



Australian Government

DEFFOR007 Set up, operate and maintain a portable audio recorder

Release: 1

DEFFOR007 Set up, operate and maintain a portable audio recorder

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 select, set up, operate and maintain a portable audio recorder and associated equipment required for recording during an electronic forensic investigation. In an electronic forensic investigation the selection of recording equipment is dependent on the specific information required by the investigator. In the context of this unit equipment may include any domestic or commercial audio device used by the organisation, including microphones, mounts, organisational specialist equipment, computer equipment or software tools. Audio recording media may include audio tapes, flash drives, hard disk drives or solid state drives.

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 set-up and operation of a portable audio recorder.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing routine tasks in a familiar context. 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 this 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. Select and prepare portable audio recorder, equipment and materials	1.1 Identify and confirm portable audio recorder and equipment for the task. 1.2 Perform visual, auditory or tactile inspection of the portable audio recorder and equipment to ensure its operation. 1.3 Charge the batteries to meet the requirements of the task. 1.4 Report and record details of faulty or damaged equipment.
2. Test all operational aspects of portable audio recorder	2.1 Test the portable audio recorder and equipment to ensure it is fit for purpose. 2.2 Check the functions of the portable audio recorder to ensure it can achieve the required result. 2.3 Load the audio recording media for the task.
3. Operate portable audio recorder	3.1 Operate the portable audio recorder to achieve forensic investigation requirements. 3.2 Place microphones if appropriate and check microphone placement to ensure desired result is achieved. 3.3 Screen external noise. 3.4 Check recording levels and adjust portable audio recorder sound levels. 3.5 Adjust and move portable audio recorder and equipment. 3.6 Remove and process audio recording media.
4. Inspect, clean, maintain and store portable audio recorder and equipment	4.1 Conduct auditory or tactile inspection to identify possible operational or physical failure of portable audio recorder or equipment. 4.2 Clean, maintain, assemble and store portable audio recorder and equipment. 4.3 Perform power checks and software checks. 4.4 Perform internal or external repairs. 4.5 Update portable audio recorder records.

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 N/A					Reading					Writing					Oral communication N/A					Numeracy				

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 DEFFOR007 Set up, operate and maintain a portable audio recorder

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.

- operating a portable audio recorder and associated equipment
- inspecting a portable audio recorder and equipment
- testing a portable audio recorder and equipment
- cleaning and maintaining a portable audio recorder and equipment
- using cleaning agents and chemicals

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.

- portable audio recorder operational functions
- concepts of portable audio recorder maintenance and appropriate cleaning techniques and materials
- WHS policy relevant to the maintenance, servicing and testing of portable audio recorder and equipment
- types of and differences in audio recording equipment, and compatibility of audio recording media with equipment
- management of audio recording media stocks, storage and handling
- safe working practices when operating, maintaining, servicing and testing portable audio recorder and equipment

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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