



Australian Government

DEFIN017 Analyse information for situational value

Release 1

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Modification History

Release	TP Version	Comments
2	DEF12V2	New unit.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to organise and perform the rapid analysis of information in order to determine situational value. The unit also covers intuitive reporting of information and the maintenance of data repositories.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit was designed for Defence personnel working within the electronic warfare and signals intelligence fields but may be applicable to any individual employed within a similar role.

Typically individuals perform this activity independently with indirect supervision. The application of this unit in the workplace involves the rapid analysis and reporting of new information to update situational assessments. All activities are carried out in accordance with relevant standard procedures.

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. Organise information for analysis	1.1 <i>Objectives of analysis</i> are clearly defined and are consistent with <i>standard procedures</i>. 1.2 <i>Information or data</i> is collated and prepared in a format suitable for analysis in accordance with standard procedures.
2. Analyse and interpret information	2.1 Reliable and suitable <i>methods of information analysis</i> are selected. 2.2 Information or data is examined, compared and evaluated for content and situational value. 2.3 Rational <i>assessments</i> are made, that are justified and supported by evidence. 2.4 Analysed information or data is recorded in accordance with standard procedures.
3. Report outcomes	3.1 Assessments are <i>reported</i> to <i>relevant personnel</i> in accordance with standard procedures.

Required Skills and Knowledge

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

Required Skills

- communicate effectively within the workplace
- analyse and interpret data and information
- follow instructions and directives
- apply critical analysis techniques
- use organisational systems to conduct analysis
- assess the situational value of information to make decisions
- report information appropriate to the situation
- maintain records and information repositories

Required Knowledge

- communicate effectively within the workplace
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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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

- the underpinning knowledge and skills
- relevant legislation and workplace procedures
- other relevant aspects of the range statement

Consistency in performance

Competency should be demonstrated during a series of situations differing in terms of complexity, urgency and outcome to ensure the candidate is assessed across a variety of workplace scenarios.

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:

- computer and relevant software
- office equipment and resources
- electronic information / record management systems
- information or data for analysis

Guidance information for assessment

Holistic assessment with other units relevant to industry sector, workplace and job role is recommended, for example:

- PSPGOV406B Gather and analyse information
- PUADFIN001A Process information into intelligence

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>Objectives of analysis</i> may include:	• determining facts • identifying and/or confirming of situational trends • providing forewarning of likely opportunities for advantage • providing timely assessment of likely outcomes • providing warning of imminent threat • reporting situational information
<i>Standard procedures</i> may include:	• Australian Standards • Defence Instructions • doctrinal pamphlets • job guides, other publications • manufacturers' handbooks, industry specifications and technical instructions • workplace health and safety regulations • organisational policies and procedures • procedure manuals • relevant local government by laws • relevant state/territory or federal legislation • Routine Orders • Standing Operating Procedures • Standing Orders • written and verbal orders
<i>Information or data</i> may be:	• audio recordings • decrypted information • financial information • intercepted information • metadata • processed information • published information • reference material • re-formatted information • verbal communication
<i>Methods of information analysis</i> may include:	• association matrices • collaborative analysis • critical analysis • historical analysis • link analysis

	• qualitative analysis • quantitative analysis • trend analysis
Assessments may include:	• appraisal • consideration • estimation • evaluation • facts • judgement • measurement • opinion • review
Reported may include:	• verbal briefs • written briefs • verbal organisational specific reports • written organisational specific reports
Relevant personnel may include:	• colleagues • customers • operators • supervisors or line managers • users

Unit Sector(s)

Not applicable.