



Australian Government

Assessment Requirements for DEFGEN028

Assist in managing production processes

Release: 1

Assessment Requirements for DEFGEN028 Assist in managing production processes

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:

- applying safety, legislative and statutory requirements
- assessing and making a fair and impartial judgement about the newsworthiness of material with full consideration of Defence public affairs objectives and communications ethics relevant to the audience and organisation
- assisting in managing daily news publication operations
- composing factual news publication information into a story
- managing incoming news publication material
- prioritising news publication information for relevance and accuracy
- relating effectively with contributors and stakeholders
- responding to readers' letters.

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:

- Australian Defence Force public affairs objectives and the characteristics of Defence public affairs organisations
- Australian journalists' association code of ethics
- Defence news editorial board guidelines, and publishing procedures and deadlines
- news publications and the types of stories relevant for Defence publications
- reader and organisational interests
- relevant legislation
- relevant public affairs organisational policies and procedures
- security requirements, conditions on reporting sensitive issues, Defence issues, current affairs issues
- standard news production tasks and processes.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in a range of workplace operational situations, with particular emphasis placed on the assessment of a variety of incoming material and recommendations, where it is appropriate to do so; 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 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 other simulations
- an office with operational conditions or a simulated environment that re-creates realistic office and operational scenarios in a wide range of situations that may be encountered by a Defence reporter
- relevant and appropriate materials, tools and equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet -

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