## CONTENTS

<table>
<thead>
<tr>
<th>POL Police Training Package</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL21122 Certificate II in Community Engagement</td>
<td>9</td>
</tr>
<tr>
<td>POL30122 Certificate III in Aboriginal and/or Torres Strait Islander Community Policing</td>
<td>11</td>
</tr>
<tr>
<td>POL31222 Certificate III in Police Liaison</td>
<td>13</td>
</tr>
<tr>
<td>POL41215 Certificate IV in Protective Services</td>
<td>15</td>
</tr>
<tr>
<td>POL50118 Diploma of Policing</td>
<td>17</td>
</tr>
<tr>
<td>POL50119 Diploma of Police Intelligence Practice</td>
<td>18</td>
</tr>
<tr>
<td>POL50120 Diploma of Crash Investigation</td>
<td>19</td>
</tr>
<tr>
<td>POL81211 Diploma of Police Search and Rescue Coordination (Marine / Land)</td>
<td>21</td>
</tr>
<tr>
<td>POL60120 Advanced Diploma of Crash Analysis</td>
<td>23</td>
</tr>
<tr>
<td>POL60121 Advanced Diploma of Police Close Personal Protection</td>
<td>24</td>
</tr>
<tr>
<td>POL60421 Advanced Diploma of Police Search and Rescue Management</td>
<td>25</td>
</tr>
<tr>
<td>POL60521 Advanced Diploma of Police Witness Protection</td>
<td>26</td>
</tr>
<tr>
<td>POL62422 Advanced Diploma of Surveillance</td>
<td>26</td>
</tr>
<tr>
<td>POL65115 Advanced Diploma of Police Investigation</td>
<td>28</td>
</tr>
<tr>
<td>POL80115 Graduate Certificate in Police Management</td>
<td>30</td>
</tr>
<tr>
<td>POL80119 Graduate Certificate of Police Investigation</td>
<td>32</td>
</tr>
<tr>
<td>POL84315 Graduate Certificate in Crime Scene Investigation</td>
<td>34</td>
</tr>
<tr>
<td>POL87115 Graduate Certificate in Police Prosecution</td>
<td>36</td>
</tr>
<tr>
<td>POLAUX015 Drive policing vehicles</td>
<td>38</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX015 Drive policing vehicles</td>
<td>41</td>
</tr>
<tr>
<td>POLAUX016 Apply protective service methods</td>
<td>43</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX016 Apply protective service methods</td>
<td>47</td>
</tr>
<tr>
<td>POLAUX017 Escort persons in a protective service environment</td>
<td>49</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX017 Escort persons in a protective service environment</td>
<td>52</td>
</tr>
<tr>
<td>POLAUX019 Administer legislation in a policing environment</td>
<td>54</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX019 Administer legislation in a policing environment</td>
<td>57</td>
</tr>
<tr>
<td>POLAUX020 Contribute to community engagement activities</td>
<td>59</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX020 Contribute to community engagement activities</td>
<td>62</td>
</tr>
<tr>
<td>POLAUX021 Deliver a work-based policing initiative</td>
<td>64</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX021 Deliver a work-based policing initiative</td>
<td>67</td>
</tr>
<tr>
<td>POLAUX022 Facilitate public safety awareness activities</td>
<td>69</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX022 Facilitate public safety awareness activities</td>
<td>72</td>
</tr>
<tr>
<td>POLAUX023 Liaise with a culturally specific community</td>
<td>74</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX023 Liaise with a culturally specific community</td>
<td>77</td>
</tr>
<tr>
<td>POLAUX024 Maintain operational safety in a policing environment</td>
<td>79</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX024 Maintain operational safety in a policing environment</td>
<td>82</td>
</tr>
<tr>
<td>POLAUX025 Perform policing administrative duties</td>
<td>84</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX025 Perform policing administrative duties</td>
<td>87</td>
</tr>
<tr>
<td>POLAUX026 Promote engagement in a policing environment</td>
<td>89</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX026 Promote engagement in a policing environment</td>
<td>92</td>
</tr>
<tr>
<td>POLAUX027 Promote public order through policing services</td>
<td>94</td>
</tr>
<tr>
<td>Assessment Requirements for POLAUX027 Promote public order through policing services</td>
<td>97</td>
</tr>
</tbody>
</table>
POLCOV028 Represent policing in community engagement activities ........................................99
Assessment Requirements for POLCOV028 Represent policing in community engagement activities ..........................................................102
POLCOV029 Support community crime prevention activities .................................................104
Assessment Requirements for POLCOV029 Support community crime prevention activities ..........................................................107
POLCOV030 Support police engagement with members of a culturally specific community ........................................109
Assessment Requirements for POLCOV030 Support police engagement with members of a culturally specific community .................................112
POLCOV031 Support road policing services .................................................................114
Assessment Requirements for POLCOV031 Support road policing services .................................................................117
POLCOV015 Manage stress in a covert environment .............................................................120
Assessment Requirements for POLCOV015 Manage stress in a covert environment ............123
POLCOV035 Prepare and present evidence .................................................................127
Assessment Requirements for POLCOV035 Prepare and present evidence .................................................................130
POLCOV044 Plan for intelligence activities .................................................................133
Assessment Requirements for POLCOV044 Plan for intelligence activities .......................136
POLCOV047 Liaise with clients and stakeholders for intelligence purposes ........................139
Assessment Requirements for POLCOV047 Liaise with clients and stakeholders for intelligence purposes .................................................................142
POLCOV048 Manage intelligence briefings or presentations ...............................................144
Assessment Requirements for POLCOV048 Manage intelligence briefings or presentations .................................................................147
POLCOV049 Provide intelligence support to policing responses .......................................149
Assessment Requirements for POLCOV049 Provide intelligence support to policing responses .................................................................153
POLCOV051 Manage threat assessments and risk reporting in a policing environment 155
Assessment Requirements for POLCOV051 Manage threat assessments and risk reporting in a policing environment .................................................................159
POLCOV052 Communicate in a close personal protection environment ................................160
Assessment Requirements for POLCOV052 Communicate in a close personal protection environment .................................................................160
POLCOV053 Communicate in a witness protection environment .........................................161
Assessment Requirements for POLCOV053 Communicate in a witness protection environment .................................................................161
POLCOV054 Conduct searches within a protection environment .........................................161
Assessment Requirements for POLCOV054 Conduct searches within a protection environment .................................................................161
POLCOV055 Drive close personal protection vehicles ........................................................161
Assessment Requirements for POLCOV055 Drive close personal protection vehicles .................................................................162
POLCOV056 Manage a close personal protection operation ..............................................162
Assessment Requirements for POLCOV056 Manage a close personal protection operation .................................................................162
POLCOV057 Manage a witness protection program .........................................................162
Assessment Requirements for POLCOV057 Manage a witness protection program ...........163
POLCOV058 Perform close personal protection duties ......................................................163
Assessment Requirements for POLCOV058 Perform close personal protection duties ........................................................................................................163
POLCOV059 Perform witness protection duties ..............................................................163
Assessment Requirements for POLCOV059 Perform witness protection duties ...............164
POLCOV060 Plan a protection operation ........................................................................164
Assessment Requirements for POLCOV060 Plan a protection operation ........................164
POLCOV061 Collect and present surveillance information and evidence ..............................164
Assessment Requirements for POLCOV061 Collect and present surveillance information and evidence .........................................................164
POLCOV062 Communicate in a surveillance environment .................................................................165
Assessment Requirements for POLCOV062 Communicate in a surveillance environment 165
POLCOV063 Conduct a surveillance operation ........................................................................165
Assessment Requirements for POLCOV063 Conduct a surveillance operation ..........165
POLCOV064 Demonstrate professional policing in a surveillance environment ..........166
Assessment Requirements for POLCOV064 Demonstrate professional policing in a surveillance environment .................................................................166
POLCOV065 Perform foot surveillance .....................................................................................166
Assessment Requirements for POLCOV065 Perform foot surveillance .....................166
POLCOV066 Perform mobile surveillance ..........................................................................167
Assessment Requirements for POLCOV066 Perform mobile surveillance .................167
POLCOV067 Perform static surveillance ............................................................................167
Assessment Requirements for POLCOV067 Perform static surveillance .................167
POLFOR001 Apply specialised forensic science techniques ..............................................170
Assessment Requirements for POLFOR001 Apply specialised forensic science techniques 174
POLFOR002 Conduct complex forensic crime and incident scene investigations .........177
Assessment Requirements for POLFOR002 Conduct complex forensic crime and incident scene investigations .........................................................181
POLFOR003 Coordinate multi-discipline forensic investigation .........................................183
Assessment Requirements for POLFOR003 Coordinate multi-discipline forensic investigation .........................................................187
POLFOR004 Develop forensic crime scene expertise .........................................................189
Assessment Requirements for POLFOR004 Develop forensic crime scene expertise ....193
POLFOR023 Maintain a safe forensic working environment ........................................201
Assessment Requirements for POLFOR023 Maintain a safe forensic working environment 205
POLFOR024 Detect, record and collect forensic evidence ........................................207
Assessment Requirements for POLFOR024 Detect, record and collect forensic evidence 210
POLFOR025 Process forensic evidence .............................................................................212
Assessment Requirements for POLFOR025 Process forensic evidence ..................215
POLFOR026 Prepare and present forensic evidence .......................................................217
Assessment Requirements for POLFOR026 Prepare and present forensic evidence ......220
POLFOR027 Assess and control incident/crime scene .................................................222
Assessment Requirements for POLFOR027 Assess and control incident/crime scene 225
POLGEN001 Develop high performing teams within policing ...........................................227
Assessment Requirements for POLGEN001 Develop high performing teams within policing .........................................................230
POLGEN004 Conduct risk management activities in a policing environment ..............232
Assessment Requirements for POLGEN004 Conduct risk management activities in a policing environment .........................................................235
POLGEN007 Review policing governance and accountability compliance ..................238
Assessment Requirements for POLGEN007 Review policing governance and accountability compliance .........................................................241
POLGEN008 Conduct an appreciation of incident management ........................................243
Assessment Requirements for POLGEN008 Conduct an appreciation of incident management .........................................................247
POLGEN009 Contribute to and implement policing strategy and policy ......................249
Assessment Requirements for POLGEN009 Contribute to and implement policing strategy and policy .........................................................253
POLGEN010 Demonstrate high level management capabilities within a policing context255
Assessment Requirements for POLGEN010 Demonstrate high level management capabilities within a policing context .........................................................259
POLGEN011 Demonstrate leadership capabilities within a policing context
Assessment Requirements for POLGEN011 Demonstrate leadership capabilities within a policing context

POLGEN012 Manage risk within a policing context
Assessment Requirements for POLGEN012 Manage risk within a policing context

POLGEN013 Demonstrate professional policing practice
Assessment Requirements for POLGEN013 Demonstrate professional policing practice

POLGEN015 Apply media strategies for policing purposes
Assessment Requirements for POLGEN015 Apply media strategies for policing purposes

POLGEN019 Operate safely within a policing environment
Assessment Requirements for POLGEN019 Operate safely within a policing environment

POLGEN020 Communicate within a policing environment
Assessment Requirements for POLGEN020 Communicate within a policing environment

POLGEN027 Promote safety and wellbeing within policing
Assessment Requirements for POLGEN027 Promote safety and wellbeing within policing

POLGEN028 Facilitate community and stakeholder engagement for policing purposes
Assessment Requirements for POLGEN028 Facilitate community and stakeholder engagement for policing purposes

POLGEN029 Manage persons in care or custody
Assessment Requirements for POLGEN029 Manage persons in care or custody

POLGEN030 Provide a policing response
Assessment Requirements for POLGEN030 Provide a policing response

POLGEN031 Conduct an initial investigation
Assessment Requirements for POLGEN031 Conduct an initial investigation

POLGEN032 Apply legislation and judicial processes in policing
Assessment Requirements for POLGEN032 Apply legislation and judicial processes in policing

POLGEN033 Deliver policing services
Assessment Requirements for POLGEN033 Deliver policing services

POLGEN034 Deliver road policing services
Assessment Requirements for POLGEN034 Deliver road policing services

POLGEN035 Conduct briefings and debriefings in a policing environment
Assessment Requirements for POLGEN035 Conduct briefings and debriefings in a policing environment

POLGEN036 Work collaboratively in a team environment
Assessment Requirements for POLGEN036 Work collaboratively in a team environment

