PUAPOL032B Plan intelligence activities

Revision Number: 4

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Modification History

PUAPOL032B Release 3:   Unit Descriptor and Application revised.
PUAPOL032B Release 2:   Layout adjusted. No changes to content.
PUAPOL032B Release 1:   Primary release.

Unit Descriptor

This unit covers the competency to establish a framework within which intelligence activities are conducted in accordance with legislation and organisational requirements.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

The application for this unit has not been fully developed. It will be reviewed as part of the process of implementing the Design Model for Streamlined Training Package Material.

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

ELEMENT	PERFORMANCE CRITERIA
1. Establish project parameters	1.1 *Strategic*, operational, and tactical projects are identified and prioritised to optimise resources
	1.2 *Clients* and stakeholders are identified and communication channels formalised to facilitate immediate and appropriate contact
	1.3 *User expectations* are established to formulate project objectives and outcomes
	1.4 Time frames for intelligence projects are established and agreed to reflect client needs and investigation deadlines
	1.5 Potential implications and constraints are identified and addressed in **the project management plan**
	1.6 Client/stakeholders ownership is established to ensure involvement from the case officer and other **users** of the intelligence **product**
	1.7 Terminology is defined to ensure a common understanding between those involved
	1.8 The project is compared to other current projects to determine its priority in terms of its scope, importance, and resource requirements
2. Develop a project management plan	2.1 The scope of the **project** is determined, including the linkages between different possible entities, to form the intelligence plan
	2.2 *Models* are developed to direct and inform intelligence activities
	2.3 Aims, objectives and key issues are identified
	2.4 *Strategies* to achieve the **objectives** are specified
	2.5 Communication channels between the **operatives**, client, stakeholders and users are formalised to facilitate immediate contact
	2.6 Risk factors associated with the project are identified and strategies put in place to minimise risk
	2.7 Information is managed to facilitate its ready accessibility
	2.8 The project management plan is documented and approved
3. Plan resource allocation	3.1 The **resources** required for the project are estimated as accurately as possible given available information
	3.2 Negotiations are undertaken with decision-makers who have responsibility for resources to make them available when required
	3.3 A resource plan seeking commitment to expend resources is clearly and concisely written for

ELEMENT	PERFORMANCE CRITERIA
	decision-makers

Required Skills and Knowledge

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

Required Skills

- oral communication (listening, establishing rapport, negotiation, conflict resolution)
- written communication in preparing intelligence plans and documentation, tactical and resource plans, etc.
- resource management including budgetary, human and physical resources and allocation/access
- organisation and time management
- computer and information management
- gather, collate and record information
- operate safely as reflected

Required Knowledge

- correct interpretation of all applicable laws
- policy and procedures
- government and policy environments within which intelligence operations will be managed and political considerations which may impact
- agency goals and objectives
- information management systems and law enforcement databases
- possible client/users of the intelligence product and the different contexts in which this may be used
- different types of criminal activity and their elements eg. general crime, theft, burglary, assault, drugs, fraud, homicide, available resources which may need to be deployed to support the intelligence operation and negotiation strategies to access these
- security issues and classifications
- intelligence principles and a practical knowledge of case management systems and a range of contexts in which these can be applied, and evidentiary requirements

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 a plan that reflects strategic objective and resource constraints. **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.

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.

The **project management plan** should include:	• the aims and objectives of the project
	• the possible strategies available to achieve the objectives
	• identified risk strategies, and costings
	• It would also include reference to resources: the sources of the resources, their availability, limitations, and contingencies or alternatives
	• The plan would include reference to strategies put in place to maintain or replace systems
Strategic includes:	• environmental scanning and identification of emerging issues and trends
Clients are:	• the persons or organisations requesting intelligence projects for whom completed projects are intended. Clients may be internal or external and can range from an individual to a group of people representing various levels of management from an intelligence unit, another section of the agency or multi-agency and multi-organisational group
Users are:	• other people or organisations (not being the client) who may legitimately have access to and make use of the completed intelligence project
	• users may be internal or external
A **project** can:	• have a wide range of classifications ranging from classified through to highly classified
	• present a range of risks to the agency and/or client should confidentiality be breached
	• have routine through to unusual and unfamiliar aims and expectations
	• have simple through to complex parameters
User expectations include:	• the outcomes and anticipated levels of achievement of completed intelligence projects
Products can be:	• tactical or strategic, and can be formal or informal, written or oral, hard copy or electronic and of varying lengths
Objectives are:	• goals or outcomes that are realistic and measurable
Operatives may include:	• team members
	• clients
	• stakeholders and users

Strategies may include:	• identifying time frames
	• constraints
	• phases and methodologies for example: interviews, surveys, participant observation, content analysis
Resources may include:	• human
	• equipment/physical
	• financial information
	• information technology
	• intelligence
	• resources may be internal or external
Limitations may include:	• training needs
	• staff and equipment availability
	• computer access time
	• economic and financial considerations
Resource allocation decisions may be affected by:	• staffing and equipment levels of the analytical unit
Information sources may include:	• internal and external sources
	• individuals
	• groups
	• organisations
Models may include:	• management of the collection
	• collation and evaluation of intelligence information

Unit Sector(s)

Not applicable.