



Australian Government

Assessment Requirements for DEFPSY003

Conduct a psychometric testing activity

Release: 1

Assessment Requirements for DEFPSY003 Conduct a psychometric testing activity

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

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 include:

- administering psychometric tests in accordance with relevant instructions
- applying relevant legislation, and organisational policies and procedures
- communicating technical testing procedures to individuals or groups
- completing psychometric test documentation accurately
- coordinating testing groups efficiently and effectively
- identifying an unsafe situation and take immediate steps to maintain safety
- scoring psychometric test accurately
- setting-up relevant equipment according to a specific layout and standards

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:

- administrative support requirements
- equipment and material requirements
- ethical and privacy considerations in psychological testing
- legislative requirements relating to collection, storage, disposal and release of psychological information
- principles to establish an environment of trust and mutual respect
- psychosocial behavioural norms relating to friendship, leadership, stress, hostility
- psychometric test/s which must include at least one of the following:
 - aptitude tests
 - personality tests
- relevant legislation, and organisational policies and procedures, including work health and safety (WHS)/occupational health and safety (OHS)
- reporting requirements relating to observed behaviour
- role of personnel participating in a selection activity
- scoring procedures for observation activities
- selection activity specifications and support requirements

- types of psychosocial selection activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate test materials, tools, equipment and psychological documents currently used in Defence
- relevant documentation including operational procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet -

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