



Australian Government

DEFPSY003 Conduct a psychometric testing activity

Release: 1

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.

Application

This unit specifies the skills and knowledge required to conduct a psychometric testing activity.

It includes planning and performing psychological testing activities, and completing psychological administrative procedures.

This unit applies to persons working as psychologists in the Australian Defence Organisation but it could apply to anyone in this field of work.

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 in a broad range of contexts under limited supervision and perform a broad range of tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Psychological Support

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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|--|---|
| 1 Plan and prepare for psychological testing | <ul style="list-style-type: none">1.1 Identify the purpose for psychological testing1.2 Obtain and prepare reference documents for testing procedures1.3 Review previous psychological testing to confirm test criteria to be applied1.4 Identify appropriate psychometric tests1.5 Prepare test venue1.6 Access and prepare testing material and equipment1.7 Prepare electronic psychology records and testing systems |
| 2 Perform psychological testing procedures | <ul style="list-style-type: none">2.1 Administer psychological tests2.2 Deal with personnel or equipment interruptions during testing2.3 Complete psychological assessments accurately, in accordance with activity requirements2.4 Apply normative data to testing scores in accordance with operational requirements2.5 Record test results and normative data to meet psychological test requirements2.6 Provide feedback to psychologists on participant behaviour/demeanour2.7 Undertake accurate scoring of selection activities without error or omission2.8 Provide feedback to supervisor about potential inefficiencies and weaknesses in testing procedures |
| 3 Carry out psychological administrative procedures | <ul style="list-style-type: none">3.1 Prepare psychology documents in accordance with operational procedures3.2 Accurately report assessment outcomes to identified personnel3.3 Undertake appropriate disposal of test materials in |

accordance with operational 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 DEFPS003 Conduct a psychometric testing activity.

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 DEFPSY003 Conduct a psychometric testing activity

Modification History

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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 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.

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

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>