



## Occupational Standards for Caribbean Vocational Qualifications (CVQ)

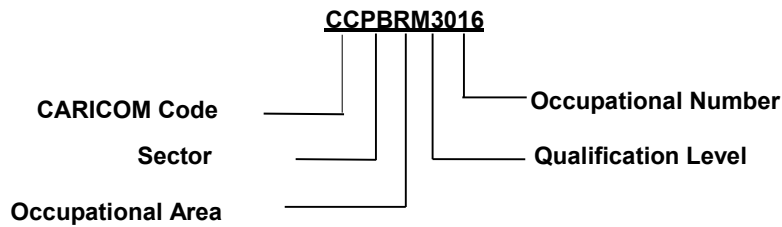
### CCPPRM 3016      CVQ Level 3 Range Management

Unit Number	Unit Title	Requirement
PB00079	Plan and Prepare for Shoot	Mandatory
PB00080	Manage the Range	Mandatory
PB00081	Coordinate Range Activities	Mandatory
PB00082	Conduct Live Firing	Mandatory

To obtain a Caribbean Vocational Qualification (CVQ) all Mandatory Units must be achieved.

#### Legend to Occupational Standard code

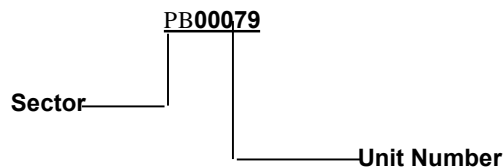
Example: CCPBRM3016



Key: **CC** – CARICOM; **PB** – Public Services; **RM** – Range Management; **3**- Level 3; **016**- Numerical sequence

#### Legend to Unit Code

Example: PB00079



Key: **PB** – Public Services; unit # 00079

## **Qualification Overview**

### ***Occupational Standards can also be used to:***

- Prepare job descriptions and specifications
- Determine recruitment criteria
- Appraise staff performance objectively
- Identify skill and training gaps and needs
- Conduct labour market analyses
- Develop curriculum
- Assess the effectiveness of training programmes
- Determine compensation and rewards

### ***The benefits of acquiring the CVQ to Candidates***

- Provide a basis for articulation and accreditation
- Provides a broad-based preparation for employment
- Is an alternative route to further / higher education
- Complements and has parallel standing with academic qualifications
- Provides enhanced employability and higher earning potential
- Facilitates an apprenticeship with actual work experience
- Equips candidates with the knowledge, skills and attitudes for the workplace
- Past work experience and skills can count towards achieving the CVQ
- Allows for continuity whereby if a candidate cannot complete the CVQ at a centre or school, they can continue at another approved centre
- CVQ's are recognized qualifications and facilitates free movement of labour throughout CARICOM

### ***The benefits of the CVQ to Employers***

- Provides a larger cadre of skilled employees/candidates to choose from
- Reduces cost of recruiting and selecting the ideal job candidate
- Reduces cost for training workers
- Ensures higher levels of productivity

### ***The benefits of the CVQ to the Caribbean region:***

- Produces a higher skilled workforce that is ready to adapt to ever-changing global demands
- Provides greater access for persons to achieve higher qualifications
- Contributes to the region's human resource capacity development

## PB00079 Plan and Prepare for Shoot

### Unit Descriptor:

This unit deals with the skills and knowledge required to effectively plan and prepare for a range practice.

### ELEMENTS

### PERFORMANCE CRITERIA

Candidates must be able to:

1	Plan for a range practice	1.1	Identify the shoot to be conducted in accordance with instructions received
		1.2	Request use of the range facility from relevant personnel in accordance with the shoot to be conducted
		1.3	Estimate logistic requirements to carry out the shoot in accordance with the number of participants
		1.4	Prepare and submit range letter including the appropriate details to the relevant personnel
		1.5	Distribute range letter to relevant personnel and departments in accordance with standard operating procedures
2	Coordinate logistics	2.1	Request and confirm equipment in accordance with range letter and standard operating procedures
		2.2	Request and confirm weapons in accordance with range letter and standard operating procedures
		2.3	Request and confirm transport in accordance with range letter and standard operating procedures
		2.4	Request and confirm ration in accordance with identified number of participants
		2.5	Request and confirm medical support in accordance with range letter
		2.6	Request and confirm ammunition in accordance with number of participants and standard operating procedures
		2.7	Request and confirm targetry in accordance with range letter
3	Conduct range recce	3.1	Check target mechanisms for functionality prior to shoot in accordance with normal safety procedures

- 3.2 Check range areas for cleanliness and upkeep prior to shoot
- 3.3 Identify areas for concurrent activities and administration prior to the shoot

## **RANGE STATEMENT**

All range statements must be assessed.

