



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUADEFIN003A Edit intelligence material for security purposes**

**Revision Number: 1**

## **PUADEFIN003A Edit intelligence material for security purposes**

### **Modification History**

Not applicable.

### **Unit Descriptor**

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This unit covers the competency required to amend and arrange information into useful intelligence material, in accordance with specific security requirements.

### **Application of the Unit**

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This unit would usually be applied during the process of receiving information and editing this data into intelligence material to meet the needs of clients.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

#### **Pre-requisite Unit/s**

Nil

### **Employability Skills Information**

#### **Employability Skills**

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. Conduct source and method protection risk assessment

- 1.1 Sensitivity of the information is determined and documented in accordance with *standard procedures*
- 1.2 Standard procedures for security of *intelligence material* are accessed and used throughout the *editorial process*
- 1.3 Information that requires source and/or method protection is identified in accordance with standard procedures so that suitable *risk control measures* may be applied
- 1.4 Risk of potential security compromise on release of intelligence material is assessed and documented in accordance with standard procedures
- 1.5 Risk control measures are confirmed with *appropriate authorities*
- 1.6 *Legal requirements* for activities are identified and applied during the process

#### 2. Edit intelligence material to achieve security criteria

- 2.1 Intelligence material is edited to remove identified risks and non-essential information
- 2.2 Edited material is reviewed to confirm that it meets security criteria, in accordance with standard procedures
- 2.3 Edited material is released in accordance with standard procedures
- 2.4 Stakeholder requirements for intelligence material are considered

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required Skills

- maintain security
- manage own professional performance
- operate computer packages
- present logical and structured arguments
- write reports
- work as part of a team
- work independently

#### Required Knowledge

- data storage systems
- databases
- evaluation criteria
- intelligence assessments and reports
- intelligence community
- legal responsibilities
- organisational operational considerations
- relevant legislation and procedures in relation to environmental requirements and Rules of Engagement
- relevant occupational health and safety (OH&S) regulations/requirements, equipment, material and personal safety requirements
- risk assessment techniques
- security of classified information
- workplace communication strategies
- workplace equity and diversity
- workplace safety procedures

## Evidence Guide

### EVIDENCE GUIDE

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

Nil

### **Consistency in performance**

Competence should be demonstrated over time and should be observed in a range of actual or simulated work contexts

**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 is required to:

- workplace documentation
- suitable material available for editing.

## 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.

#### Standard procedures may include

- Australian Quality Training Framework
- Australian Standards
- Defence instructions
- Doctrine pamphlets
- Industry practices
- Job guides and other publications
- Maintenance schedules
- Manufacturer's specifications, procedures and technical instructions
- OH&S requirements and regulations
- Organisational instructions and journals
- Organisational policies and procedures
- Quality control

#### Regulatory requirements

- Relevant local government by-laws
- Routine orders
- Security instructions and procedures
- Standard Operating Procedures
- Standing orders
- Workplace agreements

#### Written and verbal orders

#### Intelligence material may include

- Aural and visual transmissions
- Briefings
- Downlinks
- Downloads
- Graphics via any media
- Notes
- Other documents
- Written and verbal reports

#### Editorial process may include

- Arranging information for dissemination
- Revising information for dissemination

#### Risk control measures may include

- Alterations
- Compartmenting
- Cover stories

**RANGE STATEMENT**

**Appropriate authorities  
may include**

**Legal requirements may  
include**

- Elimination of hazards
- Modifications

Risk reduction

- External agencies
- Managers
- Security authorities
- Supervisors
- National laws

**Unit Sector(s)**

Not applicable.

**Corequisite Unit/s**

**Co-requisite Unit/s** Nil

**co-requisite unit/s**

Not applicable.