



**Australian Government**

# **Assessment Requirements for DEFFOR014**

## **Compile and submit digital forensic documentation**

**Release: 1**

# Assessment Requirements for DEFFOR014 Compile and submit digital forensic documentation

## Modification History

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

## Performance Evidence

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

- gathering, recording, collating, analysing and re-evaluating techniques
- information technology skills
- maximising the potential evidentiary value of the digital forensic documentation
- organisational skills
- preparing, completing and submitting statements, reports, task files, logs and other forensic documentation, including at least two of:
  - database and case management system entries
  - digital voice records
  - exhibit logs
  - exhibit registers
  - external reports
  - forensic reports
  - handwritten notes
  - legal reports
  - photocopies of published research/supporting materials
  - photographs
  - reports, including statements, statutory declarations and affidavits
  - scale plans
  - sketch plans
  - task logs
  - video/audio tapes
  - witness statements
- preparing exhibits, including at least two of:
  - database and case management system entries
  - digital voice records
  - photocopies of published research/supporting materials
  - photographs

- reports
- sketch and scale plans
- task logs.

## Knowledge Evidence

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

- approved formats of forms, case files and reports
- organisational policy and procedural requirements for the reporting of findings to clients/stakeholders
- quality system requirements relating to note taking and preparation of task files/reports
- work, health and safety (WHS) practices to be followed when compiling and submitting electronic media forensic documentation.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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

Assessment processes and techniques must be appropriate to the language, literacy and numeracy 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
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry.

## Links

Companion Volume Implementation Guides are found on VETNet -

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