- 1. Weapons include:
  - rifles
  - pistols
  - hand grenades
- 2. Appropriate details includes
  - details of shoot,
  - safety measures
  - logistic requirements

## **UNDERPINNING KNOWLEDGE & SKILLS**

Candidates must know and understand:

- 1. what are the safety rules and considerations for live fire practices
- 2. how to estimate logistic requirements
- 3. what is the military service writing format for administrative instructions
- 4. what are the stages in training the battle shot
- 5. what are the standard shoot formats for each stage of training the battle shot

## **EVIDENCE GUIDE**

### **(1) Critical Aspects of Evidence**

Evidence should include a demonstrated ability to:

- a. plan for the range
- b. coordinate logistics
- c. conduct range recce

### **(2) Method of Assessment**

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including direct observation and oral questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference materials

**(3) Context of Assessment**

This unit may be assessed on the job or off the job. Where assessment is done off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by individuals and working in teams.

## PB00080 Manage the Range

## Unit Descriptor:

This unit deals with the skills and knowledge required for a range conducting officer to administrate the range.

**ELEMENTS****PERFORMANCE CRITERIA**

Candidates must be able to:

1	Coordinate feeding arrangements	1.1	Ensure ration is delivered at the appropriate time in accordance with the planned range activities
		1.2	Ensure proper distribution of ration to all troops in accordance with the feeding arrangements
		1.3	Manage feeding in order to ensure efficient time management and concurrent range activities
2	Manage resupply	2.1	Coordinate and ensure water is replenished where necessary in accordance with feeding arrangements
		2.2	Coordinate and ensure that any stores, aids or stationary are replenished where necessary in accordance with planned range activities
		2.3	Coordinate and ensure equipment is replenished where necessary
3	Maintain record	3.1	Ensure all personnel are placed in details in accordance with the relevant shoot
		3.2	Ensure proper recording of the results are taken in accordance with the relevant shoot
		3.3	Authenticate all results in accordance with the relevant shoot
		3.4	Check ammunition and sign issue and return certificate in accordance with regiment standing orders
		3.5	Sign range use book upon completion of the range
4	Coordinate range activities	4.1	Ensure an efficient management of the firing details
		4.2	Manage concurrent activities on the range in accordance with standard operating procedures

	4.3	Manage the transition between various duties being performed on the range
	4.4	Manage sanitization of the range after completion of range activities in accordance with normal safety procedures
	4.5	Check all stores, equipment and weapons after completion of range activities
5	Manage transport	
	5.1	Coordinate pick up and drop off of all troops on identified range date
	5.2	Brief medical staff on placement and movement of emergency vehicles
	5.3	Manage transport where resupply is necessary

## **RANGE STATEMENT**

All range statements must be assessed.

1. Authenticate includes:

- check documents
- sign documents

2. Ration includes:

- water
- food

## **UNDERPINNING KNOWLEDGE & SKILLS**

Candidates must know and understand:

1. how to score various shooting practices
2. who are the appointments responsible for all logistic items on the range
3. what is the standard system of rotation between the firing point and concurrent activity

## **EVIDENCE GUIDE**

### **(1) Critical Aspects of Evidence**

Evidence should include a demonstrated ability to:

- a. manage all logistic arrangements on the range day
- b. produce scores for range practice

### **(2) Method of Assessment**

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including

direct observation and oral questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference materials

**(3) Context of Assessment**

This unit may be assessed on the job or off the job. Where assessment is done off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by individuals and working in teams.



## PB00081 Co-ordinate Range Activities

### Unit Descriptor:

This unit deals with the skills and knowledge required to coordinate all activities on the range during a live fire practice.

