



**Australian Government**

# **Assessment Requirements for DEFGEN016 Administer personnel**

**Release: 1**

# Assessment Requirements for DEFGEN016 Administer personnel

## Modification History

Release	Comments
1	<p>These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none"><li>• Assessment Requirements created drawing upon specified assessment information from superseded unit</li></ul>

## Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and compiling complex organisational forms and applications
- analysing and validating information
- conducting interviews to obtain detailed personal information
- transacting a range of administrative actions including:
  - administrative warning
  - notice to show cause
  - pay adjustment

## Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- counselling techniques
- organisational disciplinary standards and laws
- organisational information systems
- organisational personnel entitlements
- organisational readiness requirement specific to individual service
- organisational support
- organisational welfare infrastructure, policy and procedures
- organisational writing standards
- personnel support agencies

## Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

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