



Australian Government

DEFCM129A Perform the duties of an appointing officer

Release 2

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Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to appoint an inquiry officer and/or inquiry assistant in relation to a Defence matter under his/her command or control.

Application of the Unit

An appointing officer may be:

- Defence Force commanding officer
- officer who has the powers of a formation commander under the Australian Military Regulations 1927
- officer who holds an appointment superior to that of an officer mentioned in the above two points

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Appoint an inquiry	<p>1.1 <i>Organisational policies</i> are complied with throughout the inquiry process.</p> <p>1.2 Quick assessment (QA) is completed.</p> <p>1.3 Instrument of appointment and Terms of Reference are produced in accordance with organisational policies.</p> <p>1.4 Inquiry report is monitored in accordance with organisational policies.</p>
2. Action the inquiry report	<p>2.1 Inquiry report is received and confirmed against the Terms of Reference.</p> <p>2.2 Subject matter advice is sought.</p> <p>2.3 Findings and recommendations of the inquiry report are accepted or rejected.</p> <p>2.4 Accepted recommendations are implemented.</p> <p>2.5 Stakeholders are notified.</p> <p>2.6 Documentation is completed in accordance with organisational policies.</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- apply criteria and principles
- communicate effectively in writing
- communicate effectively orally (question, conduct briefings, respond to questioning, listen, reflect)
- conduct interviews
- display empathy and build rapport with colleagues and stakeholders
- interpret body language
- interpret relevant policies
- interpret QA and inquiry reports
- lead individuals and groups
- make administrative decisions
- make sound judgements
- manage work effectively
- undertake research

Required Knowledge

- administrative sanctions
- evidence
- complaints and redress of grievance
- identifying relevant Australian Defence Force (ADF) policies
- imposing authority
- initiating authority
- inquiry instigation
- inquiry monitoring
- inquiry planning
- QAs
- recommendation implementation
- reports
- tracking
- witnesses and potentially affected persons

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- locate and interpret appropriate guidance in relevant documents

Consistency in performance

Competency should be demonstrated in a range of situations that could be expected in the workplace.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

There are no specific resource requirements for this unit.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Organisational policies may include:

- ADF publications
- Defence Instruction

Unit Sector(s)

Not applicable.