



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPR305B Take photographs suitable for publication within Defence

Revision Number: 1

PUADEFPR305B Take photographs suitable for publication within Defence

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to take suitable *photographs* for incorporation within a Defence publication.

All Defence reporters are required to take photographs in a variety of formats suitable for publication in a range of publications. Generally the reporter determines the need, type and context of the photographs, but in some cases this will be under direction from senior reporters or the editor. Reporters either work in a controlled environment where they can manage photographic activity or in an uncontrolled environment where they anticipate a photographic opportunity but cannot identify its exact timing or nature.

This unit covers basic photographic techniques such as composition, lighting, and layout, it does not cover the competency needed by the reporter to become a professional photographer; these competencies are covered in other units, such as the Defence photographic units.

This competency is required by all Defence reporters.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite 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. Prepare to take a photograph	<p>1.1 Potential need, type and context of photographs to accompany a story are identified</p> <p>1.2 <i>Photographic equipment</i> is checked for serviceability; any faults are rectified and reported to appropriate personnel</p> <p>1.3 Where equipment faults cannot be rectified, replacement equipment is obtained or an alternative approach is taken</p> <p>1.4 Most appropriate way to get the photograph is assessed and determined</p> <p>1.5 Permission to take the photograph is sought from relevant Defence personnel</p> <p>1.6 Context of the proposed photograph is explained to the subject to gain willing cooperation and permission</p> <p>1.7 Operational, security, safety and other considerations affecting taking photographs are identified and factored into planning</p> <p>1.8 <i>Captions are detailed</i> and recorded</p>
2. Take a photograph	<p>2.1 Photographic equipment is prepared and correct technical settings are selected</p> <p>2.2 Subjects are briefed on proceedings</p> <p>2.3 Photographic sequence is set up and the photograph is composed and taken</p> <p>2.4 Photographs of a high quality that directly illustrate stories and are suitable for commercial reproduction are produced</p>
3. Arrange for processing of photographs	<p>3.1 Film is removed from the camera or images are downloaded into a computer</p> <p>3.2 Arrangements are made for photographs to be developed, scanned or otherwise made ready for publication</p>
4. Transmit photographs	<p>4.1 Most suitable means for transmitting photographs from the field is selected</p> <p>4.2 Photographs are forwarded for publication and a record of transmission is maintained</p>

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 with ADF personnel when taking photographs
- use in-service cameras
- identify newsworthy opportunities
- take photographs in a range of environments
- how to take photos in a field operation without endangering lives

Required Knowledge

- photograph newsworthiness
- types of photographs publications prefer for particular stories (eg left facing, right facing, vertical or horizontal photographs)
- technical photographic knowledge (eg the effects of light, exposure, flash and climate on photographs)
- characteristics and capabilities of in-service cameras
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- Relevant legislation
- Code of Behaviour
- Professional Code of Practice
- range of operational situations
- role and responsibility of photographer

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

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

Assessment must confirm the ability to identify and take photographs that are suitable for incorporation within a Defence publication. Reporters must do this in a manner, particularly in a field operation, that does not place themselves or others in danger.

The reporter must at all times demonstrate an awareness of current affairs and Defence issues and conduct themselves in a fair and non-intrusive manner with full regard to privacy, defamation, and issues such as gender, race, religion and disability.

Consistency in performance

Competency should be demonstrated over time and in a range of environments that are both controlled and uncontrolled.

Evidence should be gathered using correct technology and processes and again when significant new technology and processes are introduced into service.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an office and under operational conditions, or in a simulated environment. Simulation should re-create realistic office and operational scenarios in a wide range of situations that may be encountered by the Defence reporter and should cover all of the critical aspects of evidence.

Evidence should be provided through the submission of a variety of photographs taken in a range of contexts that are suitable for incorporation within a Defence publication. Practical assessment should be supported by targeted questioning to assess underpinning knowledge.

Specific resources for assessment

Access to:

- satellite telephone
- email
- film cameras
- digital cameras and accessories such as lenses (normal, wide-angle, telephoto and zoom), flashes and filters, tripod, equipment bag, military webbing.

Guidance information for

Information that will assist or guide assessment will be

EVIDENCE GUIDE**assessment**

written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

Photographs may be used in	Newspapers, magazines and on internet web sites
Photographic equipment may include	Film cameras Digital cameras and accessories such as lenses (normal, wide-angle, telephoto and zoom), flashes and filters, tripod, equipment bag, military webbing
Caption details may include	Name, rank, appointment and unit of the person(s) in the photograph Date, time and place of the photograph Activity details
Transmitting methods may include	Satellite telephone Email File transfer protocols Post Hand delivery

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s

PUADEFEQ001B Work with equity and diversity

PUADEFPR301B Identify material suitable for publication within Defence

PUADEFPR302B Conduct an interview to support written material

PUADEFPR303B Write material suitable for publication within Defence

BSBCM105A Use business equipment