Australian Government

DEF60912 Advanced Diploma of Defence Public Affairs

Release: 1

INDUSTRY
SKILLS
COUNCILS
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DEF60912 Advanced Diploma of Defence Public Affairs

Modification History

Release	TP version	Comments
2	DEF12 V2	New qualification. Equivalent to DEF60812 Advanced Diploma of Defence Public Affairs. Structure and packaging rules changed.
1	DEF12 V1	First release.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF60912 Advanced Diploma of Defence Public Affairs have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Defence qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.

Employability Skill	Employability Skills Statement
Communication	• clarify the ethical aspects of decisions/actions and advice • communicate and encourage the professionalism required of public servants in ways suited to the diversity of the workforce • document promptly and in accordance with organisational policy and procedures, issues relating to ethical problems • encourage reporting of suspected unethical conduct, deal with in a confidential manner and act on promptly, and in accordance with policy and procedures • establish effective communication channels to exchange strategic information for the mutual benefit of network members • interpret and explain complex, formal documents and assist others to apply them in the workplace • prepare written advice and reports requiring precision of expression • provide guidance on more complex ethical problems • provide objective and impartial advice to government regarding policy decisions relating to the public interest • source information from inside and outside the organisation, and confirm its authenticity and reliability • use a variety of words and language structures to explain complex ideas to different audiences
Teamwork	• confirm staff understanding of legislation, guidelines and action to address professional development needs is timely • encourage staff to discuss, clarify and meet legislative requirements • encourage staff to raise ethical dilemmas, provide them with frameworks for ethical decision making and policy setting, and coach in their application • identify key stakeholders and their needs, expectations and roles • manage participative arrangements in consultation with employees and their representatives in accordance with occupational health and safety legislation, internal agreements, and consistent with the organisation's overall process for consultation • model ethical conduct and reinforce in others

	• use a comprehensive and up-to-date knowledge of the linkages between governments in taking decisions, advice and actions
Problem solving	• deal with ambiguity and machinery of government changes • discard redundant information/version control • identify misunderstandings and conflict situations, and address constructively in accordance with principles of conflict resolution • interpret legislation and evaluate compliance outcomes • undertake analysis of the political, social and economic environment that takes into account emerging trends, and current and possible future goals of the organisation • undertake consideration of relevant facts comprehensively, and give unbiased, transparent and defensible weightings to competing interests • use decision making processes transparently and document accountably and reasoning/grounds for decisions in accordance with policy and procedures
Initiative and enterprise	• apply procedures or protocols for reporting unethical conduct • develop initiatives and resources to address barriers to equal employment opportunity within the organisation or adopt in accordance with the diversity strategy • establish new network links between self and key internal and external stakeholders and use effectively • identify inadequacies in existing risk control measures in accordance with the hierarchy of control, and seek resources enabling implementation of new measures and/or provide according to appropriate procedures • structure advice to include strategies for dealing with sensitive situations while maintaining confidentiality, and handling consequences if confidentiality is breached
Planning and organising	• develop or review organisational processes and practices to ensure they meet the requirements of procedural fairness and accountability • identify features of required strategic networks, identify or establish network links with key stakeholders and build strategic relationships • identify organisational linkages between government organisations and with quasi-government organisations and non-government organisations, and regularly reassess to maintain currency of information • include risk management strategies in processes and ensure they meet client, staff and organisational needs for transparency and accountability • provide staff with opportunities to develop skills in identifying and resolving situations requiring ethical judgment • take decisions, advice and actions making effective use of a comprehensive and up-to-date knowledge of these organisational linkages

	• undertake risk assessment planning relating to legislative compliance to establish the risk of non-compliance and develop/implement mitigation strategies in accordance with organisational policy and procedures
Self-management	• acquire, retain, recall and communicate information • employ a range of leadership styles to facilitate intercultural management and to manage diverse teams • ensure professionalism, which may include ethical conduct, commitment, diligence, courtesy, respect for others, conduct free of cultural and gender bias • maintain a comprehensive and up-to-date knowledge of the current political environment and reflect in decisions, advice and actions taken • resolve conflict in a strategic networking context • use a range of communication methods with diverse strategic networks including consultation, liaison, negotiation, building influence and reputation, transparency • use formal and informal industry communication channels • use personal conduct to demonstrate a commitment to compliance with legislation, policy and guidelines
Learning	• learn about legislation related to privacy, freedom of information, human rights, whistleblower protection • learn about local, national and international public sector structures and protocols, equal employment opportunity, equity and diversity principles • learn about public sector ethics, organisational code of ethics/conduct
Technology	• access legislation and codes of practice electronically or in hard copy • apply communication technology • liaise with electronic media • prepare written advice and reports requiring precision of expression • review insecure internet/fax access • use qualitative data and analysis • use technology to access legislation and guidelines • use telephone contact and/or electronic mail

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Packaging Rules

11 units of competency are required for this qualification including:

- 4 core units
- 7 elective units

Choose a minimum of 3 elective units from the Group A elective list below.

Choose a minimum of 1 elective unit from the Group B elective list below.

Choose the remaining 3 elective units from either the elective lists below, **or** elsewhere within this training package, **or** another endorsed training package, **or** accredited course.

Where a pre-requisite unit is attached to an elective unit it is identified by this symbol ⌞.

The pre-requisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

The elective units should be selected from the units that most closely align to an individual's occupational outcomes.

Elective units selected must not duplicate content already covered by other units in this qualification.

Code	Core Units
PSPGOV605A	Persuade and influence opinion
PSPPA601A	Manage public affairs
PSPPA602A	Provide public affairs advisory service
PSPPA603A	Manage media relationships
Code	**Group A Elective Units (Specialisation)**
PSPGOV601B	Apply government systems
PSPGOV602B	Establish and maintain strategic networks
PSPGOV606A	Prepare high-level/sensitive written materials
PSPMNGT605B	Manage diversity
PSPPA502A	Coordinate public affairs events and activities
PSPPOL603A	Manage policy implementation
Code	**Group B Elective Units (General)**
PSPMNGT701B	Provide strategic direction

PSPMNGT602B	Manage Resources
PSPMNGT609B	Formulate business strategies
PSPETHC601B	Maintain and enhance confidence in public service
PSPMNGT607B	Develop a business case