Assessment Requirements for PSPREG035 Produce formal record of interview

Release: 1

Assessment Requirements for PSPREG035 Produce formal record of interview

Modification History

Supersedes and is not equivalent to PSPREG006 Produce formal record of interview.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan and conduct two formal interviews and for each of the interviews:
    - undertake research, analysis and problem solving to prepare for the interview
    - use interviewing techniques and vary style and language structure to suit situation and interviewee(s)
    - ensure questioning technique meets legal requirements for admissibility
    - use judgment to test the veracity of information and vary questions and interviewing techniques to suit
    - prepare formal interview documentation in accordance with organisational and legal requirements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation relating to producing a formal record of an interview
- organisational policies, procedures and guidelines relating to formal interviews
- interview techniques and points of proof
- rules of evidence and admissibility
- use of caution
- legal and ethical considerations for conducting interviews involving juveniles, Aboriginal and Torres Strait Islander peoples and disciplinary matters
- diversity issues in the context of interviewing suspects, witnesses and others
- procedures for using interpreters
- legal and organisational requirements for documentation
- legal requirements relating to electronic recording equipment.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, organisational policies, procedures and guidelines relating to formal records of interview
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623