



**Australian Government**

# **CPPINV3030 Conduct factual investigations**

**Release: 1**

# CPPINV3030 Conduct factual investigations

## Modification History

Release 1 This version first released with CPP Property Services Training Package Release 9.0.

Supersedes and is equivalent to CPPSEC3032A Gather information by factual investigation. Updated to meet the Standards for Training Packages

## Application

This unit specifies the skills and knowledge required to conduct factual investigations. It includes conducting desk-based research and using communication skills to conduct interviews and meetings and take statements to record factual information. The unit requires evidence collection and compliance with evidence management principles.

A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.

This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.

## Pre-requisite Unit

None.

## Unit Sector

Investigative services

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Prepare for factual investigation.

1.1 Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when conducting factual investigation.

1.2 Conduct preliminary research and enquiries to clarify investigation and client requirements in consultation with relevant persons.

- 1.3 Identify possible information sources and select investigation methods that are valid, reliable and make efficient use of resources.
  - 1.4 Access required investigation equipment and resources and check to confirm correct operation.
  - 1.5 Plan and sequence factual investigation activities to meet work instructions and timeframes.
- 2 Undertake factual investigation and gather evidence.
    - 2.1 Seek permission to record interviews and meetings in accordance with legislative requirements and codes of conduct.
    - 2.2 Conduct and record oral interviews and meetings to gather factual evidence.
    - 2.3 Take comprehensive statements and collect physical evidence to support available facts.
    - 2.4 Assess gathered evidence to check sufficiency and accuracy and source additional required information to meet work instructions.
    - 2.5 Collate factual evidence and check to confirm its relevance, validity and admissibility in court.
- 3 Finalise factual investigation.
    - 3.1 Present factual information in a documented report that addresses work instructions and complies with workplace standards for style, format and accuracy.
    - 3.2 Present report to relevant persons within agreed timeframes.
    - 3.3 Securely store factual investigation records and evidence in accordance with evidence management principles.

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- oral communication skills to:

- ask questions to clarify information and elicit facts
- listen to oral responses to accurately comprehend spoken information
- relate to people demonstrating sensitivity to individual social and cultural differences
- writing skills to:
  - accurately record factual details using plain English
  - record oral statements in the required legal format.

## **Unit Mapping Information**

Supersedes and equivalent to CPPSEC3032A Gather information by factual investigation.

## **Links**

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>