



Australian Government

Assessment Requirements for DEFGEN018
Conduct an interview to support written
material

Release: 1

Assessment Requirements for DEFGEN018 Conduct an interview to support written material

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">• Assessment Requirements created drawing upon specified assessment information from superseded unit

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.

- taking notes from spoken and written sources
- developing an interview schedule
- negotiating interview by establishing a supportive environment
- facilitating a formal oral interview, using a range of interactional strategies to establish, develop and maintain a relationship
- exploring issues
- gathering information on a topic
- identifying and sourcing accurate and relevant information for a story
- giving full regard to privacy, defamation, and reporting issues including gender, race, religion and disability

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.

- command of language structures, registers, vocabulary and idiom required in conversational exchanges
- defence concepts of newsworthy information
- interview techniques
- sources for relevant background information
- when information needs to be checked

- security classification of information presented during the interview
- ADF public affairs objectives and the characteristics of defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- relevant legislation

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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