



Australian Government

DEFLAW013 Conduct basic fact finding

Release: 2

DEFLAW013 Conduct basic fact finding

Modification History

Release 2. Modifications made to Assessment Conditions.

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 conduct basic fact finding into an incident or complaint and to report back with recommendations.

It includes conducting and reporting on fact finding.

This unit applies to persons working as members of the Australian Defence Organisation who may be required to complete a Defence Incident Report and conduct basic fact finding into 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.

Persons undertaking this unit work under indirect supervision and perform specific tasks in a broad range of contexts. They use discretion and judgement, undertake simple or complex tasks, and take responsibility for the quality of their outputs.

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

Pre-requisite Unit

Not applicable

Competency Field

Military Justice

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|--------------------------------------|---|
| 1 Conduct fact finding | 1.1 Declare conflict/s of interest or bias when tasked to conduct fact finding

1.2 Identify relevant sources and gather information

1.3 Identify occurrence facts and circumstances from collated information in accordance with task requirements

1.4 Suspend fact finding activity and notify fact finding initiator as soon as a Defence Force Discipline Act (DFDA) offence or notifiable incident becomes evident |
| 2 Report fact finding results | 2.1 Develop fact finding report and submit to fact finding initiator

2.2 Make recommendation/s in accordance with organisational procedures |

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 DEFLAW007 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>

Assessment Requirements for DEFLAW013 Conduct basic fact finding

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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 one occasion and includes:

- applying relevant legislation and organisational policies and procedures
- communicating orally and in writing
- identifying conflicts, occurrences, facts and circumstances
- questioning and responding to questioning
- recommending and reporting fact finding outcomes
- undertaking research.

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:

- interview techniques
- privacy principles
- relevant investigation techniques
- relevant legislation, and organisational policies and procedures

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within 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 this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace

conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulation assessment.

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