



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUAPOL030B Review and evaluate major investigations**

**Release: 1**

## **PUAPOL030B Review and evaluate major investigations**

### **Modification History**

### **Unit Descriptor**

This unit covers the competency to monitor, review and evaluate major investigations.

### **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**

### **Pre-Requisites**

Nil

### **Employability Skills Information**

The required outcomes described in this Unit of Competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this Unit of Competency is packaged, will assist in identifying Employability Skill requirements.

### **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

### Elements and Performance Criteria

Element	Performance Criteria
1 Assess investigation priorities and plans	<p>1.1 <b>The progress of the investigation is regularly monitored to ensure tasks are completed and objectives met</b></p> <p>1.2 <b>Deficiencies and areas requiring further action are identified and addressed</b></p> <p>1.3 <b>Feedback on the progress of the investigation is regularly communicated to relevant personnel, management, clients and stakeholders</b></p>
2 <b>Determine and report investigation status</b>	<p>2.1 The investigation is regularly assessed against competing investigations/demands to determine priorities and monitor resource and budgetary expenditure</p> <p>2.2 The investigation is strategically assessed at regular intervals to ensure that objectives are achievable within resource and legal constraints</p> <p>2.3 <b>Critical decisions</b> regarding the investigation are recorded and reported to relevant personnel</p>
3 Evaluate the effectiveness of agency alliances	<p>3.1 <b>Organisational responsibilities for resource/budgetary allocations are monitored and reviewed to facilitate achievement of objectives</b></p> <p>3.2 <b>Communication and coordination between agencies is evaluated and modified where required</b></p> <p>3.3 <b>Tasks performed by participating agencies are reviewed and modified, if required, to maximise use of expertise and resources available</b></p> <p>3.4 <b>The effectiveness of agency alliances and partnerships is reviewed at the completion of the investigation</b></p> <p>3.5 <b>Recommendations arising from the review of agency alliances are documented and forwarded to relevant managers, clients and stakeholders</b></p>

## Required Skills and Knowledge

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

### Required Skills

oral communication and liaison skills (listening, establishing rapport, public relations, negotiation, conflict resolution, feedback)

written communication in preparing investigation plans, tactical plans, resource bids etc.

managing the organisation's computer and/or manual information management system

ability to conduct investigations

organisation and planning skills, in particular the skills to coordinate crucial and diverse clients, law enforcement providers and stakeholders

resource management including budgetary, human and physical resources and allocation/access

reasoning and logical analysis, problem solving and decision making

high level presentations

### Required Knowledge

the broad law enforcement context and the criminal justice system

organisation's corporate goals and objectives

legislation relevant to the jurisdiction/s involved in the investigation

jurisdictional and organisational requirements of agencies, clients, and stakeholder

organisation's operational priorities

macro environmental impact upon investigations of serious crime, including government, policy, political, and community interests

access and deployment mechanisms to ensure optimal economy and efficiency in the use of human, physical and financial resources

opportunities, risks and constraint assessment which may hamper the investigation

decision making processes and organisational chain of command

evaluation and auditing processes

## Evidence Guide

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

It is essential for this unit that competence be demonstrated in applying the process of continuous reviews and assessment of investigations to achieve planned and reviewed priorities

#### **Consistency in performance**

Evidence of competency in this unit will need to be gathered over time and from across a range of simulated and/or actual workplace activities

### **Context of and specific resources for assessment**

#### **Context of assessment**

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments

#### **Specific resources for assessment**

No special requirements

### **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.

#### **Declaration of a major investigation**

An investigation may be declared to be a major investigation, in accordance with organisational policy and guidelines which may include estimated time to complete the investigation, resources required to undertake the investigation, complexity of the investigation

#### **Deficiencies in the investigation may occur because of**

budgetary/resource constraints

legal obligations

organisational policy requirements

Deficiencies and the remedial actions undertaken by the manager should be documented in the plan as the investigation progresses

#### **Clients may include**

the persons or organisations requesting investigations proceed on their behalf

Clients may be internal or external and can range from an individual to a group of people representing various levels of management from an investigative group, another section of the agency or a multi-agency and multi-organisational group

#### **Stakeholders are**

other people or organisations (not being the client) who may legitimately have an interest in the progress and results of the investigation

stakeholders may be internal or external

#### **Strategic assessment involves**

identification of emerging issues

time frames

budgetary/resource/legal constraints

new methodologies for analysis of impact on investigation

<b>Critical decisions may be influenced by</b>	financial and physical constraints available resources legal limitations re-focus of organisational priorities Decisions to terminate, re-prioritise, or change the focus of the investigation may be required as a result of the strategic assessment and should be documented in the investigation plan
<b>Effective use of resources</b>	Tasks performed by each agency should be reviewed at regular intervals to make best use of available resources, reduce wastage and ensure objectives are achieved in a timely, cost-efficient manner
<b>The effectiveness of agency alliances and partnerships can be evidenced through</b>	the productiveness of the partnership's ability to work harmoniously in a multi-agency, multi-organisational environment, and cooperative sharing of resources to achieve investigation objectives
<b>Relevant personnel may include</b>	those persons who can contribute to the investigation such as support services and technical services

## **Unit Sector(s)**