



Australian Government

DEFLAW010 Perform the duties of an appointing officer

Release: 1

DEFLAW010 Perform the duties of an appointing 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 DEFCM129A Perform the duties of an appointing officer. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.1 removed • PC 2.2 revised

Application

This unit describes the skills required to appoint an inquiry officer and/or inquiry assistant in relation to a Defence matter under his/her command or control.

This unit applies to those working as appointing officers that may be:

- Defence Force commanding officer
- officer who has the powers of a formation commander under the Australian Military Regulations 1927
- officer who holds an appointment superior to that of an officer mentioned in the above two points

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 autonomously, while performing sophisticated 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 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. Appoint an inquiry	1.1 Ensure a quick assessment (QA) is completed. 1.2 Produce instrument of appointment and Terms of Reference. 1.3 Monitor inquiry report.
2. Action the inquiry report	2.1 Receive inquiry report and confirm against the Terms of Reference. 2.2 Consult subject matter experts. 2.3 Accept or reject findings and recommendations of the inquiry report. 2.4 Implement accepted recommendations. 2.5 Notify stakeholders. 2.6 Complete documentation.

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 DEFCM129A Perform the duties of an appointing officer.

Links

Companion Volume implementation guides are found in VETNet -

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

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Assessment Requirements for DEFLAW010 Perform the duties of an appointing 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.

- apply criteria and principles
- interpret relevant policies
- interpret QA and inquiry reports
- lead individuals and/or groups
- locate and interpret appropriate guidance in relevant documents

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.

- administrative sanctions
- evidence
- complaints and redress of grievance
- identifying relevant Australian Defence Force (ADF) policies
- imposing authority
- initiating authority
- inquiry instigation
- inquiry monitoring
- inquiry planning
- QAs

- recommendation implementation

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.

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