



Australian Government

DEFINT003 Edit intelligence material for security purposes

Release: 1

DEFINT003 Edit intelligence material for security purposes

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 amend and arrange information into useful intelligence material, in accordance with specific security requirements.

It includes conducting source and method protection risk assessment of received information, and editing this data into intelligence material to achieve security criteria.

This unit applies to Defence intelligence operatives although it could apply to any personnel working in this field.

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 work independently or as part of a team, and perform complex tasks in unfamiliar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

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 Conduct source and method protection risk assessment | 1.1 Determine sensitivity of intelligence information and document in accordance with organisational procedures |
| | 1.2 Obtain and apply organisational procedures for security of intelligence material throughout the editorial process |
| | 1.3 Identify information requiring source and/or method protection and apply suitable risk control measures |
| | 1.4 Assess the risk of potential security compromise on release of intelligence material and document |
| | 1.5 Confirm risk control measures with appropriate authorities |
| | 1.6 Identify and apply legal requirements for intelligence material activities |
| 2 Edit intelligence material to achieve security criteria | 2.1 Edit intelligence material to remove identified risks and non-essential information |
| | 2.2 Review edited material against security criteria and confirm that it meets the criteria |
| | 2.3 Release edited material in accordance with organisational procedures |
| | 2.4 Consider stakeholder requirements for intelligence material |

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 DEFINT003A Edit intelligence material for security

purposes.

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 DEFINT003 Edit intelligence material for security purposes

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 two separate occasions and include:

- applying safety, legislative and statutory requirements relevant to the risk assessment
- conducting protection risk assessment of source material
- editing intelligence material
- identifying hazards, assessing risks and implementing control measures
- identifying, interpreting and analysing risk assessment requirements
- maintaining security of material.

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:

- intelligence assessments and reports
- intelligence community
- legal responsibilities
- organisational operational considerations
- relevant legislation and procedures in relation to intelligence and security requirements
- relevant work health and safety/occupational health and safety (WHS/OHS) regulations/requirements, equipment, material and personal safety requirements
- risk assessment techniques
- security of classified information
- workplace communication strategies
- workplace safety procedures.

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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including operational 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>