



Australian Government

Assessment Requirements for DEFLAW008 Conduct a Defence administrative inquiry

Release: 2

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Modification History

Release 2. Modifications made to Assessment Conditions.

Release 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 DEFCM127A Conduct a Defence administrative inquiry.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

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 includes:

- analysing evidence to form conclusions and recommendations
- communicating ideas, arguments and conclusions logically
- conducting interviews
- interpreting policies
- preparing complex documents
- identifying the issues surrounding the inquiry

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:

- Defence (Inquiry) Regulations
- inquiry processes
- interview techniques
- relevant Defence publications
- relevant legislation, policies and procedures
- scope of authority of an investigating officer undertaking an administrative inquiry

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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 this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

Links

Companion Volume implementation guides are found in VETNet -

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