



Australian Government

Assessment Requirements for CPPINV3032

Develop factual investigation reports

Release: 1

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Modification History

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

Supersedes and is equivalent to CPPSEC3028A Compile investigative report.
Updated to meet the Standards for Training Packages

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by developing three reports presenting information gathered by different factual investigations:

- one workers compensation investigation
- one general insurance investigation
- one type of investigation selected from the following list:
 - a financial crime investigation
 - an internal discipline investigation
 - a compulsory third party liability investigation.

One report must detail enquiries conducted which failed to lead to evidence being gathered.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when developing factual investigation reports:
 - investigative reporting that may result in breach of confidence, privacy or other offence under legislation
 - legal and ethical obligations associated with gathering and distributing information gained through factual investigation
 - legislative restrictions on the use of recording devices
- chain of custody and rules of evidence requirements associated with factual investigations
- factual investigation techniques
- format, style and content requirements for factual investigation reports
- information technologies used to document and present factual investigation reports
- methods for accurately citing and referencing information contained in factual investigation reports including online sources
- methods for redacting unverified information from investigation reports

- methods for verifying the source, reliability and authenticity of information gathered through factual investigation
- types of evidence:
 - circumstantial
 - direct
 - documentary
 - hearsay
 - opinion
 - physical.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by an RTO for investigations licensing purposes must hold the licence for performing the investigations activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- information gathered through factual investigation and information technologies and materials required to achieve the performance evidence.

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>