### ELEMENTS

### PERFORMANCE CRITERIA

Candidates must be able to:

- |   |                            |   |
|---|----------------------------|---|
| 1 | Set up the range           | <ul style="list-style-type: none"> <li>1.1 Ensure the range in-use flags are posted in accordance with standard operating procedures</li> <li>1.2 Ensure sentries are posted at designated areas in accordance with standard operating procedures</li> <li>1.3 Inspect the range to ensure safety for users prior to shoot</li> <li>1.4 Assign various administrative areas prior to shoot</li> <li>1.5 Ensure targets are positioned in accordance with the shoot</li> </ul>             |
| 2 | Enforce range safety       | <ul style="list-style-type: none"> <li>2.1 Ensure normal safety precautions are carried out prior to the issue of ammunition in accordance with standard operating procedures</li> <li>2.2 Perform declaration to ensure firers are not in possession of ammunition in accordance with standard operating procedures</li> <li>2.3 Deliver safety brief to range staff and firers prior to commencement of range practice</li> </ul>   |
| 3 | Coordinate range practices | <ul style="list-style-type: none"> <li>3.1 Brief firers on relevant shooting practices prior to shoot</li> <li>3.2 Organise firers into details in accordance with the availability of targets and type of shoot</li> <li>3.3 Confirm details of shoot with fire point officer and officer in charge of butts</li> <li>3.4 Conduct range in accordance with range standing orders</li> <li>3.5 Supervise all range activities in accordance with standard operating procedures</li> </ul> |
| 4 | Manage incidents and       | <ul style="list-style-type: none"> <li>4.1 React to incident or accident by ensuring firing is suspended</li> </ul>   |

- |                                   |   |
|-----------------------------------|---|
| accidents                         | in accordance with range standing orders  |
|                                   | 4.2 Check and ensure medical assistance is provided to all injured persons in a timely manner                           |
|                                   | 4.3 Ensure evidence is preserved in accordance with standard operating procedures                                       |
|                                   | 4.4 Follow relevant reporting procedures in accordance with standard operating procedures                               |
| 5 Conduct end of shoot procedures | 5.1 Ensure targets, stores and equipment are secured and accounted for in accordance with standard operating procedures |
|                                   | 5.2 Supervise sanitization of the range to ensure it is ready for reuse   |
|                                   | 5.3 Check and ensure normal safety precautions are carried out at the end of range practice                             |
|                                   | 5.4 Take declaration from all personnel on the range in accordance with standard operating procedures                   |
|                                   | 5.5 Conduct debrief of range activities in accordance with standard operating procedures                                |
|                                   | 5.6 Sign ammunition return certificate in accordance with standard operating procedures                                 |
|                                   | 5.7 Check and ensure removal of the range-in- use flags prior to departure  |

## **RANGE STATEMENT**

All range statements must be assessed.

1. Administrative areas

- coordinating ration
- ammunition inventory

2. Incident or accident includes

- injuring oneself
- injuring others

**UNDERPINNING KNOWLEDGE AND SKILLS**

Candidates must know and understand:

1. what are the range danger areas
2. what are the limitations to arcs of fire on the specific range
3. what are the limitations to ammunition calibre on the specific range
4. what is the prescribed layout for range administrative areas
5. what are the actions to be taken if there is a breach in safety on the range

**EVIDENCE GUIDE****(1) Critical Aspects of Evidence**

Evidence should include a demonstrated ability to:

- a. brief all range personnel on safety and conduct of range practices
- b. check all points of safety during range activity
- c. coordinate all logistics and live fire activity on the range
- d. react to an accident or incident
- e. conduct the end of shoot procedures

**(2) Method of Assessment**

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including direct observation and oral questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference materials

**(3) Context of Assessment**

This unit may be assessed on the job or off the job. Where assessment is done off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by individuals and working in teams.

## PB00082 Conduct Live Firing

Unit Descriptor:

This unit deals with the skills and knowledge required for a soldier to conduct the firing point at a live fire range practice.

### ELEMENTS PERFORMANCE CRITERIA

Candidates must be able to:

1	Supervise coaches	1.1	Ensure firers adopt correct firing positions in accordance with the shoot details
		1.2	Ensure all safety procedures are carried out in accordance with the safety instructions for the shoot
		1.3	Identify and correct common firing faults in accordance with the normal safety precautions
2	Guide firers through shooting practices	2.1	Load weapons with ammunition in accordance with shoot details
		2.2	Give the relevant commands to firers and on the firing point in accordance with shoot details
		2.3	Coordinate target operations with the officer in charge of the butts
		2.4	Unload and clear all weapons at the end of the shooting practice in accordance with normal safety procedures
3	Zero weapons	3.1	Check and ensure firers achieve the appropriate grouping size
		3.2	Superimpose the mean point of impact on to the correct zeroing position
		3.3	Supervise the adjustments to weapon sights before firing in accordance with standard operating procedures

### RANGE STATEMENT

All range statements must be assessed.

