



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPR302B Conduct an interview to support written material

Revision Number: 1

PUADEFPR302B Conduct an interview to support written material

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to plan, prepare and conduct an interview to uncover information for a Defence publication.

The unit involves interviewing an individual or a group to gather information to support or produce material for a Defence publication. Interviews can be conducted in person, over the telephone, by e-mail or web cam.

This competency is required by all Defence reporters.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills 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 the interview	1.1 Background information is researched and documented before the interview 1.2 Guidance is obtained from a senior reporter or the editor on the most suitable person to be interviewed 1.3 An appropriate time and place for the interview is established with the subject 1.4 Interview objectives are set and questions are planned in advance, taking constraints into consideration 1.5 Equipment for the interview is checked for serviceability; any faults are rectified and reported 1.6 Where equipment faults cannot be rectified, replacement equipment is obtained or an alternative approach is taken
2. Establish interview parameters with subject	2.1 Own publication is clearly identified and necessary background information is provided to the subject 2.2 Permission to tape the interview is sought from the subject 2.3 Relevant interview methods are discussed with and agreed to by the subject 2.4 Scope and length of the interview is discussed and confirmed with the subject
3. Conduct an interview	3.1 Where permission is granted, relevant information about the interview is taped 3.2 Questions are asked and clarification is sought where necessary 3.3 Supplementary questions are asked as the interview progresses 3.4 Subject is invited to expand key points and present all relevant material 3.5 Subject is invited to provide information for future stories
4. Verify information as necessary	4.1 Details are checked and confirmed with the subject after the interview 4.2 A transcript of the interview is provided to the subject to check for factual accuracy 4.3 Other sources are asked to confirm the accuracy

5. **Archive interview material**

of the information provided

- 5.1 Interview transcripts are stored as per publication policies
- 5.2 Archived material is made available only to approved people on request

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- sources, reads and critically evaluates background information
- makes notes from spoken and written sources
- develops an interview schedule
- command of language structures, registers, vocabulary and idiom required in conversational exchanges
- negotiates interview by establishing a supportive environment facilitates and sustains a formal oral interview, using a range of interactional strategies to establish, develop and maintain a relationship to explore issues and gather information on a topic
- transcribes material accurately from oral to written text
- revises own writing and speaking to enhance meaning and effectiveness
- gain the willing cooperation of subjects
- use cameras and voice recorders
- distil information from the interview
- follow-up or probe for information, using tact and discretion

Required Knowledge

- defence concepts of newsworthy information
- interview techniques
- sources for relevant background information
- when information needs to be checked
- security classification of information presented during the interview
- ADF public affairs objectives and the characteristics of defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- relevant legislation

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

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

Assessment must confirm the ability to identify and source accurate and relevant information for a story. The reporter must demonstrate an awareness of current affairs and Defence issues and conduct the interview in a fair and non-intrusive manner with full regard to privacy, defamation, and reporting issues such as gender, race, religion and disability.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated interviews that cover a variety of newsworthy stories, interviewing a range of Defence personnel

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an office and under operational conditions, or in a simulated environment. Simulation should re-create realistic office and operational scenarios in a wide range of situations that may be encountered by the Defence reporter and should cover all of the critical aspects of evidence.

Ideally evidence should be gathered by observing the individual in a real or simulated interview, supported by targeted questioning to assess underpinning knowledge. Full transcripts of the interview which have been verified by the subjects, should also be submitted as evidence for assessment.

Specific resources for assessment

Access to voice recorders, computers, cameras, telephones, fax machines.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

Background information may include	Information sourced from publications, previous stories, discussions and the internet
Constraints may include	Time available for the interview Topic Subject's seniority
Equipment may include	Voice recorders Computers Cameras Telephones Fax machines
Interview methods may include	Face-to-face (in person) Telephone interview Email Web cam
Relevant information may include	Reporter's name Name and title of the subject Date, time and location of the interview Purpose of the interview Where appropriate, the likely date of publication of the story
Verifying information include	Corroborating information that is complex, technical, important or sensitive in nature If necessary, checking information with other sources

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s

BSBCMN105A Use business equipment

PUADEFPR301B Identify material suitable for publication within Defence