



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFECO403C Transmit and receive data via information exchange systems

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to transmit and receive data via an information exchange system within Defence communications workplaces.

Application of the Unit

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This unit was developed for communications and information systems operators working within Defence. The processing, transmission and reception of data utilising information exchange systems is a key component of the communications requirement within Defence and are fundamental requirements for communications and information systems operators. Typically operators work independently and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Pre-requisite Unit/s Nil

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. **Transmit and receive data via *information exchange systems***

- 1.1 Information exchange messages are processed in accordance with workplace requirements
- 1.2 Messages are transmitted and received in accordance with specific workplace and Defence procedures

2. **Maintain communications circuits to facilitate the flow of data between information exchange systems**

- 2.1 Communications circuits and services are maintained
- 2.2 Circuit engineering conforms with Defence procedures and workplace practices

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- configure basic circuits
- encourage team members
- handle classified material correctly
- follow directives
- follow instructions/directives and report information
- identify basic equipment faults
- operate communications equipment
- process messages
- provide timely and accurate reports
- use a variety of verbal and non-verbal communication techniques
- use active listening techniques
- use computer keyboard

Required Knowledge

- basic communication procedures
- basic radio propagation
- classified material handling procedures
- communications ancillary equipment
- composition of teams and roles and responsibilities of team members
- emission theory and control
- information exchange systems terminology and basic operations
- message formats
- occupational health and safety (OH&S) practices
- OTAT/OTAR procedures
- radiation hazard (RADHAZ) procedures and awareness
- satellite communications systems terminology and basic operations
- security procedures
- task specific equipment configuration/operation
- techniques for supporting others
- work environment layout

Evidence Guide

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:

- correctly prepare communications equipment
- correctly configure communications circuit
- process messages and data in accordance with specific workplace requirements
- promptly make reports to appropriate personnel
- ensure circuit procedures comply with specific workplace requirements
- comply with OH&S/radiation hazard policy
- correctly handle classified/COMSEC material
- comply with emission control policy
- maintain security.

Consistency in performance

Competency should be demonstrated over time to ensure the individual is assessed across a wide variety of situations within 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

Access is required to:

- Defence communications publications
- Defence security publications
- specific workplace operating procedures
- task specific communications equipment.

EVIDENCE GUIDE

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

Range Statement

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.

Information exchange systems may include

Battlefield Command Support System (BCSS)
 Joint Command Support System (JCSS)
 Officer in Tactical Command Information Exchange System (OTCIXS)
 NAVSISLAN
 Submarine Satellite Information Exchange Systems (SSIXS)

Unit Sector(s)

Not applicable.