POLGEN037 Manage persons in care or custody
Assessment Requirements for POLGEN037 Manage persons in care or custody

POLGEN038 Minimise hazards in a policing environment
Assessment Requirements for POLGEN038 Minimise hazards in a policing environment

POLINV001 Plan police investigations
Assessment Requirements for POLINV001 Plan police investigations

POLINV002 Conduct police investigations
Assessment Requirements for POLINV002 Conduct police investigations

POLINV003 Manage incident scenes
Assessment Requirements for POLINV003 Manage incident scenes

POLINV009 Manage information within investigations
Assessment Requirements for POLINV009 Manage information within investigations

POLINV010 Confiscate assets
Assessment Requirements for POLINV010 Confiscate assets

POLINV011 Conduct investigative interviews
Assessment Requirements for POLINV011 Conduct investigative interviews

POLINV012 Coordinate multi-agency investigations
Assessment Requirements for POLINV012 Coordinate multi-agency investigations

© Commonwealth of Australia, 2022
Australian Industry Standards
Assessment Requirements for POLINV012 Coordinate multi-agency investigations 387
POLINV013 Lead major investigations .............................................................. 389
Assessment Requirements for POLINV013 Lead major investigations ................. 392
POLINV014 Conduct jurisdictional review of policing practices .......................... 394
Assessment Requirements for POLINV014 Conduct jurisdictional review of policing practices .............................................................. 397
POLINV015 Manage complex investigations .................................................... 400
Assessment Requirements for POLINV015 Manage complex investigations .......... 404
POLINV016 Analyse complex factors involved in crash incidents ...................... 406
Assessment Requirements for POLINV016 Analyse complex factors involved in crash incidents .............................................................. 409
POLINV017 Analyse crashes involving heavy vehicles ....................................... 412
Assessment Requirements for POLINV017 Analyse crashes involving heavy vehicles 415
POLINV018 Analyse crashes involving motorcycles ......................................... 418
Assessment Requirements for POLINV018 Analyse crashes involving motorcycles .... 421
POLINV019 Analyse crashes involving pedestrians and bicycles ..................... 424
Assessment Requirements for POLINV019 Analyse crashes involving pedestrians and bicycles .............................................................. 427
POLINV020 Collate and review crash investigation evidence ............................. 430
Assessment Requirements for POLINV020 Collate and review crash investigation evidence .... 434
POLINV021 Critically analyse complex crash incident evidence .......................... 436
Assessment Requirements for POLINV021 Critically analyse complex crash incident evidence .............................................................. 439
POLINV022 Develop and present crash findings ................................................ 442
Assessment Requirements for POLINV022 Develop and present crash findings 445
POLINV023 Examine a crash incident ............................................................... 447
Assessment Requirements for POLINV023 Examine a crash incident ................. 450
POLINV024 Manage quality of crash analysis .................................................. 452
Assessment Requirements for POLINV024 Manage quality of crash analysis ....... 455
POLINV025 Present evidence on complex crash incidents .............................. 457
Assessment Requirements for POLINV025 Present evidence on complex crash incidents .............................................................. 460
POLPRO001 Conduct mention duties ............................................................... 463
Assessment Requirements for POLPRO001 Conduct mention duties ................. 466
POLPRO002 Conduct pre-hearing mentions .................................................... 468
Assessment Requirements for POLPRO002 Conduct pre-hearing mentions ....... 471
POLPRO003 Conduct legal research ................................................................. 473
Assessment Requirements for POLPRO003 Conduct legal research ................. 476
POLPRO004 Use the Rules of Evidence ........................................................... 478
Assessment Requirements for POLPRO004 Use the Rules of Evidence ............... 481
POLPRO005 Conduct hearings ................................................................... 483
Assessment Requirements for POLPRO005 Conduct hearings ......................... 487
POLSR007 Assess search and rescue requirements ............................................. 489
Assessment Requirements for POLSR007 Assess search and rescue requirements 492
POLSR011 Conclude police search and rescue operations .............................. 494
Assessment Requirements for POLSR011 Conclude police search and rescue operations 497
POLSR012 Coordinate police search and rescue operations ......................... 499
Assessment Requirements for POLSR012 Coordinate police search and rescue operations .............................................................. 503
POLSR013 Manage and evaluate search and rescue exercises .......................... 505
Assessment Requirements for POLSR013 Manage and evaluate search and rescue exercises .............................................................. 508
POLSR014 Manage resources for police search and rescue operations ............... 510
Assessment Requirements for POLSAR014 Manage resources for police search and rescue operations .......................................................... 513
POLSAR015 Manage search and rescue media requirements ........................................... 515
Assessment Requirements for POLSAR015 Manage search and rescue media requirements ................................................................. 518
POLSAR016 Manage search and rescue operations .......................................................... 520
Assessment Requirements for POLSAR016 Manage search and rescue operations ...... 523
POLSAR017 Undertake initial search and rescue actions .................................................. 525
Assessment Requirements for POLSAR017 Undertake initial search and rescue actions 528
POLSAR018 Undertake land search and rescue duties ................................................... 530
Assessment Requirements for POLSAR018 Undertake land search and rescue duties ... 534
POLSAR019 Undertake marine search and rescue duties ............................................. 539
Assessment Requirements for POLSAR019 Undertake marine search and rescue duties 539
POL Police Training Package ......................................................................................... 541
POLSS00002 Police Intelligence (team leader) ............................................................... 544
POL Police Training Package

Copyright Statement

© 2015 Commonwealth of Australia.

With the exception of the Commonwealth Coat of Arms, the Department’s logo, any material protected by a trade mark and where otherwise noted, all material presented in this document is provided under a Creative Commons Attribution-No Derivative Works 3.0 Australia licence.

You are free:

- to copy, distribute, display, and perform the work
- to make commercial use of the work

Under the following conditions:

- Attribution - You must give the original author credit.
- No Derivative Works - You may not alter, transform, or build upon this work.

Special Conditions (Waiver)

For the sake of clarity, where the license refers to "the work", in addition to meaning the work in its entirety this term shall also mean "extracts of the work". Extracts of the work carry with it the respective licence, and is thus “partitioned”.

The details of the relevant licence conditions are available on the Creative Commons website (www.creativecommons.org.au) as is the full legal code. The document must be attributed as the POL Police Training Package Release 7.0.

Disclaimer

This work is the result of wide consultations with Australian industry participants. It is a collaborative view and does not necessarily represent the view of Department of Education and Training or any specific body. For the sake of brevity it may omit factors which could be pertinent in particular cases.

While care has been taken in the preparation of this Training Package, Department of Education and Training and the original developer do not warrant that any licensing or registration requirements specified here are either complete or up-to-date for your State or Territory. Department of Education and Training and the original developer do not accept any liability for any damage or loss (including indirect and consequential loss) incurred by any person as a result of relying on the information contained in this Training Package.

The Commonwealth, through the Department of Education and Training, does not accept any liability to any person for the information or advice (or the use of such information or advice) which is provided in this material or incorporated into it by reference. The information is provided on the basis that all persons accessing this material undertake responsibility for assessing the relevance and accuracy of its content. No liability is accepted for any information or services which may appear in any other format. No responsibility is taken for any information or services which may appear on any linked websites.

Published by: Australian Industry Standards
Release Date: 19 October 2015
Links
Companion Volume Implementation Guides can be found on VETNet - -

POL21122 Certificate II in Community Engagement

Modification History
Release 1. This is the first release of this qualification in the POL Police Training Package release 7.0.

Qualification Description
This qualification allows for the attainment of general skills and knowledge in police community engagement. The qualification covers skills that allow police staff to undertake defined activities in community engagement within a police environment.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation’s policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements
There are no entry requirements for this qualification.

Packaging Rules
A total of 4 units of competency comprising all units listed below.

Core units

POLAUX020 Contribute to community engagement activities
POLAUX025 Perform policing administrative duties
POLAUX030 Support police engagement with members of a culturally specific community
POLGEN038 Minimise hazards in a policing environment
Qualification Mapping Information

This qualification replaces and is equivalent to POL21115 Certificate II in Community Engagement.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POL30122 Certificate III in Aboriginal and/or Torres Strait Islander Community Policing

Modification History

Release 1. This is the first release of this qualification in the POL Police Training Package release 7.0.

Qualification Description

This qualification allows for the attainment of general skills and knowledge in Aboriginal and/or Torres Strait Islander community policing. The qualification covers skills that allow police staff to complete routine activities and apply cultural understanding within a police environment.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation’s policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 7 units of competency comprising all units listed below.

Core units

POLAUX019 Administer legislation in a policing environment
POLAUX024 Maintain operational safety in a policing environment
POLAUX025 Perform policing administrative duties
POLAUX027 Promote public order through policing services
POLAUX030 Support police engagement with members of a culturally specific community
POLAUX031 Support road policing services
POLGEN037 Manage persons in care or custody
Qualification Mapping Information

This qualification replaces and is equivalent to POL30119 Certificate III in Aboriginal Community Policing.

Links

POL31222 Certificate III in Police Liaison

Modification History

Release 1. This is the first release of this qualification in the POL Police Training Package release 7.0.

Qualification Description

This qualification allows for the attainment of general skills and knowledge in police liaison. The qualification covers skills that allow police staff to complete routine activities in police liaison within a police environment.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation’s policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 7 units of competency comprising units listed below:

- 6 core units
- 1 elective unit

Core units

POLAUX022 Facilitate public safety awareness activities
POLAUX023 Liaise with a culturally specific community
POLAUX025 Perform policing administrative duties
POLAUX028 Represent policing in community engagement activities
POLAUX029 Support community crime prevention activities
POLGEN038 Minimise hazards in a policing environment

Elective units
POLAUX021  Deliver a work-based policing initiative
POLAUX026  Promote engagement in a policing environment

Qualification Mapping Information

This qualification replaces and is not equivalent to POL31215 Certificate III in Police Liaison.

Links

POL41215 Certificate IV in Protective Services

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This qualification was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. Supersedes and is equivalent to PUA42812 Certificate IV in Public Safety (Policing Support Services – General/Protective Services).</td>
</tr>
</tbody>
</table>
|         | • Core units list revised  
|         | • Content of all units reviewed |

Qualification Description

The public safety industry operates through discrete sectors. Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation’s policies and procedures.

This qualification allows for the attainment of general skills in protective services. The qualification covers skills that allow police staff to complete routine and non-routine activities and apply protective services skills and knowledge within a police environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

6 units of competency are required for this qualification.

All 6 core units from the list below are required.

<table>
<thead>
<tr>
<th>Core units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLAUX015 Drive policing vehicles</td>
</tr>
<tr>
<td>POLAUX016 Apply protective service methods</td>
</tr>
</tbody>
</table>
POLAUX017 | Escort persons in a protective service environment
POLGEN013 | Demonstrate professional policing practice
POLGEN019 | Operate safely within a policing environment
POLGEN020 | Communicate within a policing environment

**Qualification Mapping Information**

<table>
<thead>
<tr>
<th>PUA12 V2.1 Code</th>
<th>PUA12 V2.1 Title</th>
<th>E/NE</th>
<th>POL Code</th>
<th>POL Title</th>
<th>Comments</th>
</tr>
</thead>
</table>
| PUA42812        | Certificate IV in Public Safety (Policing Support Services - General/Protective Services) | E    | POL41215 | Certificate IV in Protective Services | • Core units list revised  
• Content of all units reviewed |

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POL50118 Diploma of Policing

Modification History
Release 1. This is the first release of this qualification in the POL Police Training Package

Qualification Description
This qualification allows for the attainment of general skills in policing. The qualification covers skills that allow police staff to employ specialised knowledge and skilled practice in general police duties within a police environment.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation's policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements
There are no entry requirements for this qualification

Packaging Rules
A total of 8 units of competency comprising all units listed below.

Core units

POLGEN013 Demonstrate professional policing practice
POLGEN019 Operate safely within a policing environment
POLGEN029 Manage persons in care or custody
POLGEN030 Provide a policing response
POLGEN031 Conduct an initial investigation
POLGEN032 Apply legislation and judicial processes in policing
POLGEN033 Deliver policing services
POLGEN034 Deliver road policing services

**Qualification Mapping Information**

This qualification replaces but is not equivalent to POL50115 Diploma of Policing.

**Links**


**POL50119 Diploma of Police Intelligence Practice**

**Confidential Content**

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POL50120 Diploma of Crash Investigation

Modification History

Release 1. This is the first release of this qualification in the POL Police Training Package.

