



Australian Government

DEFLAW007 Conduct a quick assessment

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 DEFCM126A Conduct a quick assessment. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • Elements 1 and 2 merged

Application

This unit describes the skills required to conduct a quick assessment into an incident or complaint and to report back with recommendations.

This unit applies to those working as members of the Australian Defence Organisation who may be required to conduct a quick assessment of an incident or complaint.

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 indirect 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. Conduct a quick assessment (QA)	1.1 Declare conflict/s of interest or bias when tasked to conduct a QA by QA initiator. 1.2 Gather information from relevant sources. 1.3 Identify occurrence facts and circumstances from collated information. 1.4 Suspend QA and notify QA initiator when Defence Force Discipline Act (DFDA) offence or notifiable incident becomes evident.
2. Report QA results	2.1 Develop QA report and submit to QA initiator. 2.2 Make recommendations.

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 N/A					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 DEFCM126A Conduct a quick assessment.

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 DEFLAW007 Conduct a quick assessment

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.

- communicate orally and in writing
- questioning and responding to questioning
- conducting interviews
- undertaking research
- 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.

- equity and diversity principles
- interview techniques
- relevant legislation, policies and procedure

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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