



Australian Government

DEF52512 Diploma of Enterprise Architecture Practice

Release: 1

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Modification History

Release	TP version	Comments
2	DEF12 V2	New qualification.
1	DEF12 V1	First release.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF52512 Diploma of Enterprise Architecture Practice have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Defence qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.

Employability Skill	Employability Skills Statement
Communication	• Complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff, including preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies. • Written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared, including critical analysis of workplace information, composition, revision and refinement to meet workplace requirements. • Negotiations as an individual or as a member of a negotiating team, including planning for the negotiation, conducting the negotiation and finalising the outcome. • Use of a range of complex communication techniques including applying legislation, regulations and policies relating to communication in the public sector, analysing and using language structures and features that influence the interpretation of spoken communication, interacting confidently with groups on familiar topics in formal and informal workplace situations, speaking with confidence and listening critically, clarifying meaning, exploring issues and problem solving, responding to diversity, including gender and disability. • Use reading and writing at a level to cope with a range of complex and sensitive workplace materials including, critically analysing and synthesising information to compose complex written documents, refining content, structure and sequence according to the required purpose of written material, using spelling, punctuation and grammar for workplace documents at an experienced level, providing feedback on other people's work in ways suited to the diversity of the workplace, including creation of learning opportunities to improve research/document input.

Employability Skill	Employability Skills Statement
Teamwork	• Supervision and performance management in accordance with the organisation's performance management system. It includes linking individual/workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans. • Achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup.
Problem solving	• Research and analysis to develop advice and recommendations, including identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information. • Implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation's responsiveness to the community, including providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes. • Managing conflict in the workplace, including identifying and assessing conflict situations, implementing strategies to resolve conflict and monitoring the situation. It does not include formal negotiation, counselling or conducting mediation. • Coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. • Clearly identifying statistical data collection and the expected outputs to meet user requirements. It includes defining the purpose/outputs, defining the scope, researching and identifying possible sources of data, developing project documentation, determining resource requirements and confirming project feasibility. It also includes applying techniques to analyse statistical data, planning the analysis, applying statistical concepts and processes, determining strengths and weaknesses of the analysis and producing further statistics.
Initiative and enterprise	• Achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a

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	special purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup. • Facilitation of workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. • The development and use of political nous to navigate and succeed in the political environment of the public sector. It includes identifying the political terrain, evaluating the political environment, forming alliances, and bargaining and negotiating to achieve outcomes. • The development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.
Planning and organising	• Identification of service requirements to meet client needs, including analysis of client needs, review of client service, and promotion, development and enhancement of client service. • Coordination and monitoring of available resources to achieve work unit outcomes, including allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage. • Evaluation relevant to the full range of processes and outcomes in the public sector such as policy, procedures, processes, structures, service delivery, projects, including identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action. • Benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.
Self management	• Active management of one's own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career

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	plans, monitoring progress and contributing to others' career management. • The development and use of political nous to navigate and succeed in the political environment of the public sector. It includes identifying the political terrain, evaluating the political environment, forming alliances, and bargaining and negotiating to achieve outcomes. • The development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.
Learning	• Promotion and support for coaching and mentoring in the organisation, including developing a coaching/mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring. • Manage and development performance through a range of learning and development strategies including formal course participation, on-the-job training, work experience, staff exchanges, mentoring, coaching, external study, conference and seminar attendance, induction, job rotation, higher duties, work shadowing opportunities.
Technology	• Identify equipment and technology requirements and use information technology including databases and spreadsheets. Use statistical analysis package, the most relevant data capture (software), GIS and web mapping/web GIS tools to access and/or manipulate a range of data, spreadsheet or database package for data analysis and presentation, statistical tools to collect, store and analyse data. • Use computer applications for information generation, management, storage and security. • Specialist qualifications will include elective competencies which cover the equipment and technology required for those specialisations.

Packaging Rules

11 units of competency are required for this qualification including:

- 3 core units
- 8 elective units

Choose a minimum of 4 elective units from the elective list below.

Choose the remaining 4 elective units from either the elective list below, **or** elsewhere within this training package, **or** another endorsed training package, **or** accredited course.

Where a pre-requisite unit is attached to an elective unit it is identified by this symbol L.

The pre-requisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

The elective units should be selected from the units that most closely align to an individual's occupational outcomes.

Elective units selected must not duplicate content already covered by other units in this qualification.

Code	Core Units
DEFEA001	Use an enterprise architecture framework
DEFEA002	Demonstrate compliance with an enterprise architecture framework
DEFEA003	Use enterprise architecture tools
Code	Elective Units
PSPGOV512A	Use complex workplace communication strategies
BSBPMG510A	Manage projects
ICAICT401A	Determine and confirm client business requirements
ICAICT403A	Apply software development methodologies
ICAICT502A	Develop detailed component specifications from project specifications
ICASAD501A	Model data objects
ICAPRG524A	Develop high-level object-oriented class specifications
ICASAD502A	Model data processes
BSBCOM502B	Evaluate and review compliance