Qualification Description

This qualification allows for the attainment of skills and knowledge in police crash investigation. The qualification covers skills that allow police officers to employ broad knowledge and highly skilled practices in investigations within a police road crash environment.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation's policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 6 core units of competency comprising all units listed below.

Core units

POLINV001 Plan police investigations
POLINV003 Manage incident scenes
POLINV009 Manage information within investigations
POLINV020 Collate and review crash investigation evidence
POLINV022 Develop and present crash findings
POLINV023 Examine a crash incident
Qualification Mapping Information

This is a new qualification. No equivalent qualification.

Links

Companion Volume Implementation Guides can be found on VETNet - -

Confidential Content

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @
https://www.anzpaa.org.au

Confidential Content

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @
https://www.anzpaa.org.au
POL58121 Diploma of Police Search and Rescue Coordination (Marine / Land)

Modification History
Release 1. This is the first release of this qualification in the POL Police Training Package release 5.0

Qualification Description
This qualification allows for the attainment of skills and knowledge in police search and rescue (SAR) coordination while also specialising in either marine or land SAR duties.

The marine specialisation covers skills that allow police officers to employ specialised knowledge and skilled practice in SAR coordination within a marine environment.

The land specialisation covers skills that allow police officers to employ specialised knowledge and skilled practice in SAR coordination within a land environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Additional qualification advice
The testamur can be titled: Diploma of Police Search and Rescue Coordination (field of study) i.e. Diploma of Police Search and Rescue Coordination (Marine).

Entry Requirements
Not applicable.

Packaging Rules
5 units of competency are required for this qualification:
- 4 core units
- 1 elective (specialisation) unit

Specialisation
The candidate is required to choose either the marine or land specialisation:
- 1 elective unit from Group A for a marine specialisation
- 1 elective unit from Group B for a land specialisation

Core units
POL5AR007 Assess search and rescue requirements
POLSAR011 Conclude police search and rescue operations
POLSAR012 Coordinate police search and rescue operations
POLSAR017 Undertake initial search and rescue actions

Group A: marine specialisation
POLSAR019 Undertake marine search and rescue duties

Group B: land specialisation
POLSAR018 Undertake land search and rescue duties

Qualification Mapping Information
This qualification replaces and is equivalent to POL58115 Diploma of Police Search and Rescue Coordination.

Links
Companion Volume Implementation Guides can be found on VETNet at https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Confidential Content
This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website at https://www.anzpaa.org.au
POL60120 Advanced Diploma of Crash Analysis

Modification History

Release 1. This is the first release of this qualification in the POL Police Training Package.

Qualification Description

This qualification allows for the attainment of advanced skills and knowledge in police road crash analysis. The qualification covers skills that allow police officers to employ broad knowledge and highly skilled analysis practices within a police road crash environment.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation's policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 7 core units of competency comprising all units listed below.

Core units

POLINV016 Analyse complex factors involved in crash incidents
POLINV017 Analyse crashes involving heavy vehicles
POLINV018 Analyse crashes involving motorcycles
POLINV019 Analyse crashes involving pedestrians and bicycles
POLINV021 Critically analyse complex crash incident evidence
POLINV024 Manage quality of crash analysis
POLINV025 Present evidence on complex crash incidents
Qualification Mapping Information
This is a new qualification. No equivalent qualification.

Links
Companion Volume Implementation Guides can be found on VETNet - -

POL60121 Advanced Diploma of Police Close Personal Protection

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content
This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content
This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POL60421 Advanced Diploma of Police Search and Rescue Management

Modification History

Release 1. This is the first release of this qualification in the POL Police Training Package Release 5.0

Qualification Description

This qualification allows for the attainment of skills and knowledge in police search and rescue (SAR) management. The qualification covers skills that allow police officers to employ broad knowledge and highly skilled practice in managing SAR operations within a police environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Not applicable.

Packaging Rules

8 units of competency are required for this qualification. All 8 core units from the list below are required.

Core units

POLSAR013 Manage and evaluate search and rescue exercises
POLSAR014 Manage resources for police search and rescue operations
POLSAR015 Manage search and rescue media requirements
POLSAR016 Manage search and rescue operations
POLSAR018 Undertake land search and rescue duties
POLSAR019 Undertake marine search and rescue duties
POLGEN001 Develop high performing teams within policing
POLINV014 Conduct jurisdictional review of policing practices
Qualification Mapping Information

This qualification replaces and is equivalent to POL60419 Advanced Diploma of Police Search and Rescue Management.

Links

Companion Volume Implementation Guides can be found on VETNet - -

POL60521 Advanced Diploma of Police Witness Protection

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POL62422 Advanced Diploma of Surveillance

Confidential Content

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content of these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POL65115 Advanced Diploma of Police Investigation

Modification History

Release 2. This is the second release of this qualification.
- Content of all units reviewed
- POLINV004 Conduct investigative interviews replaced with POLINV011 Conduct investigative interviews

Release 1. This qualification was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.
- Supersedes and is equivalent to PUA60312 Advanced Diploma of Public Safety (Police Investigation).
  - Core units list revised
  - Content of all units reviewed

Qualification Description

This qualification allows for the attainment of general skills in police investigation. The qualification covers skills that allow police staff to employ broad knowledge and highly skilled practice in investigations within a police environment.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation's policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 6 units of competency comprising all units listed below.

Core units

POLGEN015 Apply media strategies for policing purposes
POLINV001 Plan police investigations
POLINV002  Conduct police investigations
POLINV003  Manage incident scenes
POLINV011  Conduct investigative interviews
POLINV009  Manage information within investigations

Qualification Mapping Information
This qualification replaces and is equivalent to PUA60312 Advanced Diploma of Public Safety (Police Investigation).

Links
POL80115 Graduate Certificate in Police Management

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This qualification was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. Supersedes and is not equivalent to PUA80612 Vocational Graduate Certificate in Public Safety (Police Management).</td>
</tr>
<tr>
<td></td>
<td>• Core and elective units lists revised</td>
</tr>
<tr>
<td></td>
<td>• Content of all units reviewed</td>
</tr>
</tbody>
</table>

Qualification Description

The public safety industry operates through discrete sectors. Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction-agency/organisation's policies and procedures.

This qualification allows for the attainment of general skills in police management. The qualification covers skills that allow police staff to employ advanced knowledge and highly skilled practice in strategic and operational management within a police environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

6 units of competency are required for this qualification.

All 6 core units from the list below are required.

<table>
<thead>
<tr>
<th>Core units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLGEN007</td>
</tr>
<tr>
<td>POLGEN008</td>
</tr>
<tr>
<td>POLGEN009</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>POLGEN010</td>
</tr>
<tr>
<td>POLGEN011</td>
</tr>
<tr>
<td>POLGEN012</td>
</tr>
</tbody>
</table>

**Qualification Mapping Information**

No equivalent qualification.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POL80119 Graduate Certificate of Police Investigation

Modification History

Release 1. This is the first release of this qualification in the POL Police Training Package.

Qualification Description

This qualification allows for the attainment of advanced skills in police investigation. This qualification covers skills that allow police to lead, oversee and manage serious and complex investigations.

Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation's policies and procedures.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

A total of 5 units of competency comprising all units listed below.

Core units

POLGEN012 Manage risk within a policing context
POLINV012 Coordinate multi-agency investigations
POLINV013 Lead major investigations
POLINV014 Conduct jurisdictional review of policing practices
POLINV015 Manage complex investigations

Qualification Mapping Information

This is a new qualification.
Links

Companion Volume Implementation Guides are found in VETNet -

Confidential Content

This qualification is a restricted Police qualification. Content of restricted Police qualifications are not published on the national register. Content in these qualifications is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @
https://www.anzpaa.org.au
POL84315 Graduate Certificate in Crime Scene Investigation

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This qualification was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. Supersedes and is equivalent to PUA80412 Vocational Graduate Certificate in Public Safety (Crime Scene Investigation).</td>
</tr>
</tbody>
</table>
|         | - Core units list revised  
|         | - Total units required for qualification remains at 4 |

Qualification Description

The public safety industry operates through discrete sectors. Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation’s policies and procedures.

This qualification allows for the attainment of general skills in crime scene investigation. The qualification covers skills that allow police staff to employ advanced knowledge and highly skilled practice in crime scene investigation within a police forensic environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

4 units of competency are required for this qualification.

All 4 core units from the list below are required.

<table>
<thead>
<tr>
<th>Core units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLFOR001</td>
</tr>
<tr>
<td>POLFOR002</td>
</tr>
</tbody>
</table>
POLFOR003  Coordinate multi-discipline forensic investigations
POLFOR004  Develop forensic crime scene expertise

Qualification Mapping Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>POL Code</th>
<th>POL Title</th>
<th>Comments</th>
</tr>
</thead>
</table>
| PUA80412  | Vocational Graduate Certificate in Public Safety (Crime Scene Investigation) | E        | POL84315 Graduate Certificate in Crime Scene Investigation | • Core units list revised 
• Total units required for qualification remains at 4 |

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POL87115 Graduate Certificate in Police Prosecution

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This qualification was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. Supersedes and is equivalent to PUA80212 Vocational Graduate Certificate in Public Safety (Police Prosecution).</td>
</tr>
</tbody>
</table>
|         | • Core units list revised  
|         | • Content of all units reviewed |

Qualification Description

The public safety industry operates through discrete sectors. Policing qualifications have been developed to set agreed minimum standards for police personnel that should be contextualised within the specifics of each police jurisdiction/agency/organisation's policies and procedures.

This qualification allows for the attainment of general skills in police prosecution. The qualification covers skills that allow police staff to employ advanced knowledge and highly skilled practice in prosecution, legal and judicial processes within a police environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

6 units of competency are required for this qualification.

All 6 core units from the list below are required.

<table>
<thead>
<tr>
<th>Core units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLPRO001</td>
</tr>
<tr>
<td>POLPRO002</td>
</tr>
<tr>
<td>Code</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>POLPRO003</td>
</tr>
<tr>
<td>POLPRO004</td>
</tr>
<tr>
<td>POLPRO005</td>
</tr>
<tr>
<td>POLGEN013</td>
</tr>
</tbody>
</table>

### Qualification Mapping Information

<table>
<thead>
<tr>
<th>PUA12 V2.1 Code</th>
<th>PUA12 V2.1 Title</th>
<th>E/NE</th>
<th>POL Code</th>
<th>POL Title</th>
<th>Comments</th>
</tr>
</thead>
</table>
| PUA80212        | Vocational Graduate Certificate in Public Safety (Police Prosecution) | E    | POL87115 | Graduate Certificate in Police Prosecution        | • Core units list revised.  
                              |                                                      |      |          |                                                  | • Content of all units reviewed |

#### Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLAUX015 Drive policing vehicles

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLGD014A Drive police vehicles.</td>
</tr>
</tbody>
</table>
|         | • Content and formatting updated to comply with the new standards  
|         | • Unit recoded POL  
|         | • Title updated  
|         | • PC 2.5 removed |

Application

This unit describes the fundamental skills required to prepare and safely drive police vehicles in an operational environment, including the effective management of hazardous situations and application of tactical driving techniques.

This unit applies to those working within operational policing environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to vehicle management, traffic laws and work health and safety (WHS).

Those undertaking this unit would work independently or under supervision, demonstrating responsibility for own functions and outputs while driving. They would complete routine and non-routine tasks in both familiar and changing contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.
Competency Field
Auxiliary

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
<tr>
<td>1. Prepare vehicle for operational driving</td>
<td>1.1 Select vehicle in accordance with operational requirements and terrain.</td>
</tr>
<tr>
<td></td>
<td>1.2 Conduct pre-drive check of vehicle, equipment and accessories to ensure availability and operational readiness.</td>
</tr>
<tr>
<td></td>
<td>1.3 Conduct checks on start-up to ensure vehicle is safe and drivable.</td>
</tr>
<tr>
<td></td>
<td>1.4 Check audible and visual warning systems to ensure operational readiness.</td>
</tr>
<tr>
<td></td>
<td>1.5 Complete vehicle and operational response documentation for accountability purposes.</td>
</tr>
<tr>
<td>2. Drive vehicle in operational conditions</td>
<td>2.1 Assess traffic flows and environmental conditions to identify route of travel.</td>
</tr>
<tr>
<td></td>
<td>2.2 Control vehicles in accordance with manufacturer's specifications, road and traffic conditions.</td>
</tr>
<tr>
<td></td>
<td>2.3 Apply risk management strategies during operational driving to maintain safety.</td>
</tr>
<tr>
<td></td>
<td>2.4 Apply defensive driving techniques to maintain safe control of vehicle.</td>
</tr>
<tr>
<td></td>
<td>2.5 Adapt driving techniques to adjust to changing circumstances.</td>
</tr>
</tbody>
</table>

Foundation Skills
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

### Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLGD014A Drive police vehicles.

### Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLAUX015 Drive policing vehicles

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying engine power management and safe driving strategies
- applying vehicle handling techniques, including defensive driving
- assessing and managing risk when driving vehicles
- managing personal stress and fatigue when driving vehicles
- performing pre-drive vehicle checks, including audio and visual warning systems
- planning route, navigating roads and reading maps
- using on-board vehicle technology, including audible and visual warning systems
- using police communication systems and processes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- ancillary vehicle equipment
- police vehicle requirements and regulations
- jurisdictional policies and procedures relating to the use of police vehicles, including audible and visual warning systems
- police vehicle inspection procedures
- traffic legislation, rules and regulations
- causes and effects of fatigue on drivers
- jurisdictional reporting and recording requirements
• risk assessment strategies

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to practical assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLAUX016 Apply protective service methods

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 1       | This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.  
  This unit supersedes and is equivalent to PUAPOLGD017A Employ protective service methods.  
  - Content and formatting updated to comply with the new standards  
  - Unit recoded POL  
  - Title updated  
  - All Elements reordered, Elements 2 and 4 reworded  
  - PC 1.4, 1.5, 2.1, 2.4 and 2.8 removed  
  - PC 1.7, 2.2, 2.6, 4.4, 4.4 revised  
  - Element 1 all PC reordered  
  - Two new PC added in Element 2  
  - New PC added in Element 4  
  - Element 5 removed |

Application

This unit describes the skills required to employ protective service methods, including conducting patrols, searches, access control and arrests and responding to incidents.

This unit applies to those working as protective service officers, operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to powers of protective services officers and use of force.
Those undertaking this unit would work autonomously or under supervision with responsibility for their own functions and outputs, and may have limited responsibility for organisation of others. They would complete routine and non-routine tasks in dynamic or unknown contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

**Competency Field**

Auxiliary

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| 1. Undertake patrols            | 1.1 Establish patrol objectives to inform patrol plan.  
|                                 | 1.2 Identify potential threats or incidents to develop a response plan.  
|                                 | 1.3 Check equipment prior to use to ensure operational readiness.  
|                                 | 1.4 Maintain personal security and safety by responding to potential and emerging risks.  
|                                 | 1.5 Provide a high visibility presence to reassure the public and deter security breaches.  
|                                 | 1.6 Identify potential threats and incidents to enable response.                                                                                       |
| 2. Manage access of persons and vehicles | 2.1 Manage access control systems in accordance with assignment instructions.  
|                                 | 2.2 Verify identification of persons and vehicles to validate authority to access.  
|                                 | 2.3 Manage entry validations of persons and vehicles to monitor entry and egress.  
|                                 | 2.4 Identify indications of unauthorised entry to protect integrity of location.  
|                                 | 2.5 Communicate with stakeholders to report incidents that infringe or breach assignment instructions.                                                   |
| 3. Conduct searches             | 3.1 Assess situation to identify legal authority to search.  
|                                 | 3.2 Apply methodological search processes to maintain safety and locate property, weapons or evidence of offences.  
|                                 | 3.3 Manage items located using powers of seizure and retention.  
|                                 | 3.4 Document details of search for integrity and accountability.                                                                                     |
4. **Respond to threats and incidents**

- 4.1 Gather information about the incident through observation and investigation.
- 4.2 Communicate information about the incident to facilitate response.
- 4.3 Develop plan for initial response to identify roles and responsibilities of responders.
- 4.4 Assess incident risks and hazards to maximise safety of self and public.
- 4.5 Establish assembly points to maximise public safety.
- 4.6 Exercise command and control to facilitate initial response.
- 4.7 Monitor incident to identify when further assistance is required.
- 4.8 Complete post-incident documentation for recording and accountability purposes.

5. **Arrest persons**

- 5.1 Identify breaches of the law to prevent offences occurring or continuing.
- 5.2 Communicate actions to persons detained.
- 5.3 Manage care and safety of detained persons in accordance with duty of care requirements.
- 5.4 Conduct handover to facilitate processing of detained person.
- 5.5 Release persons from custody when criteria that formed the basis for the arrest no longer exist.

---

**Foundation Skills**

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance variables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAPOLGD017A Employ protective service methods.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLAUX016 Apply protective service methods

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- maintaining professional presentation
- establishing assembly points to maximise public safety
- evacuating, cordoning and containing areas
- searching persons, property and vehicles to identify prohibited and dangerous items
- applying tactical awareness techniques and strategies
- assessing risk when handling incidents
- communicating effectively to manage incidents and to provide situation reports
- directing and controlling traffic
- verifying and controlling authorised access and egress of persons, vehicles and dispatched goods
- implementing initial response command and control procedures
- using defensive tactics
- identifying provisions of legislative and organisational requirements relevant to assignment instructions
- completing documentation for accountability purposes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.
• legislation relating to the roles and responsibilities of protective services and police powers
• cordon and containment principles
• critical incident roles and responsibilities
• issues/problems that can arise with persons in custody
• officer safety principles
• potential risks associated with operational protective service roles and responsibilities
• protective service responsibilities contained within the National Counter Terrorism Plan
• search and evacuation procedures
• strategies to optimise safety under a range of operational scenarios
• tactical communication

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to practical assessment for this unit. Refer to advice in the companion volumes.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLAUX017 Escort persons in a protective service environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to prepare for and conduct escorts, including the protection of safety and security of persons in care, principals or those accessing controlled environments.

This unit applies to those working as protective services officers, operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to risk management, powers of protective services officers and work health and safety (WHS).

Those undertaking this unit would demonstrate responsibility for their own functions and outputs during an escort, and may have limited responsibility for organisation of others. They would work independently, in a team, and would complete routine tasks in dynamic or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Auxiliary

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the</td>
<td>Performance criteria describe the performance needed to demonstrate</td>
</tr>
</tbody>
</table>
### essential outcomes

| 1. **Manage persons in care**          | 1.1 Gather information relating to persons in care to identify transport and assistance requirements.  
|                                         | 1.2 Identify potential risks relating to persons in care to maintain safety and security of persons and self.  
|                                         | 1.3 Monitor welfare of persons in care to adapt to changing circumstances.  
|                                         | 1.4 Communicate information to stakeholders during care situation and handovers.  
| 2. **Prepare for escort operation**    | 2.1 Identify legislative provisions to define parameters of escort operation.  
|                                         | 2.2 Confirm resource and equipment requirements to ensure safety of persons and self.  
|                                         | 2.3 Prepare vehicles and equipment to ensure operational readiness.  
|                                         | 2.4 Develop escort plans and duties to ensure safety of persons and self.  
|                                         | 2.5 Confirm that route plans, itinerary and timetables ensure the safest and most time-effective movements.  
|                                         | 2.6 Communicate escort plan to persons to facilitate escort operations.  
| 3. **Conduct escorts**                 | 3.1 Monitor safety requirements of persons and self throughout escort operation.  
|                                         | 3.2 Communicate with stakeholders throughout escort operations to ensure appropriate flow of information.  
|                                         | 3.3 Demonstrate situational awareness throughout escort operations to respond to changing circumstances.  
|                                         | 3.4 Assess risks continually to identify when referral is required.  
|                                         | 3.5 Adjust escort plans to respond to changing circumstances and maintain security.  
|                                         | 3.6 Complete escort documentation for accountability purposes.  

### Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLAUX017 Escort persons in a protective service environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- adhering to duty of care requirements
- identifying provisions of legislative and organisational requirements relevant to assignment instructions
- providing assistance to persons in care, principals and those accessing controlled environments
- planning handover requirements for escorting persons
- communicating verbally and in writing with stakeholders
- managing security of detained persons
- analysing escort requirements, including plans and itineraries, and adapting the requirements of the plan when required
- using transport and equipment safely and effectively

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- close personal protection methodology
- escort and evasive techniques
- jurisdictional information management systems
- jurisdictional legislation, policies and procedures relating to escorting persons in care and principals
- protocols for dealing with dignitaries
- legal provisions relating to use of force
- limits of own responsibility and authority
- requirements for protecting people with special needs
duty of care requirements and custodial practices

**Assessment Conditions**

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to practical assessment for this unit. Refer to advice in the companion volumes.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLAUX019 Administer legislation in a policing environment

Modification History
Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application
This unit describes the skills and knowledge required to administer legislation in a policing environment, including the application of legislation and powers and the production of judicial documentation.

This unit applies to those working as community police officer, in metropolitan and/or remote areas.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would demonstrate independent judgement. They would perform routine tasks, whilst providing and communicating solutions to problems in a range of known contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit
Not applicable.

Competency Field
Auxiliary

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Apply legislation related to offences

1.1 Assess situation to determine if an offence has been committed

1.2 Identify sections of legislation applicable to situation to inform policing response

1.3 Identify elements of offences to differentiate between categories of offence

1.4 Identify potential evidence of offence to facilitate preservation

2 Exercise legislative powers and cautions

2.1 Identify legislative sources of police powers to inform policing responses

2.2 Identify legislative or regulatory factors that may impact on policing responses

2.3 Respond to situation using authorised police powers

2.4 Deliver relevant cautions and rights in accordance with legislative requirements

3 Prepare judicial documents

3.1 Identify information required for a brief of evidence

3.2 Develop brief of evidence in accordance with jurisdictional judicial requirements

3.3 Assess brief of evidence for elements of offences

3.4 Check own judicial documents for compliance with court policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLAUX006 Administer legislation in a policing environment.

Links

Assessment Requirements for POLAUX019 Administer legislation in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying sources of legislation which relate to policing powers
- applying legislation to situations to inform the use of police powers
- communicating with stakeholders as part of policing responses and judicial processes
- developing briefs of evidence that comply with judicial policies and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hierarchy of Australian court system in relation to police processes
- jurisdictional court policies and procedures
- Commonwealth, state or territory legislation that outlines powers and responsibilities applicable to policing
- offences and the elements that constitute such offences
- rules of evidence relating to policing/judicial requirements
- relevant case law and legal precedents, as determined by police jurisdictions
- organisational code of conduct
- relevant judicial documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLAUX020 Contribute to community engagement activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to contribute to community engagement activities, including the application of communication skills and responding to community needs.

This unit applies to those working as police officers and staff operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously or under supervision, with responsibility for their own functions and outputs. They would perform tasks within established parameters and would develop solutions in predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Communicate verbally and non-verbally

1.1 Identify communication techniques that adhere to cultural protocols for interaction

1.2 Adapt language and non-verbal communication to audience’s needs

1.3 Apply active listening skills and questioning techniques to clarify feedback and input from the community

1.4 Use established communication processes for routine and non-routine communication between community and policing services

2 Identify response to community needs

2.1 Recognise and use community engagement opportunities to identify community needs

2.2 Identify response options to meet community needs

2.3 Report response options to supervisors to inform community engagement planning

3 Engage with community

3.1 Communicate organisational response options to the community members

3.2 Relay information to community members clearly, concisely and accurately to enhance understanding

3.3 Inform community members of options that may require further consultation

3.4 Seek assistance from stakeholders to manage community members’ expectations

3.5 Refer community members to police and service provider stakeholders to ensure their needs are managed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume
Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX003 Participate in community engagement activities.

Links

Companion Volume Implementation Guides can be found on VETNet - - 
Assessment Requirements for POLAUX020 Contribute to community engagement activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- displaying communication skills that adhere to cultural protocols for interaction
- engaging with a community activity
- obtaining information and providing advice to individuals and groups
- seeking assistance when necessary
- ensuring verbal and non-verbal communication is accurate and consistent.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational code of conduct
- available services and support agencies
- communication processes including knowledge of the role of community leaders
- organisational response options suitable for identified community needs
- communication techniques and strategies, including non-verbal communication indicators
- community engagement opportunities.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated...
workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

Companion Volume Implementation Guides can be found on VETNet -
POLAUX021 Deliver a work-based policing initiative

Modification History
Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application
This unit describes the skills and knowledge required to implement policing initiatives, including stakeholder liaison and basic project management.
This unit applies to those working as police liaison officers, operating within a policing environment.
The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.
Those undertaking this unit may work within multi-agency contexts and would work autonomously or under supervision with responsibility for their own functions and outputs. They would undertake defined tasks within established parameters and would develop solutions in predictable contexts.
No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit
Not applicable.

