



Australian Government

Department of Education, Employment and Workplace Relations

PUADEF126A Conduct a quick assessment

Revision Number: 1

PUADEFM126A Conduct a quick assessment

Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to conduct a quick assessment into an incident or complaint and to report back with recommendations.

Application of the Unit

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This unit only applies to members of the Australian Defence Organisation (Australian Defence Force and Australian Public Service Level 4 or above) who may be required to conduct a quick assessment of an incident or complaint.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Pre-requisite Unit/s

Nil

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. **Prepare for a quick assessment (QA)**

- 1.1 Direction to conduct a QA is received from the QA initiator
- 1.2 Conflict/s of interest or bias are declared

2. **Identify occurrence facts**

- 2.1 Organisational policies are complied with when conducting QAs
- 2.2 Information is gathered from relevant sources and facts and circumstances are identified from this information
- 2.3 QA is suspended and QA initiator is notified when Defence Force Discipline Act (DFDA) offence or ***notifiable incident*** becomes evident

3. **Report QA results**

- 3.1 QA report is developed in accordance with organisational policy
- 3.2 Recommendations are made
- 3.3 QA report is submitted to QA initiator

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- 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 policies and instructions
- make decisions
- show sound judgement
- undertake research

Required Knowledge

- equity and diversity
- interview techniques
- occupational health and safety
- relevant legislation
- relevant policies and procedures

Evidence Guide

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:

- provide advice that is relevant and appropriate to the circumstances.

Consistency in performance

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

EVIDENCE GUIDE

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.

Method of assessment

This unit may be assessed with the following unit/s:

- PUADEFM127A Conduct a Defence administrative inquiry
- PUADEFM128A Make a Defence administrative decision.

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

Range Statement

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.

Notifiable incidents may include

Those outlined in DI(G) ADMIN 45-2

Unit Sector(s)

Not applicable.