



Australian Government

DEFDC001B Integrate into the cadet working environment

Release 2

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Modification History

Release	TP Version	Comments
2	DEF12 V2	Layout adjusted. No changes to content.
1	DEF12 V1	Primary release.

Unit Descriptor

This unit covers the competency required to integrate young Australians, often for the first time, into a challenging, military like, work environment.

This environment provides cadets with a range of experiences and challenges that develop skills and values that will usually include team work, leadership, work ethos, self discipline, self reliance and initiative.

Application of the Unit

As agreed in the creation of this Training Package, applications for units transferred from the PUA00 Public Safety Training Package will be developed as part of continuous improvement plans, and taking into account the change in Unit of Competency format as detailed in templates for Streamlined Training Packages.

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. Identify organisational requirements

- 1.1 ***Protocols*** for dealing with Australian Defence Force Cadet and Australian Defence Force personnel are complied with.
- 1.2 Organisational operating procedures are complied with.
- 1.3 Communication within the organisation is effective and in accordance with ***standard procedures***.
- 1.4 Assistance is sought within the organisation as required.
- 1.5 ***Personal administration*** requirements of being a cadet are carried out in accordance with standard procedures.
- 1.6 Standards of dress and bearing are maintained.
- 1.7 Australian Defence Force Cadet code of ethical conduct and cadet organisation values are displayed.
- 1.8 Knowledge of Australian Defence Force Cadet customs and traditions is displayed.

2. Participate in personal development activities

- 2.1 Effective team work is implemented.
- 2.2 Occupational health and safety/Work health and safety (OH&SWHS) requirements are recognised and applied at all times.
- 2.3 Directions from superior are followed and activities are planned to achieve the desired outcome.
- 2.4 Cadet activities are effectively participated in.
- 2.5 Formal and informal performance feedback is regularly sought and acted upon appropriately.

Required Skills and Knowledge

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

Required Skills

- access information
- encourage team members
- follow instructions and directives
- read and understand organisational policies and guidelines
- work in a team

Required Knowledge

- Australian Defence Force Cadet code of ethical conduct and cadet organisation values
- codes of conduct
- equal employment opportunity, equity and diversity principles
- nature of attitudes, values and beliefs
- WHS requirements
- policies and procedures for reporting fraud, corruption, mal administration, and breeches of ethics
- regulatory requirements
- techniques for supporting team members

Evidence Guide

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

Assessment must confirm the ability to work as part of a team.

Consistency in performance

Competency should be demonstrated over time conducting routine tasks.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed while routine tasks are undertaken under supervision in the workplace or in a simulated workplace environment.

Specific resources for assessment

There are no special 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.

<i>Protocols</i> may include:	<ul style="list-style-type: none">• Badges of rank• Chain of command• Customs of the service
<i>Standard procedures</i> may include:	<ul style="list-style-type: none">• Equipment manufacturers' specifications and procedures• Industry practices• WHS requirements• Organisational instructions and policy• Regulatory requirements
<i>Personal administration</i> may include:	<ul style="list-style-type: none">• Maintaining Cadet Record of Service• Pre and post course administration

Unit Sector(s)

Not applicable.