



Australian Government

DEFLAW002 Perform the duties of a unit discipline officer

Release: 1

DEFLAW002 Perform the duties of a unit discipline officer

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFCM117C Perform the duties of a unit discipline officer. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to undertake the duties and responsibilities of a unit discipline officer in the Australian Defence Force (ADF) under the Defence Force Discipline Act (DFDA).

This unit applies to those working as ADF members who may potentially be appointed as unit discipline officers by virtue of their rank.

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.

Those undertaking this unit would work under supervision, while performing specific tasks in a broad range of contexts.

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

Competency Field

Military Justice

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for unit discipline officer hearings	1.1 Receive and interpret appointment to act as a unit discipline officer under the DFDA. 1.2 Confirm jurisdiction for a disciplinary infringement.
2. Deal with infringements	2.1 Conduct unit discipline officer hearings. 2.2 Impose punishments.
3. Finalise unit discipline officer hearings	3.1 Complete infringement notices. 3.2 Conduct post-hearing actions.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM117C Perform the duties of a unit discipline officer.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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Assessment Requirements for DEFLAW002 Perform the duties of a unit discipline officer

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating orally
- questioning and responding to questioning
- conducting briefings
- listening
- reflecting
- conducting interviews
- determining jurisdiction
- displaying empathy and building rapport with colleagues and stakeholders
- interpreting body language
- locating relevant information in relevant references
- making sound judgements
- selecting a punishment appropriate to the circumstances and to the severity of the charge
- providing advice that is relevant and appropriate to the circumstances

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- ADF publications
- appeal and petition

- Defence Instructions
- discipline officer appointment
- election
- infringement considerations
- jurisdiction
- procedures
- scale of punishments

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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