Australian Government

Department of Education, Employment and Workplace Relations

CSCITL502 Analyse information

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CSCITL502 Analyse information

Modification History

CSCITL502 Release 1:   Primary release.

Unit Descriptor

This unit of competency describes the performance standards required for an intelligence officer working in the correctional services industry to reduce and analyse information and develop sound inferences.

Application of the Unit

This unit applies to a correctional services context where the analysis of information is required to assist intelligence officers in intelligence operations.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	**Reduce and describe information**	1.1	Identify information to be subjected to analysis.
		1.2	Sort and classify information into a suitable format for analysis and interpretation from facts.
		1.3	Review the reduction and description processes to determine the relevance and importance of the information, and make improvements where necessary.
		1.4	Archive information not used in the reduction and description process to facilitate future reference.
2	**Analyse and interpret information**	2.1	Establish premise statements from information using deductive reasoning.
		2.2	Ensure consistency of interpretations by applying sound inductive and deductive reasoning.
3	**Develop inferences**	3.1	Test possible interpretations to review credibility and consistency with new information.
		3.2	Refine and consolidate interpretations to ensure strength of inferences.
		3.3	Clearly state any assumptions made in the formation of inferences to inform clients and users.
		3.4	Formulate sound inferences from facts and the refined and consolidated interpretations.
		3.5	Ensure the chain of reasoning in formulating inferences is clear and transparent to users and clients.
		3.6	Review inferences to identify and address any errors in reasoning.
		3.7	Seek further information where gaps are identified.
		3.8	Assess relationship between the inferences developed and the probable interpretations and report to ensure validity and compliance with agency guidelines.
		3.9	Develop sound recommendations and report to inform users of intelligence analysis outcomes.

Required Skills and Knowledge

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

Required skills:

- communicating orally (listening, establishing rapport, negotiation, conflict resolution, presentations)
- reading and interpreting complex diagrammatical, graphical and textual information
- writing intelligence analysis reports etc
- applying deductive and inductive reasoning
- applying sound inductive or deductive argument
- using analytical and chart conventions
- evaluation and re-evaluation
- using computer and information system skills to collect, collate, analyse information and develop intelligence products
- managing resources including human and physical resources and allocation/access
- practising work safety

Required knowledge:

- legislation, policy and procedures relevant to the Correctional Services facility/organisation
- different types of community criminal activity and their elements, such as:
  - general crime
  - theft
  - burglary
  - assault
  - drugs
  - fraud
  - embezzlement
  - homicide, etc.
- activities/processes within the prison environment
- available resources required to support the intelligence analysis process
- range of analytical techniques appropriate for information analysis including inductive/deductive reasoning processes
- information source, including human source information, and information evaluation systems, such as the Admiralty Code or other system
- the influence of human factors on information analysis, such as:
  - prejudice and biases
  - personalities in analysis
  - construction of sound inductive argument
  - fallacies in reasoning

- criminal justice system procedures and evidentiary requirements
- psychology and motivation of human sources
- jargon used within the correctional environment

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.

Overview of assessment	Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in analysis that must be logical, valid, reliable and relevant

Assessment and evidence must confirm the ability to:
sort and classify information according to needs of subject for analysis use sound inductive and deductive reasoning test interpretations of information formulate sound inferences from interpretations identify errors in reasoning in interpretation formation write recommendation reports for clients based on interpretations |
| **Context of and specific resources for assessment** | This unit contains knowledge that may be assessed off the job, for example in a structured learning process, and performance outcomes which can be assessed in a simulated or real workplace in routine activities and in conjunction with other units. |
| **Guidance information for assessment** | Assessment method should reflect workplace demand, and any identified special needs of the candidate, including language and literacy implications and cultural factors and personal experience that may affect response to the questions.

Valid assessment of this unit requires:
a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when working with human sources access to appropriate learning and assessment support when required. |
| **Method of assessment** | The following assessment methods are suggested:
observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations |

- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party performance reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues

Guidance information for assessment

Assessment of this unit may be enhanced by clustering with:

- CSCITL501 Manage human sources
- CSCITL503 Produce and review standard intelligence products

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Range Statement

Not applicable.

Unit Sector(s)

Intelligence.

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