



Australian Government

DEFLAW005 Conduct a unit level investigation and prefer charges

Release: 1

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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 DEFCM124A Conduct a unit level investigation and prefer charges. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 3.1 and 3.2; 3.3 and 3.4 merged

Application

This unit describes the skills required to conduct investigation and to prefer charges in accordance with the Defence Force Discipline Act (DFDA) performing the duty of an investigating officer.

This unit applies to those working as investigating officers who operate within the Australian Defence Force and prefer charges in accordance with the DFDA.

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 complex tasks in a broad range of contexts. If doubt exists concerning the authority or complexity to investigate a service offence then the Defence Investigative Authority (DIA) is to be contacted for advice. The DIA may deem it appropriate to conduct the investigation or may refer back to the commanding officer to deal with the matter.

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 essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for the investigation	1.1 Receive and acknowledge tasking as investigating officer. 1.2 Confirm and acknowledge independence. 1.3 Develop investigation plan.
2. Collect and analyse information relevant to the investigation	2.1 Seek and collect information relevant to the Defence issue. 2.2 Seek, collect and record complete and accurate evidence. 2.3 Take decision to search and conduct search within lawful authority.
3. Conduct the interview	3.1 Seek and take statements. 3.2 Conduct interviews relevant to the matter being investigated ensuring interviewees are afforded their legal rights and treated fairly and equitably. 3.3 Prepare and submit documentation.
4. Prefer charges	4.1 Assess evidence against the proofs of the charge and establish a prima facie case. 4.2 Prefer charge. 4.3 Produce charge sheet.

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 DEFCM124A Conduct a unit level investigation and prefer charges.

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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