



Australian Government

DEFDPA009 Apply knowledge of public affairs in a service environment

Release 2

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Modification History

Release 2. Punctuation errors corrected. Assessment conditions clarified.

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to apply knowledge of the service environment to develop and implement current public affairs product, procedures and policy. An understanding of the service environment in which public affairs capability is deployed is an essential consideration when developing and implementing policy, reports, instructions, or advice related to them.

This unit applies to those required to develop and implement public affairs policy, reports, instructions, or advice.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. They would perform complex tasks in a broad range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Determine service environments

2 Use knowledge of service environments to assist in work and to guide problem-solving

PERFORMANCE CRITERIA

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

1.1 Identify public affairs requirements in service environments

1.2 Research and identify public affairs issues within service environments

2.1 Identify service-related issues when implementing public affairs options or recommendations and providing advice

2.2 Use service environment knowledge when providing recommendations or advice

2.3 Use service environment knowledge when creating public affairs product, and writing policy, reports, and instructions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFDPA009 Apply knowledge of public affairs in a service environment

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- interpreting public affairs effects relevant to operational service
- providing public affairs recommendations or advice appropriate to service environments
- researching contextual issues that influence service operating environment from a public affairs perspective
- writing public affairs documentation including at least one of the following:
 - plans
 - media release
 - instructions
 - orders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- awareness of clearance requirements associated with public comment in operational contexts
- environmental factors influencing public affairs in service operating environments
- public affairs effects relevant to service operations.

Assessment Conditions

Assessors must satisfy relevant vocational education and training legislation, frameworks and/or standards.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy, numeracy

and digital skills requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- relevant standards, policy and instructions related to public affairs
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

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