



Australian Government

DEFFOR005 Compile and submit electronic media forensic documentation

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to compile and submit documentation relating to electronic forensic investigation. It includes completing forms, compiling reports and returns, compiling statements, affidavits and statutory declarations, compiling statements of evidence, compiling exhibit registers and logs, and completing the day-to-day paperwork required in the area of electronic forensics.

This unit applies to those working in the gathering and analysis of electronic information.

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, particularly those relating to WHS and the completion and submission of documentation relating to electronic forensic investigations.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing routine tasks in a range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Maintain documentation	1.1 Compile and maintain accurate, complete, legible and comprehensible documentation including notes. and associated records relating to cases/jobs/tasks.

	1.2 Ensure appropriate handling of documentation to the security level of the document concerned.
2. Handle documentation	2.1 Submit documentation such as notes, reports and associated records. 2.2 Store/archive notes and associated records at the conclusion of proceedings.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

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>

Companion Volume implementation guides are found in VETNet -

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Assessment Requirements for DEFFOR005 Compile and submit electronic media forensic documentation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- preparing, completing and submitting statements, reports, task files, logs and other forensic documentation including at least two of:
 - handwritten notes
 - forensic reports
 - legal reports
 - sketch plans
 - photographs
 - scale plans
 - video/audio tapes
 - digital voice records
 - task logs
 - witness statements
 - external reports
 - exhibit registers
 - exhibit logs
 - photocopies of published research/supporting materials
 - database and case management system entries
 - reports, including statements, statutory declarations and affidavits
- preparing exhibits including at least two of:
 - sketch and scale plans
 - photographs
 - digital voice records
 - task logs
 - reports

- photocopies of published research/supporting materials
- database and case management system entries
- information technology skills
- organisational skills
- gathering, recording, collating, analysing and re-evaluating techniques
- maximising the potential evidentiary value of the electronic media forensic documentation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- quality system requirements relating to note taking and preparation of task files/reports
- organisational policy and procedural requirements for the reporting of findings to clients/stakeholders
- approved formats of forms, case files and reports

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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