1. Superimpose includes:

- calculations
- adjustments

2. Firing faults include:

- poor marksmanship principles.
- non- application of marksmanship principles.

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what is the correct zeroing position according to the relevant weapon and distance
2. what is the extreme spread
3. what is the mean point of impact
4. what are the marksmanship principles
5. what are the various grouping sizes in accordance with the weapon and distance

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. ensure proper calculations are carried out to determine the appropriate sight adjustments where necessary
- b. supervise the adjustment of weapon sights where necessary
- c. supervise coaches
- d. load, unload and clear weapons on the firing point
- e. give the correct words of command to firers on the firing point

### (2) Method of Assessment

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including direct observation and oral questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference material

### (3) Context of Assessment

This unit may be assessed on the job or off the job. Where assessment is done off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by individuals and working in teams.

# GLOSSARY OF TERMS

## ***Occupational Standards***

Occupational Standards of competence are industry-determined specifications of performance, which describe the knowledge, skills and attitudes required by a worker in the performance of a particular role in the workplace. They specify what a person should know and do in order to carry out the functions of a particular job in the work environment. They are the building blocks for all activities in a competency-based training and certification system. An Occupational Standard is made up of a qualification plan, a unit title, elements, performance criteria, range statements, underpinning knowledge and skills and evidence guide.

***Qualification Plan*** – The Qualification Plan identifies the Mandatory units which are those units that are necessary to deem a candidate competent in the occupational area and provide flexibility in different work environments. It also contains the Title and Level of the qualification to be awarded.

***Unit Title*** - The unit title is a succinct statement of the outcome of the unit of competency. It reflects the major activities or functions of an individual's work as well as the discreet units of work.

***Unit Descriptor*** - The unit descriptor communicates the content of the unit of competency and the skill area it addresses.

***Elements*** - These are the basic building blocks of the unit of competency. They describe the tasks in which competence should be demonstrated in order to carry out the specific function.

***Performance Criteria*** - These are the descriptions of the outcomes of performance required for successful achievement of an element. They specify the required performance in relevant tasks, roles, skills and applied knowledge that enables competent performance.

***Range Statement*** - This describes the essential operating conditions that should be present in training and assessment, depending on the work situation, needs of the candidate, accessibility of the item and local industry contexts. It lists the parameters in which candidates must demonstrate their competence.

***Underpinning Knowledge and Skills*** – The knowledge identifies what a person needs to know to perform the work in an informed and effective manner. The skills describe the application of knowledge to situations where understanding is converted into a workplace outcome.

***Evidence Guide*** - The Evidence Guide is critical in assessment as it provides information to Training Providers and Assessors about how the described competency should be demonstrated. It provides a range of evidence for the Assessor to make a determination of competence and defines the assessment context. The Evidence Guide describes:

- Conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment
- Suitable methodologies for conducting assessment including the potential for workplace simulation
- Resource implications, for example access to particular equipment, infrastructure or situations
- How consistency in performance must be assessed over time, various contexts and with a range of evidence

### **Level 1 – Directly supervised worker**

Recognizes competence in a range of varied work activities performed in a variety of contexts. Most work activities are simple and routine. Collaboration with others through work groups or teams may often be a requirement. Substantial supervision is required especially during the early months evolving into more autonomy with time.

### **Level 2 – Supervised skilled worker**

Recognizes competence in a broad range of diverse work activities performed in a variety of contexts. Some of these may be complex and non-routine and involve some responsibility and autonomy. Collaboration with others through work groups or teams and guidance of others may be required.

### **Level 3 – Independent/autonomous skilled worker**

Recognizes competence in a broad range of complex, technical or professional work activities performed in a wide variety of contexts, with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources are often a requirement. The individual is capable of self-directed application, exhibits problem solving, planning, designing and supervisory capabilities.

### **Level 4 – Supervisory specialist worker**

Recognizes competence involving the application of a range of fundamental principles and complex techniques across a wide and unpredictable variety of contexts. Requires very substantial personal autonomy and often significant responsibility for the work of others, the allocation of resources, as well as personal accountability for analysis, diagnosis, design, planning, execution and evaluation.

### **Level 5 – Managerial professional worker**

Recognizes the ability to exercise personal professional responsibility for the design, development or improvement of a product, process, system or service. Recognizes technical

and management competencies at the highest level and includes those who have occupied positions of the highest responsibility and made outstanding contribution to the promotion and practice of their occupation.