



Australian Government

DEF40417 Certificate IV in Defence Reporting

Release 1

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Modification History

Release 1. This is the first release of this qualification in the DEF Defence Training Package.

Qualification Description

This qualification allows for the attainment of competencies for Defence personnel engaged in reporting.

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

Packaging Rules

13 units of competency are required for this qualification comprising:

- 9 core units listed below, plus
- 4 elective units.

Choose a minimum of 2 elective units from the general elective units list below.

Choose the remaining 2 elective units from either the elective unit list below, or elsewhere within this training package, or another endorsed training package, or accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

Elective units chosen must not duplicate content already covered by other units in this qualification.

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

Core units

BSBADM101	Use business equipment and resources
BSBITU401	Design and develop complex text documents
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
DEFGEN006	Work with equity and diversity
DEFGEN017	Identify material suitable for publication within Defence
DEFGEN018	Conduct an interview to support written material

DEFGEN019	Write material suitable for publication within Defence
DEFGEN020	Edit provided copy
DEFGEN021	Take photographs suitable for publication within Defence

General elective units

BSBINM201	Process and maintain workplace information
BSBSUS401	Implement and monitor environmentally sustainable work practices
DEFGEN007	Conduct risk assessment in a Defence environment
DEFGEN008	Treat risk within Defence at an operational level
DEFGEN010	Supervise equity and diversity in the workplace
DEFGEN022	Obtain images suitable for publication within Defence

Qualification Mapping Information

This qualification replaces and is equivalent to DEF40812 Certificate IV in Defence Reporting.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>