Competency Field
Auxiliary

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Identify a policing initiative

1.1 Identify project options for a policing initiative based on identified community needs

1.2 Develop a project based on options for problem-oriented initiatives

1.3 Consult with stakeholders to develop tailored responses as part of the project

1.4 Obtain organisational approvals to conduct partnership initiatives as part of the project

2 Plan the policing initiative

2.1 Determine timeframes, roles and responsibilities required to facilitate the policing initiative

2.2 Identify financial resources required for implementation of the policing initiative

2.3 Obtain agreement on deliverables and timeframes through liaison with stakeholders

2.4 Develop and document the project plan

3 Undertake the policing initiative

3.1 Liaise with stakeholders to obtain support and encourage engagement with the policing initiative

3.2 Conduct activities outlined in project plan to deliver the policing initiative

3.3 Monitor progress of project in consultation with stakeholders

3.4 Report variations to activities outlined in project plan and changing circumstances to supervisor

3.5 Adjust project plans in accordance with changing circumstances

4 Review the policing initiative

4.1 Seek feedback from stakeholders to evaluate project outcomes

4.2 Review project outcomes to determine effectiveness of initiative

4.3 Identify ongoing requirements to maintain the policing initiative

4.4 Report project outcomes to stakeholders to complete feedback process
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX010 Deliver a simple work-based policing initiative.

Links

Assessment Requirements for POLAUX021 Deliver a work-based policing initiative

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- preparing workplace documents
- communicating and engaging with stakeholders throughout each stage of the project
- managing work-based initiatives from initial identification through to review
- identifying issues and underlying causes
- preparing and monitoring the project plan and adjusting as required.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational code of conduct
- basic project processes and documentation
- project design and planning methodologies, including monitoring and evaluation
- reporting processes
- organisational policies and procedures, including reporting and approvals processes
- approvals process
- communication techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such
as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLAUX022 Facilitate public safety awareness activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to facilitate public safety awareness activities, including developing networks and encouraging community participation.

This unit applies to those working as police liaison officers, operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or under supervision with responsibility for their own functions and outputs. They would undertake defined tasks within established parameters and would develop solutions in predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Develop networks within a community

1.1 Identify stakeholders within the community to consult on public safety issues and concerns

1.2 Establish rapport with community representatives, leaders and groups to facilitate engagement between policing and community

2 Support public safety awareness activities

2.1 Identify public safety awareness activities to address community needs

2.2 Plan and initiate public safety awareness activities with cooperation and support from stakeholders

2.3 Contribute to the delivery of public safety awareness activities

3 Report on public safety awareness activities

3.1 Monitor community perceptions of effectiveness of public safety awareness activity by seeking feedback

3.2 Review public safety awareness activities for continuous improvement purposes

3.3 Complete reports detailing activities, results and recommendations in line with organisational guidelines

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent POLAUX008 Facilitate public safety awareness activities.

Links

Assessment Requirements for POLAUX022 Facilitate public safety awareness activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating in a group setting
- communicating with a wide variety of community members and stakeholders
- establishing networks
- writing reports
- planning and delivering public safety awareness activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- information reporting processes and procedures
- jurisdictional policies and procedures relating to reporting
- cultural protocols for interacting with community representatives, leaders and groups
- identification of leader/stakeholder representatives
- organisational policies and procedures related to provision of police advice and information
- communication and rapport building techniques
- relevant public safety awareness activities
- continuous improvement process.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLAUX023 Liaise with a culturally specific community

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to identify significant information and to assist in the implementation of departmental strategies for a culturally specific community.

This unit applies to those working as police liaison officers operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously or under supervision with responsibility for their own functions and outputs. They would undertake specific tasks within established parameters and would develop solutions in predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

 Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Identify public safety concerns of a culturally specific community

1.1 Consult with community members and organisations to build networks to facilitate liaison between policing and community

1.2 Determine factors that have the potential to negatively influence relations between policing and community to identify potential solutions

1.3 Collate information relating to community's public safety concerns for reporting purposes

1.4 Report community's public safety concerns to supervisors for review

2 Advise on cultural factors

2.1 Provide advice to organisational stakeholders on cultural protocols for interacting with a culturally specific community to enhance understanding

2.2 Identify communication strategies to facilitate consultation between a culturally specific community and police stakeholders

2.3 Explain community decision-making practices to organisational stakeholders, including the roles of key individuals, groups and organisations

2.4 Identify potential strategies to achieve service objectives while respecting cultural differences

3 Provide public safety advice to a culturally specific community

3.1 Explain public safety strategies to community members and organisations to enhance understanding

3.2 Elicit community suggestions and feedback on public safety strategies for reporting and continuous improvement purposes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume
Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX018 Liaise with a culturally specific community.

Links

Companion Volume Implementation Guides can be found on VETNet -
Assessment Requirements for POLAUX023 Liaise with a culturally specific community

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- participating in consultations with a culturally specific community
- adjusting communication style to identified audience needs
- facilitating communication between police and a culturally specific community
- using cultural knowledge in interactions with a culturally specific community
- identifying and reporting public safety concerns within a culturally specific community
- completing documentation and reporting processes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational code of conduct
- characteristics of a culturally specific community
- support agencies and services operating in the community
- effective communication processes, strategies and barriers
- cultural protocols for interacting with a culturally specific community
- reporting processes and requirements
- community service and public safety objectives.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

Companion Volume Implementation Guides can be found on VETNet - -
POLAUX024 Maintain operational safety in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to maintain operational safety in a policing environment, including deploying tactical options and using police equipment.

This unit applies to those working as community police officers, in metropolitan and/or remote areas.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would demonstrate independent judgement and take responsibility in known contexts and defined parameters. They would perform routine tasks, while providing and communicating solutions to problems in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1. Respond to operational safety risks
   1.1 Identify operational safety risks through continually monitoring the operational environment
   1.2 Conduct risk assessment of identified operational safety risks to minimise harm to self, colleagues and the public
   1.3 Develop response options to mitigate operational safety risks
   1.4 Maintain communication with stakeholders while deploying selected response option to contribute to operational safety

2. Use tactical options
   2.1 Identify tactical options for potential deployment in accordance with risk assessment
   2.2 Determine the necessity of tactical options by continually assessing operational environment
   2.3 Implement tactical options in accordance with situational factors

3. Manage and use police equipment
   3.1 Access and store police equipment to ensure safety and security
   3.2 Use police equipment correctly to maximise safety of self and others
   3.3 Inspect police equipment to identify issues or faults

4. Report operational safety matters
   4.1 Justify rationale for selected response to inform supervisor’s coordination and decision-making
   4.2 Seek feedback from supervisor on selected response to inform own future decision making and response
   4.3 Complete required jurisdictional documentation relating to identified operational safety risks and safety outcomes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX004 Maintain operational safety in a policing environment.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLAUX024 Maintain operational safety in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- using situational awareness to identify risks in the operational environment
- communicating safety concerns to other stakeholders
- conducting safety and risk assessments
- minimising and eliminating risks through the application of response options, including tactical options
- checking, using and storing police equipment correctly
- completing police documentation and reporting processes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational safety principles
- current jurisdictional policies and procedures, relating to work health and safety
- jurisdictional principles, policies and procedures
- types and correct use of police operational safety equipment
- police reporting processes and procedures
- risk assessments and tactical options
- communication techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy
requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

POLAUX025 Perform policing administrative duties

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to perform policing administrative duties, including managing work outputs and own learning, completing administrative tasks, and using communication equipment.

This unit applies to those working as police liaison officers or community police officers operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to information security and codes of conduct.

Those undertaking this unit would work independently or under supervision, with responsibility for their own functions and outputs. They would perform explicit tasks within established parameters and would develop solutions in predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
<tr>
<td>Outcomes</td>
<td>Manage work tasks</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td>1.1 Establish administrative tasks, priorities and deadlines in consultation with others</td>
</tr>
<tr>
<td></td>
<td>1.2 Plan and prioritise administrative tasks to meet deadlines</td>
</tr>
<tr>
<td></td>
<td>1.3 Reprioritise administrative tasks to accommodate changing circumstances</td>
</tr>
<tr>
<td></td>
<td>1.4 Clarify requirements with supervisors to facilitate completion of administrative tasks</td>
</tr>
</tbody>
</table>
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX001 Perform basic administrative police duties.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLAUX025 Perform policing administrative duties

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- managing time and prioritising tasks
- communicating effectively within the range of situations required for the job role
- operating police communications equipment required to perform tasks of the job role
- transmitting, receiving and documenting communications accurately using police communications protocols, systems and equipment
- identifying opportunities to improve own performance
- completing administrative duties and documentation required for the job role.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational information security policies and procedures
- organisational communication policy, processes and systems for use within own job role
- range of communications equipment, procedures and techniques for use in police liaison
- range of workplace documentation relevant to job role
- communication, time management and prioritisation techniques relevant to job role.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such
as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

POLAUX026 Promote engagement in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to engage with communities in a policing environment, focusing on demonstrating relationship building skills, building consensus among stakeholders and using communication options.

This unit applies to those working as community policing staff, in metropolitan and/or remote areas.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to customer service, codes of ethics and conduct and anti-discrimination.

Those undertaking this unit would demonstrate autonomy, judgement and limited responsibility within established parameters. They would complete routine and non-routine tasks in an unpredictable context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Engage target audience

1.1 Assess organisational information to identify messages that meet the needs of a community or group

1.2 Apply engagement techniques to inform target audience

1.3 Communicate messages in a clear, concise and accurate manner

1.4 Evaluate engagement strategies to determine effective engagement with a specific community or group

2 Build relationships

2.1 Identify community members and other stakeholders to initiate and facilitate engagement

2.2 Develop positive relationships with community members and other stakeholders to improve policing service delivery

3 Develop consensus

3.1 Identify the cultural context and potential conflicts to address perceptions and needs of the community and stakeholders

3.2 Support collaboration to negotiate consensus between community and stakeholder groups

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX014 Promote engagement in a policing environment.
Links

Companion Volume Implementation Guides can be found on VETNet -
Assessment Requirements for POLAUX026 Promote engagement in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- building positive relationships with community members or groups
- identifying cultural diversity issues and challenges
- identifying the needs and expectations of communities
- demonstrating mediation and negotiation skills to support collaboration and mutual problem solving between community and stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- key features of cultural, linguistic and religious diversity within relevant communities and groups
- current Commonwealth, state or territory legislation pertaining to discrimination
- external support agencies, their powers and services
- jurisdictional customer service charters, codes of ethics and codes of conduct
- effective communication and engagement strategies
- relevant community members and groups
- conflict resolution techniques
- strategies for collaboration and negotiation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy
requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLAUX027 Promote public order through policing services

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to promote public order through policing services, including patrols, initial response and preservation of scenes and evidence.

This unit applies to those working as community police officer, in metropolitan and/or remote areas.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would demonstrate independent judgement and take responsibility in known contexts and defined parameters. They would perform routine tasks, while providing and communicating solutions to problems in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
<tr>
<td></td>
<td>demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 **Conduct patrols**

1.1 Patrol local area for the purposes of crime prevention and public safety

1.2 Engage with individuals/community to develop rapport between police and community members

1.3 Gather information through patrol activities to identify potential police services required in local area

1.4 Report information relating to local area to relevant stakeholders

2 **Perform initial response**

2.1 Assess incident scene to determine risk and required response

2.2 Identify resources required for policing response to incident

2.3 Communicate with stakeholders to facilitate response

2.4 Respond to incident while minimising risk to safety of self, colleagues, stakeholders and public

2.5 Coordinate access to incident to facilitate initial response and contribute to public safety

2.6 Monitor incident to adjust response

2.7 Communicate outcomes of response to relevant stakeholders

3 **Preserve incident scene**

3.1 Identify incident scenes requiring investigation and inform stakeholders

3.2 Secure incident scenes and protect evidence to facilitate investigation

3.3 Identify persons of interest at the incident scene for communication to stakeholders

**Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

**Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work.
environment.
Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information
This unit replaces and is equivalent to POLAUX005 Promote public order through policing services.

Links
Companion Volume Implementation Guides can be found on VETNet -
Assessment Requirements for POLAUX027 Promote public order through policing services

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- conducting patrols
- communicating with individuals and the community
- gathering information to identify required policing services
- identifying and reporting areas of focus for policing services
- responding to incidents based on situational requirements, available resources and risks
- minimising risks to self, response stakeholders and public
- applying incident scene and evidence preservation procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- patrol practices
- information gathering and communication techniques
- command and control/incident response
- legislation relating to offences against persons and property
- jurisdictional policies and procedures for operational response and safety
- reporting requirements in relation to operational activities
- jurisdictional policies and procedures for incident scene preservation and protecting evidence.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.
Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLAUX028 Represent policing in community engagement activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to represent policing in community engagement activities, including developing networks and encouraging community participation. This unit applies to those working as police liaison officers, operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously or under supervision with responsibility for their own functions and outputs. They would undertake complex tasks within established parameters and would develop solutions in predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Present to community groups

1.1 Seek approval from supervisors to present to community groups as a representative of the organisation

1.2 Collect information to facilitate community presentation

1.3 Develop presentation using available resources

1.4 Deliver presentation to community groups using appropriate language

1.5 Seek feedback from internal stakeholders on presentation for continuous improvement purposes

2 Represent the police in the community

2.1 Respond to community requests for information or participation

2.2 Explain and promote police activities to encourage community recognition and support

2.3 Refer non-routine requests for information through established and approved organisational channels

3 Participate in community discussions and formal meetings

3.1 Provide information to the community to assist in discussions and outcomes

3.2 Seek input from community members to encourage participation and progress outcomes

3.3 Determine a communication strategy through identification of meeting procedures, cultural protocols and community context

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLAUX009 Represent policing in community engagement activities.

Links

Assessment Requirements for POLAUX028 Represent policing in community engagement activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- developing facilitation information and presentation support materials
- presenting information to community groups
- facilitating group discussion and participation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational code of conduct
- information security
- jurisdictional policies and procedures relating to engagement with external stakeholders
- available resources for use within presentations
- available support agencies
- communication pathways and processes
- organisational response options relevant to community needs
- effective presentation and engagement strategies
- presentation techniques and equipment
- communication and rapport building techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLAUX029 Support community crime prevention activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to represent policing in community crime prevention activities, including understanding local, current and emerging crime trends and issues, including challenges relating to demographics, particularly the young.

This unit applies to those working as police liaison officers, operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously or under supervision with responsibility for their own functions and outputs. They would undertake complex tasks within established parameters and would develop solutions in predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Identify crime prevention opportunities

1.1 Collect and interpret local intelligence and crime trends to enhance contextual knowledge

1.2 Use local intelligence and crime trends to inform crime prevention activities and strategies

1.3 Incorporate local community context to inform crime prevention activities and strategies

1.4 Consult with local agencies and community groups to identify jurisdictional crime prevention opportunities

2 Participate in crime prevention activities

2.1 Inform stakeholders of current prevention activities to provide awareness

2.2 Contribute to organisational crime prevention strategies by drawing on knowledge of local area

2.3 Communicate jurisdictional crime prevention policies and procedures to external community members

2.4 Promote intended crime prevention outcomes through collaboration with internal and external stakeholders

2.5 Contribute to decision-making forums and working groups to establish and maintain strong working relationships with stakeholders

2.6 Engage in community events to promote crime prevention strategies

3 Build relationships with young people

3.1 Identify potential challenges and opportunities to engage with young people

3.2 Engage with young people to influence positive behaviour

3.3 Identify strategies that could assist young people to improve their decision-making skills

3.4 Evaluate the effectiveness of the engagement to inform future strategies and opportunities

4 Provide information and referrals to support services

4.1 Identify resources available to support community crime prevention

4.2 Direct community members to available and suitable referral and support services
4.3 Support and encourage members of the public to access community services

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a newly created unit. No equivalent unit.

Links

Companion Volume Implementation Guides can be found on VETNet - 
Assessment Requirements for POLAUX029 Support community crime prevention activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating with a variety of community members and stakeholders
- use strategies to engage young people and promote positive behaviours
- engaging with groups and individuals on community crime prevention
- contributing to the development of targeted organisational crime prevention activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- local policing issues including:
  - crime rates and trends
  - community perceptions
  - crime hot spots
- local community context including:
  - demographics
  - community engagement/feedback
  - statistics
  - observations
- jurisdictional policies, procedures and guidelines relating to crime prevention
- community capabilities and resources including:
  - available government and non-government services
  - physical resources
  - infrastructure
- crime prevention principles including environmental, social and structural approaches to preventing crime
- factors that influence the likelihood of a young person coming into contact with the justice system including:
  - disengagement with the community
• mental health issues
• socioeconomic disadvantage
• organisational crime prevention activities including education and sporting programmes
• communication, collaboration and engagement techniques, including those appropriate for young people.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLAUX030 Support police engagement with members of a culturally specific community

Modification History
Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application
This unit describes the skills and knowledge required to apply cultural knowledge to support police engagement with members of culturally specific communities.
This unit applies to those working as police liaison officers or community police officers operating within a policing environment.
The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to codes of conduct.
Those undertaking this unit would work autonomously or under supervision with responsibility for their own functions and outputs. They would define tasks within established parameters and would develop solutions in mostly predictable contexts.
No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit
Not applicable.

Competency Field
Auxiliary

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Build relationships

1.1 Apply cultural knowledge to facilitate police interaction with the community

1.2 Undertake engagement activities in accordance with own role and responsibilities

2 Assist communication with a culturally specific community

2.1 Identify cultural considerations to inform communication strategies with the community

2.2 Provide advice on cultural considerations which may affect interaction between community and police

2.3 Adjust communication style to explain information

3 Consult with a culturally specific community

3.1 Identify issues affecting police relations with the community to improve engagement

3.2 Communicate police service strategies to a community to facilitate feedback

3.3 Report community concerns and suggestions from community to supervisors

4 Advise police on culturally specific factors

4.1 Explain cultural considerations and community decision-making practices to enhance police service strategies

4.2 Identify communication channels to facilitate engagement between the community and the police organisation

4.3 Identify roles of key groups and organisations to establish options for interaction with the community

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLAUX002 Assist police with members of a culturally specific community.

Links

Assessment Requirements for POLAUX030 Support police engagement with members of a culturally specific community

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- consulting with culturally specific communities
- identifying and adjusting communication style to the needs of the audience
- assisting communication between police and a culturally specific community
- using cultural knowledge in interactions with a culturally specific community
- completing police documentation and reporting processes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics of a culturally specific community
- cultural protocols for interacting with a culturally specific community
- support agencies and services operating in the community
- communication strategies, including non-verbal communication indicators
- police reporting processes and requirements
- relevant jurisdictional policies and procedures
- crime prevention strategies suitable for a culturally specific community
- police service strategies
- organisational code of conduct.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy
requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLAU031 Support road policing services

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to support road policing services, including safe driving, administering legislation, controlling traffic and conducting initial crash investigations.

This unit applies to those working as community police officers, in metropolitan and/or remote areas.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would demonstrate independent judgement and take responsibility in known contexts and defined parameters. They would perform routine tasks, while providing solutions in predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Auxiliary

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
### 1 Demonstrate safe driving

1.1 Select police vehicle suitable for operational requirements

1.2 Complete pre-drive checks to establish vehicle’s operational readiness and safety

1.3 Apply safe driving techniques to operational policing

1.4 Assess road conditions and situational risks to inform driving response

### 2 Enforce road safety legislation

2.1 Conduct road policing services in accordance with road safety legislation

2.2 Interpret elements of different traffic offences for road policing purposes

2.3 Detect potential offences using equipment provided for road policing purposes

2.4 Respond to unsafe driver behaviour and traffic offences in accordance with legislation

2.5 Conduct vehicle stops and pullovers to enable further investigation

### 3 Control traffic

3.1 Use personal protective equipment (PPE) when controlling traffic to enhance safe interactions

3.2 Direct traffic using traffic signals in accordance with organisational policies and procedures

3.3 Regulate traffic flow and movement to minimise risks to safety of self, colleagues and public

### 4 Conduct initial investigation of crash incident

4.1 Secure crash incident scene to identify and protect potential evidence

4.2 Assess crash incident to determine resources required

4.3 Gather details of potential witnesses, offenders and victims for communication to stakeholders

### Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLAUX007 Support road policing services.

Links

Companion Volume Implementation Guides can be found on VETNet --
Assessment Requirements for POLAUX031 Support road policing services

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- determining initial resource requirements and evidence collection activities relating to a crash incident
- observing road situations to identify safety issues related to road conditions, drivers and vehicles
- referring and reporting safety issues to internal and external stakeholders
- assessing road policing situations to identify traffic offences
- communicating with stakeholders
- preparing and driving police vehicles to deliver policing responses
- using road policing equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- work health and safety legislation
- jurisdictional policies and procedures related to work health and safety
- police safe driving techniques
- jurisdictional road laws and legislation
- traffic signals for controlling traffic
- jurisdictional policies and procedures related to initial response to crash incident scene including items of potential evidentiary value
- relevant equipment and personal protective equipment (PPE) used for road policing purposes.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the
time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links


Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

Confidential - content not available

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV015 Manage stress in a covert environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to manage personal stress and support others when working in a covert environment.

This unit applies to those working as police officers involved in covert environments. Individuals may be tasked additional responsibilities by their jurisdiction.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work both autonomously and within teams as required. They would be required to apply critical thinking and analytical skills to effectively engage with human sources. The individual would demonstrate ethical and professional policing qualities while performing complex tasks and show adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to the unit at the time of publication.

Competency Field

Covert
Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| 1. Assess personal stress in a covert environment | 1.1 Identify potential sources of stress for the development of mitigation strategies.  
1.2 Identify warning flags of personal stress to implement mitigation strategies.  
1.3 Liaise with stakeholders to develop mitigation strategies.  
1.4 Implement mitigation strategies to minimise personal stress.  
1.5 Monitor personal stress levels to evaluate the effectiveness of personal stress management plan and adjust as required. |
| 2. Provide support to team members     | 2.1 Monitor behaviour of team members to identify signs of stress.  
2.2 Communicate with team members to debrief and encourage management of personnel stress.  
2.3 Identify support networks and resources to respond to welfare considerations. |
| 3. Manage personal stress             | 3.1 Monitor own level of stress to identify factors affecting stress level.  
3.2 Seek support from team members to assist in managing factors affecting stress level.  
3.3 Identify own requirements for support networks and resources to assist in managing own stress. |

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLCOV015 Manage stress in a covert environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- assessing impacts that cause stress in a covert environment
- identifying influences that cause personal stress
- developing strategies to mitigate stress in a covert environment
- communicating and liaising with team members and stakeholders
- developing support networks

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- mitigation techniques and strategies to respond to workplace stress
- information gathering, sharing and analysis techniques
- information privacy
- team dynamics
- jurisdictional support resources
- jurisdictional legislation policies and procedures relating to work health and safety
- psychological influences that may cause stress

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.
Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV035 Prepare and present evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAESU005B Prepare and present evidence.</td>
</tr>
</tbody>
</table>
|         | • Content and formatting updated to comply with the new standards  
|         | • Unit recoded POL  
|         | • Elements 1 and 3 wording revised  
|         | • Three new PC added to Element 1  
|         | • Element 3 all PC reordered  
|         | • PC 3.2 and 3.3 merged  
|         | • New PC added to Element 3  
|         | • Element 4 removed |

Application

This unit describes the skills required to generate records for evidentiary purposes and to participate in judicial proceedings, including claiming exemptions from the provision of information.

This unit applies to those working as police officers involved in covert environments. Individuals may be tasked additional responsibilities by their jurisdiction.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work both autonomously and within teams as required. They would be required to apply critical thinking and analysis skills to effectively prepare and present evidence. They would show adaptability and demonstrate ethical and professional policing qualities while performing complex tasks in a broad range of contexts.
No licensing, legislative or certification requirements apply to the unit at the time of publication.

**Competency Field**

Covert

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

1. **Prepare documentation for judicial proceedings**
   1.1 Develop statements detailing own participation in operation.
   1.2 Identify whether content of statements is relevant to judicial proceedings and is admissible as evidence.
   1.3 Compile documentation for submission to judicial proceedings.
   1.4 Maintain records that comply with requirements pertaining to the admissibility of evidence in a judicial proceeding.

