DEFGEN018 Conduct an interview to support written material

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR302B Conduct an interview to support written material. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.2, 3.3 and 3.4 merged

Application

This unit describes the skills required to plan, prepare and conduct an interview to uncover information for a Defence publication. The unit involves interviewing an individual or a group to gather information to support or produce material for a Defence publication. Interviews can be conducted in person, over the telephone, by email or web cam.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would mainly work independently, seeking assistance from superiors when needed. They would perform complex tasks in known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.
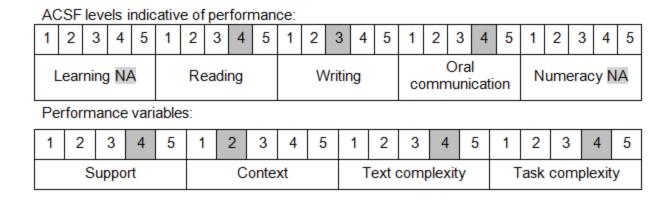
Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for the interview	1.1 Research and document background information before the interview. 1.2 Seek guidance from a senior reporter or the editor on the most suitable person to be interviewed. 1.3 Establish time and place for the interview with the subject. 1.4 Set interview objectives and plan questions in advance, taking constraints into consideration. 1.5 Check equipment for serviceability. 1.6 Rectify and report any equipment faults, obtain replacement or take an alternative approach where faults cannot be rectified.
2. Establish interview parameters with subject	2.1 Identify own publication and provide necessary background information to the subject. 2.2 Seek permission to tape the interview from the subject. 2.3 Discuss and agree on relevant interview methods with the subject. 2.4 Discuss and confirm scope and length of the interview with the subject.
3. Conduct an interview	3.1 Tape relevant information about the interview where permission is granted. 3.2 Invite subject to expand key points, to present all relevant material or to clarify matters by asking questions. 3.3 Invite subject to provide information for future stories.
4. Verify information as necessary	4.1 Check and confirm details with the subject after the interview. 4.2 Provide transcript of the interview to the subject to check for factual accuracy. 4.3 Confirm accuracy of the information provided by asking other sources.
5. Archive interview material	5.1 Store interview transcripts as per publication policies. 5.2 Make archived material available only to approved people on request.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

Learning NA					Reading					Writing					Oral communication					Numeracy NA				
1	2	3	4	5	1	2	3	**4**	5	1	2	**3**	4	5	1	2	3	**4**	5	1	2	3	4	5

Performance variables:

Support					Context					Text complexity					Task complexity				
1	2	3	**4**	5	1	**2**	3	4	5	1	2	3	**4**	5	1	2	3	**4**	5

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR302B Conduct an interview to support written material.

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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