

UNIT CODE	PSPREG006
UNIT TITLE	Produce formal record of interview
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to produce formal records of interview.</p> <p>This unit applies to those working in public sector roles conducting regulatory activities. Those undertaking this unit would work independently, performing routine tasks, in a range of contexts including some that are unfamiliar or unpredictable.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Regulatory
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for interview	<p>1.1 Develop interview plan.</p> <p>1.2 Determine venue, equipment and personnel to be involved in or excluded from the interview.</p> <p>1.3 Identify exhibits to be used in the interview and make readily available for reference.</p> <p>1.4 Assess risks associated with the interview and instigate procedures for ensuring the safety of self and others.</p>

2. Conduct and record interview	<p>2.1 Provide interviewee with preliminary advice and question to ensure their understanding of the interview process and their rights.</p> <p>2.2 Use questioning techniques to gather information, and test and confirm its relevance, reliability and sufficiency, prior to concluding the interview.</p> <p>2.3 Introduce and fully describe exhibits.</p> <p>2.4 Conduct, record and conclude interview in accordance with the rules of evidence so that outcomes are admissible in evidence.</p> <p>2.5 Produce a true record of interview and complete post-interview procedures.</p>
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FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPREG006 Produce formal record of interview.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPREG006 Produce formal record of interview
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and evidence of each of the following on at least one occasion:</p> <ul style="list-style-type: none"> ■ use interviewing techniques and vary style and language structure to suit situation and interviewee(s) ■ use techniques to defuse potentially dangerous situations ■ engage in exchanges of sometimes complex oral information ■ use diverse communication techniques ■ engage in questioning that meets legal requirements for admissibility ■ undertake research, analysis and problem solving ■ use judgment, to test the veracity of information and vary questions and interviewing techniques to suit ■ prepare interview documentation requiring accuracy of expression and formality in structure and format ■ operate technical and electronic equipment

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ organisational policies 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 ■ legislation relating to producing a formal record of interview.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment. <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ legislation, policy, procedures and protocols relating to formal records of interview. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide