



Australian Government

DEFIN003A Edit intelligence material for security purposes

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 amend and arrange information into useful intelligence material, in accordance with specific security requirements.

Application of the Unit

This unit would usually be applied during the process of receiving information and editing this data into intelligence material to meet the needs of clients.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct source and method protection risk assessment	1.1 Sensitivity of the information is determined and documented in accordance with <i>standard procedures</i> 1.2 Standard procedures for security of <i>intelligence material</i> are accessed and used throughout the <i>editorial process</i> 1.3 Information that requires source and/or method protection is identified in accordance with standard procedures so that suitable <i>risk control measures</i> may be applied 1.4 Risk of potential security compromise on release of intelligence material is assessed and documented in accordance with standard procedures 1.5 Risk control measures are confirmed with <i>appropriate authorities</i> 1.6 <i>Legal requirements</i> for activities are identified and applied during the process
2. Edit intelligence material to achieve security criteria	2.1 Intelligence material is edited to remove identified risks and non-essential information 2.2 Edited material is reviewed to confirm that it meets security criteria, in accordance with standard procedures 2.3 Edited material is released in accordance with standard procedures 2.4 Stakeholder requirements for intelligence material are considered

Required Skills and Knowledge

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

Required Skills

- maintain security
- manage own professional performance
- operate computer packages
- present logical and structured arguments
- write reports
- work as part of a team
- work independently

Required Knowledge

- data storage systems
- databases
- evaluation criteria
- intelligence assessments and reports
- intelligence community
- legal responsibilities
- organisational operational considerations
- relevant legislation and procedures in relation to environmental requirements and Rules of Engagement
- relevant work health and safety (WHS) regulations/requirements, equipment, material and personal safety requirements
- risk assessment techniques
- security of classified information
- workplace communication strategies
- workplace equity and diversity
- workplace safety procedures

Evidence Guide

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

Nil

Consistency in performance

Competence should be demonstrated over time and should be observed in a range of actual or simulated work contexts

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

Access is required to:

- workplace documentation
- suitable material available for editing

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.

<i>Standard procedures</i> may include:	• Australian Quality Training Framework • Australian Standards • Defence instructions • Doctrine pamphlets • Industry practices • Job guides and other publications • Maintenance schedules • Manufacturer's specifications, procedures and technical instructions • WHS requirements and regulations • Organisational instructions and journals • Organisational policies and procedures • Quality control • Regulatory requirements • Relevant local government by-laws • Routine orders • Security instructions and procedures • Standard Operating Procedures • Standing orders • Workplace agreements • Written and verbal orders
<i>Intelligence material</i> may include:	• Aural and visual transmissions • Briefings • Downlinks • Downloads • Graphics via any media • Notes • Other documents • Written and verbal reports
<i>Editorial process</i> may include:	• Arranging information for dissemination • Revising information for dissemination
<i>Risk control measures</i> may include:	• Alterations • Compartmenting • Cover stories • Elimination of hazards • Modifications

	• Risk reduction
<i>Appropriate authorities</i> may include:	• External agencies • Managers • Security authorities • Supervisors
<i>Legal requirements</i> may include:	• National laws

Unit Sector(s)

Not applicable.