for a de-brief, and who should introduce them.

Question 9 (5 Marks) 2.4

List 10 items that need to be reviewed against policies, practices and training provided by your Squad for future SAR Operations.

Conclude the brief/debrief

Question 10 (2 Marks) 3.1

How would you acknowledge the contribution of participants in a search and rescue operation?

Question 11 (3 Marks) 3.2

At the de-brief a number of inadequacies were identified in several areas. How would you ensure that this did not happen again?

Equipment inadequacies: _____

Personnel inadequacies: _____

Organisational inadequacies: _____

Question 13 (3 Marks) 3.3

Design a standard planning agenda for use in de-brief sessions.

Question 14 (1 Marks) 3.4

How will the de-brief be broadcast to the appropriate personnel?
