



Australian Government

DEFGEN028 Assist in managing production processes

Release: 1

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.

Application

This unit specifies the skills and knowledge required to assist in the routine operations involved in the production of a Defence news publication.

It includes analysing and interpreting incoming material for newsworthiness and distributing the material for response from the relevant sectors within Defence.

This unit applies to reporters who are required to be involved in the day-to-day operation of a unit that has responsibility for the production of Defence publications, such as services newspapers, magazines and internet sites. All reporters will be involved with this activity on an asneeds basis; this competency is required by all Defence reporters.

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.

Persons undertaking this unit act in a broad range of contexts under limited supervision as part of a team, and perform specific tasks. Assistance and direction from senior reporters or editors would be provided.

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

Pre-requisite Unit

Not applicable

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Manage incoming material

1.1 Collect and record incoming material

1.2 Make an assessment of new material to determine its newsworthiness and make recommendations to the editor

1.3 Classify and archive material of potential value for future reference in accordance with operational procedures

2 Assist in managing daily operations

2.1 Register letters to the editor and forward to the relevant personnel for response

2.2 Complete production tasks as directed by supervisor in accordance with organisational procedures

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPR307B Assist in managing production processes.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for DEFGEN028 Assist in managing production processes

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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:

- 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

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