Australian Government

DEFCO403C Transmit and receive data via information exchange systems

Release: 2

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Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to transmit and receive data via an information exchange system within Defence communications workplaces.

Application of the Unit

This unit was developed for communications and information systems operators working within Defence.

The processing, transmission and reception of data utilising information exchange systems is a key component of the communications requirement within Defence and are fundamental requirements for communications and information systems operators.

Typically operators work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Transmit and receive data via information exchange systems**	1.1 *Information exchange system* messages are processed in accordance with workplace requirements.
	1.2 Messages are transmitted and received in accordance with specific workplace and Defence procedures.
2. **Maintain communications circuits to facilitate the flow of data between information exchange systems**	2.1 Communications circuits and services are maintained.
	2.2 Circuit engineering conforms with Defence procedures and workplace practices.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- configure basic circuits
- encourage team members
- handle classified material correctly
- follow directives
- follow instructions/directives and report information
- identify basic equipment faults
- operate communications equipment
- process messages
- provide timely and accurate reports
- use a variety of verbal and non-verbal communication techniques
- use active listening techniques
- use computer keyboard

Required Knowledge

- basic communication procedures
- basic radio propagation
- classified material handling procedures
- communications ancillary equipment
- composition of teams and roles and responsibilities of team members
- emission theory and control
- information exchange systems terminology and basic operations

- message formats
- work health and safety (WHS) practices
- OTAT/OTAR procedures
- radiation hazard (RADHAZ) procedures and awareness
- satellite communications systems terminology and basic operations
- security procedures
- task specific equipment configuration/operation
- techniques for supporting others
- work environment layout

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to:
	- correctly prepare communications equipment
	- correctly configure communications circuit
	- process messages and data in accordance with specific workplace requirements
	- promptly make reports to appropriate personnel
	- ensure circuit procedures comply with specific workplace requirements
	- comply with WHS/radiation hazard policy
	- correctly handle classified/COMSEC material
	- comply with emission control policy
	- maintain security
	Consistency in performance
	Competency should be demonstrated over time to ensure the individual is assessed across a wide variety of situations within the workplace.
Context of and specific resources for assessment	**Context of assessment**
	Competency should be assessed in the workplace or in a simulated workplace environment.
	Specific resources for assessment
	Access is required to:
	- Defence communications publications
	- Defence security publications
	- specific workplace operating procedures
	- task specific communications equipment

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.	
Information exchange system may include:	• Battlefield Command Support System (BCSS) • Joint Command Support System (JCSS) • Officer in Tactical Command Information Exchange System (OTCIXS) • NAVSISLAN • Submarine Satellite Information Exchange Systems (SSIXS)

Unit Sector(s)

Not applicable.