



Australian Government

**PSPREG035 Produce formal record of
interview**

Release: 1

PSPREG035 Produce formal record of interview

Modification History

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

Application

This unit describes the performance outcomes, skills and knowledge required to produce formal records of interview.

This unit applies to those working in public sector roles conducting regulatory activities. Those undertaking this unit work independently, performing routine tasks, in a range of contexts including some that are unfamiliar or unpredictable.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|----------------------------------|--|
| 1. Prepare for interview. | 1.1. Develop interview plan based on available information.
1.2. Determine venue, equipment and personnel to be involved in, or excluded from, the interview.
1.3. Identify exhibits to be used in the interview and make readily available for reference.
1.4. Assess risks associated with the interview and instigate procedures for ensuring the safety of self and others. |
| 2. Conduct and record interview. | 2.1. Provide interviewee with preliminary advice, and question to ensure their understanding of the interview process and their rights. |

- 2.2. Use questioning techniques to gather information, and test and confirm its relevance, reliability and sufficiency, prior to concluding the interview.
- 2.3. Introduce and fully describe exhibits.
- 2.4. Conduct, record and conclude interview in accordance with the rules of evidence so that outcomes are admissible in evidence.
- 2.5. Produce a true record of interview and complete post-interview procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

- | | |
|-------------------------------|--|
| Oral communication skills to: | <ul style="list-style-type: none">• engage in exchanges of sometimes complex information• use diverse communication techniques. |
| Problem-solving skills to: | <ul style="list-style-type: none">• use techniques to defuse potentially dangerous situations. |
| Technology skills to: | <ul style="list-style-type: none">• operate technical and electronic equipment. |

Unit Mapping Information

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>