



Australian Government

DEFGEN028 Assist in managing production processes

Release: 1

DEFGEN028 Assist in managing production processes

Modification History

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

Application

This unit specifies the skills and knowledge required to assist in the routine operations involved in the production of a Defence news publication.

It includes analysing and interpreting incoming material for newsworthiness and distributing the material for response from the relevant sectors within Defence.

This unit applies to reporters who are required to be involved in the day-to-day operation of a unit that has responsibility for the production of Defence publications, such as services newspapers, magazines and internet sites. All reporters will be involved with this activity on an asneeds basis; this competency is required by all Defence reporters.

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.

Persons undertaking this unit act in a broad range of contexts under limited supervision as part of a team, and perform specific tasks. Assistance and direction from senior reporters or editors would be provided.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Manage incoming material

1.1 Collect and record incoming material

1.2 Make an assessment of new material to determine its newsworthiness and make recommendations to the editor

1.3 Classify and archive material of potential value for future reference in accordance with operational procedures

2 Assist in managing daily operations

2.1 Register letters to the editor and forward to the relevant personnel for response

2.2 Complete production tasks as directed by supervisor in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPR307B Assist in managing production processes.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>