



**Australian Government**

# **DEF40812 Certificate IV in Defence Reporting**

**Release: 2**

## DEF40812 Certificate IV in Defence Reporting

### Modification History

Release	TP version	Comments
2	DEF12 V2	Layout adjusted. No changes to content.
1	DEF12 V1	First release.

### Description

Not applicable.

### Pathways Information

Not applicable.

### Licensing/Regulatory Information

Not applicable.

### Entry Requirements

Not applicable.

## Employability Skills Summary

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF40812 Certificate IV in Defence Reporting have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Defence qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.

Employability Skill	Employability Skills Statement
<b>Communication</b>	<ul style="list-style-type: none"> <li>ask questions and seek clarification where necessary</li> <li>ask supplementary questions as the interview progresses</li> <li>identify and record trends in reader interests</li> <li>interpret complex information in documents and interviews and make it readable and understandable to a wide variety of readers</li> <li>invite subject to expand key points and present all relevant material</li> <li>make notes from spoken and written sources</li> <li>revise own writing and speaking to enhance meaning and effectiveness</li> <li>structure draft story correctly and correctly attribute quotes</li> <li>transcribe material accurately from oral to written text</li> <li>use command of language structures, registers, vocabulary and idiom required in conversational exchanges</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>maintain and engage regularly, a network of contacts</li> <li>obtain guidance from a senior reporter or the editor on the most suitable person to be interviewed</li> <li>recognise individual differences in the workplace, to value these differences and to adjust their behaviour to account for these differences</li> <li>seek permission to take the photograph from relevant Defence personnel</li> <li>take photos in a field operation without endangering lives</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>assess and determine the most appropriate way to get the photograph</li> <li>check, verify and attribute information</li> <li>obtain, read and analyse up-to-date material about Defence issues and current affairs from a wide variety of sources</li> <li>source, read and critically evaluate background information</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>determine the need, type and context of the photographs, but in some cases this will be under direction from senior reporters or the editor</li> <li>identify a story through personal initiative or from following the direction from the editor or sub editor</li> </ul>

	<ul style="list-style-type: none"> <li>• judge newsworthiness with limited supervision</li> <li>• replace equipment faults that cannot be rectified or take an alternative approach</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• assess information for newsworthiness and likely reader appeal</li> <li>• identify an approach to the potential story and obtain clearance from the supervisor</li> <li>• identify client needs and factor into planning</li> <li>• identify public affairs objectives and constraints, and factor into planning</li> <li>• research background information and document before the interview</li> <li>• set interview objectives and plan questions in advance, taking constraints into consideration</li> <li>• submit a story for proofreading and clearance by the senior reporter</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>• apply personal behaviour that shows sensitivity to the differences between colleagues</li> <li>• apply professional code of practice</li> <li>• facilitate and sustain a formal oral interview</li> <li>• gain the willing cooperation of subjects</li> <li>• meet deadlines</li> <li>• negotiate interview by establishing a supportive environment</li> <li>• revise own writing and speaking to enhance meaning and effectiveness</li> <li>• understand role and responsibility of photographer</li> <li>• use a range of interactional strategies to establish, develop and maintain a relationship to explore issues and gather information on a topic</li> <li>• use a variety of writing genres</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• learn about ADF public affairs objectives and the characteristics of Defence public affairs organisations</li> <li>• learn about Australian Journalists Association Code of Ethics</li> <li>• learn about constraints on using information (e.g. security requirements, conditions on reporting sensitive issues)</li> <li>• learn about Defence News Editorial Board guidelines</li> <li>• learn about Defence public information and security policies</li> <li>• learn about how to convert provided material into different types of genres to achieve a purpose</li> <li>• learn about implications of security, privacy and libel provisions</li> <li>• learn about proofreading and clearance procedures</li> <li>• learn about relevant legislation</li> <li>• learn about standard newspaper proofing symbols</li> <li>• learn about the standard operating procedures of relevant public affairs organisations which influence parent organisation</li> <li>• learn about the types of stories used in Defence publications</li> </ul>

<b>Technology</b>	<ul style="list-style-type: none"><li>• check equipment for the interview for serviceability</li><li>• conduct interviews in person, over the telephone, by e-mail or web cam</li><li>• use appropriate information technology and software</li><li>• use equipment, which may include voice recorders, computers, cameras, telephones, fax machines</li><li>• use technology to research stories</li></ul>
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## Packaging Rules

13 units of competency are required for this qualification including:

- 9 core units
- 4 elective units

Choose a minimum of 2 elective units from the elective list below.

Choose the remaining 2 elective units from either the elective lists below, **or** elsewhere within this training package, **or** another endorsed training package, **or** accredited course.

Where a pre-requisite unit is attached to an elective unit it is identified by this symbol L.

The pre-requisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

The elective units should be selected from the units that most closely align to an individual's occupational outcomes. Electives selected must not duplicate outcomes of other units.

Elective units selected must not duplicate content already covered by other units in this qualification.

Code	Core Units
DEFEQ001C	Work with equity and diversity
DEFPR301B	Identify material suitable for publication within Defence
DEFPR302B	Conduct an interview to support written material
DEFPR303B	Write material suitable for publication within Defence
DEFPR304B	Edit provided copy
DEFPR305B	Take photographs suitable for publication within Defence
BSBITU401A	Design and develop complex text documents
BSBADM101A	Use business equipment
BSBOHS407A	Monitor a safe workplace
Code	Elective Units
DEFEQ002B	Supervise equity and diversity in the workplace

DEFPR306B	Obtain images suitable for publication within Defence
DEFRI001B	Treat risk within Defence at an operational level
DEFRI002B	Conduct risk assessment in a Defence environment
BSBINM201A	Process and maintain workplace information
BSBSUS301A	Implement and monitor environmentally sustainable work practices
CUFBRD05A	Compile material for broadcast transmission
CUFWRT05A	Write content and/or copy
CUFWRT06A	Write a news voice report