2. **Give evidence in a judicial setting**
   2.1 Comply with rules of evidence in testimony to support admissibility.
   2.2 Comply with jurisdictional court procedures to support judicial outcomes.
   2.3 Present evidence in a clear, concise and articulate manner.

3. **Claim public interest immunity**
   3.1 Identify situations that fall within the ambit of public interest immunity to mitigate risks.
   3.2 Advise judicial stakeholders prior to the commencement of proceedings of aspects that may be subject to public interest immunity argument.
   3.3 Communicate intention to claim public interest immunity within judicial proceedings.

**Foundation Skills**

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAESU005B Prepare and present evidence.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLCOV035 Prepare and present evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

• presenting evidence in court
• compiling and submitting court documentation
• maintaining continuity of evidence
• conducting a claim for privilege
• managing evidence for presentation to court proceedings

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

• jurisdictional legislation, policies and procedures relating to evidence collection and presentation
• judicial policies and procedures
• information privacy and security
• rules of evidence
• public interest immunity
• policies and procedures relating to claims for privilege
• presentation of products in court
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cfd-48a8-8ed1-85e4b92e7351

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV044 Plan for intelligence activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to plan for police intelligence activities, including establishing intelligence activity scope and managing the planning process. The planning process incorporates the assessment of risks that may influence the completion or outcomes of the intelligence activities.

This unit applies to those working as intelligence practitioners within the intelligence process in a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to planning processes, approvals, and resource management.

Those undertaking this unit would demonstrate the ability to prioritise and evaluate information for planning purposes. They would be required to apply critical thinking and analytical skills to meet responsibilities and communicate plans to other staff. They would be expected to work both autonomously and within teams as required. They would perform complex tasks and demonstrate ethical and professional policing qualities, displaying adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Covert

Unit Sector

Not applicable.
Elements and Performance Criteria

**ELEMENTS**

Elements describe the essential outcomes.

**PERFORMANCE CRITERIA**

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. **Establish intelligence activity scope**
   1.1 Identify intelligence requirements in line with jurisdictional priorities
   1.2 Identify clients and stakeholders to facilitate communication and establish ownership of the intelligence activity
   1.3 Identify client and stakeholder expectations to formulate intelligence objectives and priorities
   1.4 Negotiate timeframes and activity scope in accordance with client and stakeholder requirements
   1.5 Identify potential implications and constraints that may impact upon the activity

2. **Develop an intelligence plan**
   2.1 Identify intelligence objectives and key issues to direct and inform intelligence activities
   2.2 Select methodologies to complete activity objectives
   2.3 Identify resources required to achieve intelligence objectives
   2.4 Negotiate with clients and stakeholders for allocation of resources
   2.5 Consider potential risks to the delivery of the activity in order to identify and implement mitigation measures
   2.6 Generate intelligence plan for recording, approval and implementation purposes

**Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

**Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work
environment.
Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

**Unit Mapping Information**

This unit replaces and is not equivalent to POLCOV003 Plan for intelligence projects.

**Links**

Companion Volume Implementation Guides are found in VETNet -
Assessment Requirements for POLCOV044 Plan for intelligence activities

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- aligning identified activities with jurisdictional priorities
- applying critical thinking and analytical skills
- developing and recording intelligence plan, including aims, objectives and key issues
- establishing intelligence activity scope including:
  - implications and constraints
  - objectives and priorities
  - resources
  - timeframes and phases
- evaluating and responding to activity risks
- evaluating strategies, methodologies and information collation techniques to best achieve intelligence objectives
- identifying financial, human and physical resource requirements and limitations
- liaising and negotiating with clients and stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth, state and territory legislation applicable to intelligence practice, including privacy, freedom of information, security classifications, and the collection of information
- communication and negotiation techniques
- critical thinking and analytical skills
- information security principles
- jurisdictional goals and organisational objectives
- jurisdictional information management systems, including intelligence databases
- jurisdictional policies, procedures and memoranda of understanding related to the sharing of information, planning processes, resource management, and information sourcing processes
- risk mitigation measures.
Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links


Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV047 Liaise with clients and stakeholders for intelligence purposes

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to liaise with clients and stakeholders to facilitate information and intelligence exchanges within the intelligence process of a policing context. It includes establishing networks and relationships and communicating and interacting with other clients and stakeholders.

This unit applies to those working as intelligence practitioners as part of developing strategic partnerships to support the intelligence process of policing.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information security, privacy, and codes of conduct.

Those undertaking this unit would be expected to work both autonomously and within teams as required. They would be required to apply critical thinking and analysis skills when liaising with stakeholders. They would demonstrate ethical and professional policing qualities, and show adaptability while performing complex tasks across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Covert

Unit Sector

Not applicable.
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish networks and</td>
<td>1.1 Develop networks to support collaboration between the intelligence community and other stakeholders</td>
</tr>
<tr>
<td>relationships</td>
<td>1.2 Engage in cross-jurisdictional, interagency and other stakeholder activities to support mutual cooperation</td>
</tr>
<tr>
<td></td>
<td>1.3 Consult with clients and stakeholders to support jurisdictional and intelligence objectives</td>
</tr>
<tr>
<td>Communicate and interact with</td>
<td>2.1 Provide information to clients and stakeholders to support collaboration</td>
</tr>
<tr>
<td>other stakeholders</td>
<td>2.2 Communicate with external agencies in accordance with jurisdictional memoranda of understanding and agreements</td>
</tr>
<tr>
<td></td>
<td>2.3 Collaborate with clients and stakeholders to improve efficiency and effectiveness for policing and intelligence</td>
</tr>
</tbody>
</table>

### Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

### Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

### Unit Mapping Information

This unit replaces and is equivalent to POLCOV006 Liaise with clients or stakeholders for intelligence purposes.
Links

Assessment Requirements for POLCOV047 Liaise with clients and stakeholders for intelligence purposes

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying critical thinking and analysis techniques
- communicating with clients and stakeholders
- disseminating and receiving information in accordance with information security principles
- identifying clients and stakeholders with mutual interests relevant to the intelligence process
- identifying opportunities for engagement with clients and stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities, powers and authorities of services external to policing
- communication and networking techniques
- information sharing arrangements
- intelligence community and other clients and stakeholders
- jurisdictional policies and procedures related to information security and external engagement.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated
workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLCOV048 Manage intelligence briefings or presentations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to plan, manage and review intelligence briefings or presentations within policing.

This unit applies to intelligence practitioners working in the policing environment and responsible for supporting intelligence projects and operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to the management of information, the use of information technology systems, inter-agency communications and the selection of stakeholder audiences for briefings and presentations.

Those undertaking this unit would demonstrate strong autonomy and make independent decisions about information collection, management, dissemination and review in consultation with intelligence stakeholders with different levels of authority. They would complete complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Covert

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
<tr>
<td><strong>1 Plan delivery of intelligence briefings or presentations</strong></td>
<td><strong>1.1</strong> Prepare delivery of intelligence briefings or presentations in accordance with the communication requirements of the intelligence project</td>
</tr>
<tr>
<td><strong>1.2</strong> Determine security level of information to inform delivery of briefings or presentations</td>
<td></td>
</tr>
<tr>
<td><strong>1.3</strong> Identify and coordinate stakeholders attendance at intelligence briefings or presentations</td>
<td></td>
</tr>
<tr>
<td><strong>1.4</strong> Design briefing or presentation plan to coordinate the dissemination of information to stakeholders</td>
<td></td>
</tr>
</tbody>
</table>

| **2 Produce intelligence briefings or presentations** | **2.1** Identify key information, considerations and recommendations from complex intelligence products to inform content of briefing or presentation |
| **2.2** Develop reasoned and logical arguments to support understanding of key information, considerations and recommendations |
| **2.3** Organise information in a logical and sequential format for stakeholder analysis and review |
| **2.4** Present key intelligence information, considerations and recommendations in accordance with organisational policies, procedures and security protocols |
| **2.5** Provide security for intelligence products to protect source of information |

| **3 Organise intelligence briefings or presentations** | **3.1** Coordinate arrangements and resources to deliver intelligence briefings or presentations in accordance with the agreed timeframe of the intelligence project |
| **3.2** Implement security protocols to protect intelligence product integrity |
| **3.3** Distribute resources and documents for intelligence briefings or presentations in accordance with security protocols |
| **3.4** Deliver intelligence briefings or presentations to stakeholders and encourage questioning to clarify and confirm understanding of information |

| **4 Review intelligence briefings or presentations** | **4.1** Collate stakeholders' evaluation of intelligence briefings or presentations to determine understanding of key outcomes. demonstrate achievement of the element. |
presentations information, considerations and recommendations

4.2 Review stakeholder evaluations of intelligence briefings or presentations to inform continuous improvement processes

4.3 Address evaluation feedback by revising original briefing or presentation resources and documents

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLCOV007 Manage intelligence briefings or presentations.

Links

Assessment Requirements for POLCOV048 Manage intelligence briefings or presentations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing collated information for key content messages, themes and findings
- collating information from multiple intelligence products and sources
- coordinating arrangements for delivery of intelligence briefings or presentations
- coordinating stakeholder engagement in intelligence briefings or presentations
- delivering intelligence briefings or presentations to selected stakeholders
- designing intelligence briefings or presentations for multiple stakeholder participation
- determining and implementing security compliance measures required of intelligence products
- employing information technology systems to enhance design of intelligence briefings or presentations
- identifying stakeholders requiring briefings or presentations
- obtaining participant evaluations of effectiveness of briefings or presentations
- organising key information into concise, logical, sequential and reasoned format
- presenting and questioning to convey, clarify and confirm understanding of information
- reviewing participant evaluations of intelligence briefings or presentations to determine their understanding and for continuous improvement opportunities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analytical, planning and information management techniques
- communication principles and concepts as applied to briefing or presentation contexts
- continuous improvement process
- evaluation methodology for gathering stakeholder views of briefing or presentation
- information collection, analysis and interpretation methods
- information security protocols, classifications and management procedures
- information technology systems as communication tools for effective briefings or presentations
• intelligence products and related processes and procedures
• jurisdictional communication policies, methods, tools and techniques
• preparation of reasoned, logical and sequential arguments to diverse audiences
• stakeholder identification concepts and techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLCOV049 Provide intelligence support to policing responses

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to plan intelligence support, manage information and the intelligence process, and provide assistance and support to policing responses.

This unit applies to intelligence practitioners working in a policing environment required to support strategic, tactical and operational contexts by providing reliable advice to the policing decision makers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to the management and classification of intelligence information, provision of support and review of intelligence responses.

Those undertaking this role would demonstrate high level analytical, problem solving, communication, planning, decision-making and information management skills. They may or may not have responsibility for directly supervising others, and would complete complex tasks independently in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Covert

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>

Elements describe the essential Performance criteria describe the performance needed to
outcomes. demonstrate achievement of the element.

1 Plan intelligence support for a response

1.1 Identify intelligence requirements for response purposes
1.2 Develop objectives of intelligence support to guide response
1.3 Determine intelligence processes required to achieve objectives
1.4 Identify partner agencies and stakeholders applicable to the response to support collaboration
1.5 Identify communication channels with stakeholders to facilitate the provision of support
1.6 Negotiate timelines with stakeholders for reporting purposes
1.7 Document intelligence support plan to provide rationale for resource use

2 Manage information

2.1 Collect information in accordance with intelligence support objectives
2.2 Collate information to meet multiple stakeholder requirements
2.3 Review information to determine relevance to response context
2.4 Disseminate information in accordance with information security requirements

3 Develop intelligence

3.1 Evaluate collated information to determine validity and reliability
3.2 Analyse information to develop inferences and insights
3.3 Identify gaps in intelligence to guide further information collection
3.4 Select information to provide timely and reliable intelligence
3.5 Draft and disseminate intelligence products to support defined response requirements
3.6 Assess new information against support objectives to
establish intelligence relevance

4 Provide intelligence support

4.1 Organise intelligence products into logical and sequential formats

4.2 Determine currency and usefulness of intelligence support measures through stakeholder evaluation

4.3 Adjust intelligence support response to accommodate changing circumstances and requirements

4.4 Revise intelligence products to accommodate changing circumstances and requirements

4.5 Collaborate with stakeholders to improve quality of intelligence support

5 Review intelligence support responses

5.1 Seek evaluations from stakeholders to assist review of intelligence support responses

5.2 Document intelligence support evaluations to inform future analysis and reviews

5.3 Assess feedback for continuous improvement opportunities

5.4 Contribute to de briefs and post response evaluations to identify continuous improvement opportunities

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLCOV008 Provide intelligence support to policing responses.
Links

Companion Volume Implementation Guides are found in VETNet -
Assessment Requirements for POLCOV049 Provide intelligence support to policing responses

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing information for intelligence support responses
- collecting information to develop intelligence products and reviewing their effectiveness
- communicating and liaising with multiple stakeholders, including external agencies, to provide optimal intelligence support
- contributing to an intelligence briefing or presentation
- creating and documenting intelligence response support plans to meet needs
- deciding which intelligence support matches predefined context and stakeholder needs
- evaluating intelligence support responses for continuous improvement opportunities
- identifying key stakeholders requiring support from intelligence sources
- negotiating and documenting intelligence support timelines and reporting arrangements
- planning intelligence support responses
- recording findings and results in management systems
- reporting findings and results to personnel
- reviewing support to identify and accommodate changes in intelligence needs
- working collaboratively with other partner agencies, key personnel and stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis of stakeholder needs
- analytical, problem solving, planning, decision-making and information management methods
- design and development of intelligence products
- information collection, analysis and interpretation research methods
- information security protocols and classifications
- intelligence products
- jurisdictional communication policies, methods, tools and techniques
- jurisdictional information technologies and their application to intelligence situations
• jurisdictional response policies and procedures
• negotiation methods.

