DEFTST015 Produce test and evaluation reports

Release: 1

DEFTST015 Produce test and evaluation reports

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 produce test and evaluation reports.

It includes determining report structure, drafting report, and preparing and distributing final report.

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

1	Determine report structure	1.1	Collate input from stakeholders and test participants
		1.2	Analyse and select most appropriate communication method and select report structure and format
		1.3	Select categories and logical sequences of data, information and knowledge to achieve report objectives
		1.4	Develop overview of report structure and content
2	Draft report	2.1	Collate, interpret and summarise data and information to prepare content that satisfies report purposes and objectives in accordance with original test scope and parameters
		2.2	Maintain security and confidentiality of data in accordance with organisational policies and procedures
		2.3	Include infographics, as appropriate, to report purposes and objectives
		2.4	Record gaps, limitations and caveats identified in data and information
		2.5	Record test configurations and conditions
		2.6	Record test outcomes and observations in accordance with original test scope and parameters
		2.7	Circulate draft report for comment to stakeholders and test participants and incorporate amendments, as appropriate
3	Prepare and distribute final report	3.1	Include key references and organisational caveats in accordance with original plan
		3.2	Seek and obtain relevant approvals
		3.3	Produce and distribute report
		3.4	Maintain security and confidentiality of data in accordance with organisational policies and procedures
		3.5	Maintain records in accordance with organisational policies and 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 DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to DEFTST005 Produce test and evaluation reports.

Links

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