



Australian Government

PSPREG035 Produce formal record of interview

Release: 1

PSPREG035 Produce formal record of interview

Modification History

Supersedes and is not equivalent to PSPREG006 Produce formal record of interview.

Application

This unit describes the performance outcomes, skills and knowledge required to produce formal records of interview.

This unit applies to those working in public sector roles conducting regulatory activities. Those undertaking this unit work independently, performing routine tasks, in a range of contexts including some that are unfamiliar or unpredictable.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

- | | |
|----------------------------------|--|
| 1. Prepare for interview. | 1.1. Develop interview plan based on available information.
1.2. Determine venue, equipment and personnel to be involved in, or excluded from, the interview.
1.3. Identify exhibits to be used in the interview and make readily available for reference.
1.4. Assess risks associated with the interview and instigate procedures for ensuring the safety of self and others. |
| 2. Conduct and record interview. | 2.1. Provide interviewee with preliminary advice, and question to ensure their understanding of the interview process and their rights. |

- 2.2. Use questioning techniques to gather information, and test and confirm its relevance, reliability and sufficiency, prior to concluding the interview.
- 2.3. Introduce and fully describe exhibits.
- 2.4. Conduct, record and conclude interview in accordance with the rules of evidence so that outcomes are admissible in evidence.
- 2.5. Produce a true record of interview and complete post-interview procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

- | | |
|-------------------------------|--|
| Oral communication skills to: | <ul style="list-style-type: none">• engage in exchanges of sometimes complex information• use diverse communication techniques. |
| Problem-solving skills to: | <ul style="list-style-type: none">• use techniques to defuse potentially dangerous situations. |
| Technology skills to: | <ul style="list-style-type: none">• operate technical and electronic equipment. |

Unit Mapping Information

Supersedes and is not equivalent to PSPREG006 Produce formal record of interview.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPREG035 Produce formal record of interview

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan and conduct two formal interviews and for each of the interviews:
 - undertake research, analysis and problem solving to prepare for the interview
 - use interviewing techniques and vary style and language structure to suit situation and interviewee(s)
 - ensure questioning technique meets legal requirements for admissibility
 - use judgment to test the veracity of information and vary questions and interviewing techniques to suit
 - prepare formal interview documentation in accordance with organisational and legal requirements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation relating to producing a formal record of an interview
- organisational policies, procedures and guidelines relating to formal interviews
- interview techniques and points of proof
- rules of evidence and admissibility
- use of caution
- legal and ethical considerations for conducting interviews involving juveniles, Aboriginal and Torres Strait Islander peoples and disciplinary matters
- diversity issues in the context of interviewing suspects, witnesses and others
- procedures for using interpreters
- legal and organisational requirements for documentation
- legal requirements relating to electronic recording equipment.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, organisational policies, procedures and guidelines relating to formal records of interview
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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