



Australian Government

DEFPSY003 Conduct a psychometric testing activity

Release: 1

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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.

- 1 Plan and prepare for psychological testing**
 - 1.1** Identify the purpose for psychological testing
 - 1.2** Obtain and prepare reference documents for testing procedures
 - 1.3** Review previous psychological testing to confirm test criteria to be applied
 - 1.4** Identify appropriate psychometric tests
 - 1.5** Prepare test venue
 - 1.6** Access and prepare testing material and equipment
 - 1.7** Prepare electronic psychology records and testing systems
- 2 Perform psychological testing procedures**
 - 2.1** Administer psychological tests
 - 2.2** Deal with personnel or equipment interruptions during testing
 - 2.3** Complete psychological assessments accurately, in accordance with activity requirements
 - 2.4** Apply normative data to testing scores in accordance with operational requirements
 - 2.5** Record test results and normative data to meet psychological test requirements
 - 2.6** Provide feedback to psychologists on participant behaviour/demeanour
 - 2.7** Undertake accurate scoring of selection activities without error or omission
 - 2.8** Provide feedback to supervisor about potential inefficiencies and weaknesses in testing procedures
- 3 Carry out psychological administrative procedures**
 - 3.1** Prepare psychology documents in accordance with operational procedures
 - 3.2** Accurately report assessment outcomes to identified personnel
 - 3.3** 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>