



Australian Government

DEFCM126A Conduct a quick assessment

Release: 2

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Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to conduct a quick assessment into an incident or complaint and to report back with recommendations.

Application of the Unit

This unit only applies to members of the Australian Defence Organisation (Australian Defence Force and Australian Public Service Level 4 or above) who may be required to conduct a quick assessment of an incident or complaint.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for a quick assessment (QA)	1.1 Direction to conduct a QA is received from the QA initiator. 1.2 Conflict/s of interest or bias are declared.
2. Identify occurrence facts	2.1 Organisational policies are complied with when conducting QAs. 2.2 Information is gathered from relevant sources and facts and circumstances are identified from this information. 2.3 QA is suspended and QA initiator is notified when Defence Force Discipline Act (DFDA) offence or notifiable incident becomes evident.
3. Report QA results	3.1 QA report is developed in accordance with organisational policy. 3.2 Recommendations are made. 3.3 QA report is submitted to QA initiator.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- communicate effectively in writing
- communicate effectively orally (question, conduct briefings, respond to questioning, listen, reflect)
- conduct interviews
- display empathy and build rapport with colleagues and stakeholders
- interpret policies and instructions
- make decisions
- show sound judgement
- undertake research

Required Knowledge

- equity and diversity
- interview techniques
- work health and safety
- relevant legislation
- relevant policies and procedures

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- provide advice that is relevant and appropriate to the circumstances

Consistency in performance

Competency should be demonstrated in a range of situations that could be expected in the workplace.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

There are no specific resource requirements for this unit.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Notifiable incidents may include

Those outlined in DI(G) ADMIN 45-2

Unit Sector(s)

Not applicable.