



Australian Government

DEFPS001 Assist in the conduct of a psycho-social selection activity

Release: 1

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Modification History

Release	TP Version	Comments
2	DEF12V 2	New unit.
1	DEF12V 1	Primary release.

Unit Descriptor

This unit covers the competency required to assist in a psycho-social selection activity within the Australian Defence Force

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements

Application of the Unit

This unit was developed for military personnel required to prepare and assist in ADF specialist psycho-social selection activities, and complete post-activity administration. The persons performing these tasks will be employed within a specialised employment field relating to the practice of ADF psychology. The person will perform these tasks without supervision.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for selection activity	<p>1.1 Relevant documents are compiled in accordance with administrative instructions and requirements.</p> <p>1.2 Bookings for facilities and other support arrangements are confirmed in accordance with administrative instructions.</p> <p>1.3 Selection activity stationery and stores are prepared in accordance with administrative instruction.</p> <p>1.4 Selection activity equipment is inspected, tested and accessed for serviceability.</p> <p>1.5 Selection activity equipment is laid out ready for use by participants in accordance with relevant instructions.</p> <p>1.6 Selection activity instructions and scoring instruments are provided for use by selection personnel.</p>
2. Support the conduct of a selection activity	<p>2.1 Selection activity is observed and general support is provided to selection personnel as required.</p> <p>2.2 Assistance is provided to selection activities exercises as required.</p> <p>2.3 Written or oral activities are facilitated in accordance with relevant instructions.</p> <p>2.4 Selection activity participants are monitored for safe behaviour during practical activities.</p> <p>2.5 Advice is provided to selection personnel on the conduct of the activity.</p> <p>2.6 Feedback is provided to psychologists on participant behaviour/demeanour.</p> <p>2.7 Selection activities are scored without error and in accordance with relevant instructions.</p>
3. Perform post selection activity administration	<p>3.1 Individual psychology documents are retrieved, stored and/or returned in accordance with relevant instructions.</p> <p>3.2 Selection activity outcomes are reported to referring authority/agency as appropriate.</p> <p>3.3 Used scoring instruments are disposed of in accordance with relevant instructions.</p> <p>3.4 Facilities are refurbished ready for continued use.</p> <p>3.5 Selection activity stationery and equipment is refurbished and stored in accordance with relevant instructions.</p>

Required Skills and Knowledge

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

Required Skills

- Communicate technical testing procedures to individuals or groups
- Literacy skills to clearly articulate administrative procedures
- Numeracy skills to accurately score psychometric test results
- Organisational skills to manage own tasks within timeframes
- Problem-solving skills to apply a broad range of problem-solving strategies to work outcomes
- Self-management skills to consistently evaluate and monitor own performance
- Facilitation skills to coordinate testing groups efficiently and effectively
- Using information technology including common software packages such as word processing, spreadsheets and databases, e-mail, and customised electronic psychological testing and record keeping system
- Interpersonal skills to establish rapport with selection board personnel and personnel being evaluated
- Set-up outdoor task equipment according to a specific layout and standards
- Identify an unsafe situation and take immediate steps to maintain safety

Required Knowledge

- ADF psycho-selection technical manuals, policy, processes and procedures
- Psycho-social behavioural norms relating to friendship, leadership, stress, hostility, etc
- Selection activity specifications and support requirements
- Types of psycho-social outdoor and indoor selection activities
- Culturally specific behaviour
- Administrative support requirements
- The role of personnel participating in a selection activity
- Scoring procedures for observation activities including calculation of peer assessment ratings, ranking of totals and rating scales
- Reporting requirements relating to observed behaviour
- Documentation handling requirements including raising documents, processing, handling and disposal
- Equipment and material requirements
- Statistical concepts, including standard scores, variance
- Ethical considerations in psychological testing
- WHS considerations in the workplace
- Legislative requirements relating to collection, storage, disposal and release of psychological information

Evidence Guide

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

Assessment must confirm the ability to:

- facilitate selection activities in accordance with relevant instructions
- score activities without error
- complete and report activity outcomes accurately and in accordance with relevant instructions

Consistency in performance

Competency should be demonstrated in facilitating at least one selection activity

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

Access to:

- an actual selection activity facility
- organisational policy and procedure relevant to a ADF selection boards
- outdoor task equipment and stationary
- access to relevant psychological documents
- role players (examinees)

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.

<p><i>Documents</i> may include:</p>	<ul style="list-style-type: none"> • administrative applications • application for entry into the Australian Defence Force • Defence interviewer report • officer selection board worksheets • personal history profile • personal psych documents • psych referrals • psychology assessment records • psychology document folders • psychology reports • psychology test records • recruiting psychology reports • selection board essay • test day essay
<p><i>Facilities and other support arrangements</i> may include:</p>	<ul style="list-style-type: none"> • catering • equipment storage facility • fixed outdoor task facility • indoor venue (weather alternative) • medical support • stores vehicle • transport
<p><i>Selection activity</i> may include:</p>	<ul style="list-style-type: none"> • call signs • emergency procedures • phonetic alphabet • submission of routine reports and returns • use of abbreviations • use of codes • voice procedure
<p><i>Equipment</i> may include:</p>	<ul style="list-style-type: none"> • interview room furniture • outdoor task equipment including weights, timber planks, ropes, tapes, etc • stopwatch
<p><i>Instructions</i> may include:</p>	<ul style="list-style-type: none"> • administrative • defence instructions • electronic psychology records and information system manual

	<ul style="list-style-type: none">• interim procedural directives• psychological services manual
<i>Referring authority</i> may include:	<ul style="list-style-type: none">• career management agency• commanding officer or officer commanding• medical officer

Unit Sector(s)

Not applicable.