



Australian Government

DEFFOR014 Compile and submit digital forensic documentation

Release: 1

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.

Application

This unit describes the skills and knowledge required to compile and submit documentation relating to digital forensic investigation.

This unit applies to those working in the gathering and analysis of digital 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 work health and safety (WHS) and the completion and submission of documentation relating to digital 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.

Pre-requisite Unit

Not applicable.

Competency Field

Digital Forensics.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

- | | |
|---------------------------------|---|
| 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, exhibits and associated records |
| | 2.2 Store/archive notes and associated records at the conclusion of proceedings |

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 DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFFOR005 Compile and submit electronic media forensic documentation.

Links

Companion Volume Implementation Guides are found on VETNet -

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

Assessment Requirements for DEFFOR014 Compile and submit digital forensic documentation

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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.

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