Assessment Requirements for DEFDPA002 Identify material suitable for media publication

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying communication ethics relevant to the audience and organisation
- applying organisational policies and procedures
- establishing useful networks
- identifying material suitable for media publication
- making notes from spoken and written sources
- researching using a range of sources
- revising own writing and speaking to enhance meaning and effectiveness
- sourcing, reading and critically evaluating background information
- transcribing material accurately from oral to written text
- using a range of language structures, registers, vocabulary and idiom required in conversational exchanges.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- audience and organisational interests
- constraints on using information including security requirements, conditions on reporting sensitive issues, privacy principles
- current affairs and organisational issues
- media's definition of news
- public affairs objectives and the characteristics of public affairs organisations including:
    - organisation's internal communications objectives
    - internal client objectives including commanders, headquarters or policy areas
    - publication objectives for communicating information
- relevant legislation, organisational policies and procedures
- types of stories used in organisation's publications
- variety of writing genres.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant standards, policy and instructions related to public affairs
- applicable documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9