DEFTST014 Prepare test and evaluation processes

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to prepare test and evaluation processes.

It includes establishing test and evaluation processes, conducting start-up activities and managing test and evaluation preparedness. It also includes integrating test and evaluation processes and developing, reviewing and maintaining the test plan.

This unit was developed for Defence test and evaluation workers but is applicable to any individuals who work in this field.

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.

Those undertaking this unit would work independently or as part of a team, under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform sophisticated tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Test and Evaluation.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

	essential outcomes.		demonstrate achievement of the element.
1	**Establish test and evaluation processes**	**1.1**	Confirm test and evaluation activity objectives with stakeholders
		1.2	Develop test and evaluation plan in accordance with prescribed standards
		1.3	Confirm test methods with consideration to resource constraints, environmental constraints, evidence requirements, existing capabilities and their compatibility with existing organisational policies and procedures
		1.4	Brief and negotiate with stakeholders to obtain endorsement for test and evaluation process
		1.5	Review and analyse scope and objectives
		1.6	Develop a strategy establishing work breakdown structures in order to implement test and evaluation process
		1.7	Identify and establish test infrastructure, as appropriate
		1.8	Identify and establish safety systems and procedures
		1.9	Identify and obtain specialist and technical support relevant to the test and evaluation
		1.10	Maintain security and confidentiality of data
		1.11	Establish governance structure and processes as detailed in test plan
		1.12	Define expected test outcomes in a measurable and achievable format
2	**Determine start-up activities**	**2.1**	Refine test plans in consultation with steering committee and team members, and include precise details for schedules of activities, milestones and resources
		2.2	Establish and maintain required systems throughout the process in accordance with the complexity of the test and evaluation activity and in line with the test plan
		2.3	Establish data capture methods
		2.4	Confirm team members' roles and responsibilities for

			the duration of the process
		2.5	Confirm team members' understanding of the test and ability to fulfil the role requirements
3	Manage test and evaluation preparedness	3.1	Integrate all aspects of test and evaluation and related processes and establish links to ensure objectives are met in accordance with test plan
		3.2	Request and secure resources
		3.3	Establish consultation and reporting mechanisms in accordance with test plan
		3.4	Consult with organisation test team and enable staff regularly to discuss progress and to ensure effective results
		3.5	Manage integration, and review and amend management plans and any related contracts as appropriate, with results reported in accordance with mechanisms identified in test plan
		3.6	Utilise and apply management tools to achieve outcomes
		3.7	Establish ongoing progress monitoring processes against agreed milestones in accordance with the test plan to provide a measure of performance throughout the life of the test and evaluation process
		3.8	Conduct test readiness review

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 DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFTST002 Prepare testing and evaluation processes.

Links

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