**Assessment Conditions**

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**


**Confidential Content**

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

**Confidential Content**

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV051 Manage threat assessments and risk reporting in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to manage threat assessments and risk reporting in a policing environment. It includes identifying threats, determining vulnerability, developing and documenting threat assessment strategies, and implementing and monitoring risk reporting strategies.

This unit would be implemented during threat assessments in support of all stages of the risk management cycle and models within a policing environment. These include responses to work health and safety (WHS) risks, risks to the organisation's reputation, and risks to the completion of intelligence projects.

This unit applies to police staff who identify and describe threats in consultation with stakeholders, analyse and evaluate such threats to identify appropriate risk reporting strategies and to provide progress reports to stakeholders.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those associated with threat assessment and risk management.

Those undertaking this unit would demonstrate strong autonomy in the course of performing complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Covert

Unit Sector

Not applicable.
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

### 1 Identify threats
1.1 Identify threats for risk management purposes
1.2 Consult with stakeholders to confirm operations, goals and objectives
1.3 Review sufficiency and validity of existing threat assessment to understand current context
1.4 Identify threat assessment context through researching good practice, alternative options and expert opinions

### 2 Analyse threats
2.1 Determine the nature of the threat to support risk management
2.2 Determine confidence and desire of threat to assess indicators of intent
2.3 Determine resources and knowledge of threat to assess indicators of capability
2.4 Analyse indicators of intent and capability to determine likelihood of threat
2.5 Record levels of threat for monitoring and accountability purposes

### 3 Evaluate threats
3.1 Critique information to determine relevance
3.2 Appraise corroborations, plausibility and consistency of source to grade credibility
3.3 Examine access, objectivity, motivations and history of source to rate reliability

### 4 Report threats
4.1 Critically assess threat level and vulnerability factors to inform prioritisation
4.2 Determine importance of threat to identify urgency
4.3 Synthesise findings to present report on opportunities and vulnerabilities
4.4 Present and disseminate threat assessment to inform risk
management strategies

4.5 Monitor circumstances and environment for changes in level of threat and harm

4.6 Evaluate threat assessment to appraise limitations and impact on clients and stakeholders

5 Support risk assessment

5.1 Communicate limitations and impact of threat assessment to clients and stakeholders

5.2 Articulate to clients and stakeholders how biases and perspectives may have influenced findings

5.3 Respond to client and stakeholder requirements to refine response options

5.4 Manage operations, goals and objectives to respond to risk assessment

5.5 Initiate referral to investigation and operational threat assessment

5.6 Determine need for further action in response to risk factors

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to POLCOV010 Manage threat and risk in a policing environment.
Links

Assessment Requirements for POLCOV051 Manage threat assessments and risk reporting in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying analytical techniques to identify indicators of threat
- communicating effectively to inform relevant stakeholders
- defining threat assessment issues and limitations
- using research methods to inform threat assessment
- developing threat assessment
- documenting research and threat assessment process
- evaluating and prioritising threats to inform risk management strategies
- identifying potential problems with development of threat assessments
- identifying relevant stakeholders related to threat assessment
- identifying threats in policing contexts using multiple sources
- monitoring and responding to changes in circumstances and environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analytical methods for assessing threat indicators
- decision making and prioritisation techniques
- differences between threat assessments and risk assessments
- jurisdictional communication methodologies
- jurisdictional reporting and recording processes for tracking threat assessments
- jurisdictional strategic planning processes and techniques
- principles of good practice in threat assessments
- research methods for threat assessments
- risk management concepts, principles and strategies
- referral process for threat assessments.
Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links


POLCOV052 Communicate in a close personal protection environment

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV052 Communicate in a close personal protection environment

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV053 Communicate in a witness protection environment

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV053 Communicate in a witness protection environment

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV054 Conduct searches within a protection environment

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV054 Conduct searches within a protection environment

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV055 Drive close personal protection vehicles

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Assessment Requirements for POLCOV055 Drive close personal protection vehicles

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV056 Manage a close personal protection operation

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV056 Manage a close personal protection operation

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV057 Manage a witness protection program

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Assessment Requirements for POLCOV057 Manage a witness protection program

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV058 Perform close personal protection duties

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV058 Perform close personal protection duties

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV059 Perform witness protection duties

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Assessment Requirements for POLCOV059 Perform witness protection duties

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV060 Plan a protection operation

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV060 Plan a protection operation

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV061 Collect and present surveillance information and evidence

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV061 Collect and present surveillance information and evidence

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

**POLCOV062 Communicate in a surveillance environment**

**Confidential Content**

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

**Assessment Requirements for POLCOV062 Communicate in a surveillance environment**

**Confidential Content**

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

**POLCOV063 Conduct a surveillance operation**

**Confidential Content**

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

**Assessment Requirements for POLCOV063 Conduct a surveillance operation**

**Confidential Content**

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV064 Demonstrate professional policing practice in a surveillance environment

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV064 Demonstrate professional policing practice in a surveillance environment

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV065 Perform foot surveillance

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV065 Perform foot surveillance

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLCOV066 Perform mobile surveillance

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV066 Perform mobile surveillance

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

POLCOV067 Perform static surveillance

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Assessment Requirements for POLCOV067 Perform static surveillance

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLFOR001 Apply specialised forensic science techniques

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOL806 Apply specialised forensic science techniques.</td>
</tr>
<tr>
<td></td>
<td>• Content and formatting updated to comply with new standards</td>
</tr>
<tr>
<td></td>
<td>• Unit recoded POL</td>
</tr>
<tr>
<td></td>
<td>• New PC added to Element 2 and 3</td>
</tr>
<tr>
<td></td>
<td>• Three new PC added to Element 5</td>
</tr>
<tr>
<td></td>
<td>• PC 2.1, 2.5 and 3.3 revised</td>
</tr>
<tr>
<td></td>
<td>• PC 2.2 and 2.3 merged</td>
</tr>
<tr>
<td></td>
<td>• PC 6.4 and 6.5 merged</td>
</tr>
<tr>
<td></td>
<td>• PC 4.4, 4.5, 4.6 and 4.7 removed</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to apply specialised forensic techniques within crime scene investigations. This includes identifying, enhancing, recording and analysing evidence.

This unit applies to specialist police staff as part of the forensic investigation of crime or incident scenes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to continuity of evidence, forensic information management, work health and safety (WHS) and quality management.
Those undertaking this unit would be required to work autonomously and as part of a team. They would demonstrate the ability to critically analyse and evaluate crime scene related evidence to develop and test hypotheses. They would demonstrate knowledge of sciences as they apply to crime scene investigation. They would perform sophisticated tasks requiring strong adaptability across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

**Competency Field**

Forensics

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| 1. **Assess biological and non-biological evidence** | 1.1 Identify physical characteristics of biological evidence materials to determine their evidentiary value.  
1.2 Identify physical characteristics of non-biological evidence materials to determine their evidentiary value. |
| 2. **Apply presumptive/confirmatory testing and enhancement techniques** | 2.1 Select advanced forensic techniques for the examination of trace/gross biological and non-biological evidence material.  
2.2 Identify presumptive and/or confirmatory tests to determine sequence of forensic processing.  
2.3 Conduct field based presumptive and/or confirmatory tests to determine the evidentiary value.  
2.4 Select enhancement techniques and their sequence to maximise evidentiary value.  
2.5 Conduct enhancement techniques to assist in location, recording, collection and interpretation of physical evidence. |
| 3. **Perform comparative analyses of physical evidence** | 3.1 Identify options for comparative analysis technique/s to maximise evidentiary value.  
3.2 Select comparative analysis technique/s to maximise evidentiary value.  
3.3 Conduct comparative analysis examinations to establish an opinion on inclusion/exclusion or insufficiency.  
3.4 Verify examination results to substantiate the opinion on individualisation, inclusion/exclusion or insufficiency.  
3.5 Record examination and results to substantiate the opinion. |
4. **Record examinations using forensic photography**

4.1 Assess crime/incident scene to select photographic technique/s.
4.2 Apply photographic techniques in a methodical and sequential manner to record scene/incident/evidence.
4.3 Apply light theory to determine techniques for photographic recording of evidence.
4.4 Manage continuity of photographic images used for specialist examinations.

5. **Examine evidence found on/associated with a human body**

5.1 Assess human body to locate evidence.
5.2 Select enhancement techniques and their sequence to locate, record and collect evidence.
5.3 Apply forensic techniques to record and collect evidence from human body.
5.4 Interpret the nature of wounds/injuries to inform the investigation.
5.5 Interpret characteristics of human body associated with death to inform the investigation.
5.6 Compare available information with examination of human body to verify or disprove information.

6. **Evaluate results of scientific examinations**

6.1 Review examination results for reliability and justification.
6.2 Evaluate significance of the evidence to form a conclusion or opinion within the context of the investigation.
6.3 Gather further information on evidence to validate conclusions/opinions.
6.4 Collate information related to the forensic investigation for reporting purposes.

**Foundation Skills**

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**
This unit supersedes and is equivalent to PUAPOL806 Apply specialised forensic science techniques.

**Links**
Companion Volume implementation guides are found in VETNet -

Companion Volume implementation guides are found in VETNet -

Companion Volume implementation guides are found in VETNet -
Assessment Requirements for POLFOR001 Apply specialised forensic science techniques

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- assessing characteristics of biological and non-biological evidence
- identifying and applying advanced forensic techniques to examine evidence
- determining sequence of examinations
- identifying and applying enhancement techniques
- performing comparative analyses through the application of advanced forensic techniques
- recording information
- applying scientific methodology to support forensic analyses, logical thinking and problem solving within a crime/incident scene investigation
- demonstrating forensic photographic techniques to record results, including exposure, lighting, viewpoints and composition
- recording results in complex photographic situations, including macro, highly reflective or curved surfaces, low contrast and large scale low light circumstances, and multi-colour/multi contrast instances
- managing continuity of evidence
- using specialised forensic technology and equipment
- identifying, enhancing, recording, collecting and analysing evidence using various techniques
- gathering and collating information
- interpreting and evaluating information and opinions to inform the investigation
Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional coronial and criminal legislation related to forensic investigation
- jurisdictional information management systems
- jurisdictional policies and procedures related to forensic investigations, including quality management systems, occupational/workplace health and safety, forensic photography and expert evidence
- fundamental principles of physics and how they are applied within a forensic environment (including mechanics and motion, forces, trajectory, electricity)
- fundamental principles of mathematics and how they are applied/calculated within a forensic environment (including trigonometry, triangulation)
- fundamental principles of chemistry (including behaviour of acids and bases, catalytic reactions)
- fundamental principles of biology (including molecular biology, cell structure function and replication, serology)
- human anatomy and physiology (including terminology, structural organisation, body systems, death processes and indicators)
- scientific methodology
- five stages of Disaster Victim Identification
- principles and definitions of comparative analysis (including pattern recognition, class and individual characteristics)
- advanced forensic techniques (including optical, physical and chemical enhancement)
- supporting scientific principles and operating principles of specialised forensic techniques
- limitations and sensitivity of presumptive/confirmatory tests
- illumination techniques (including visible, polarising, bright and dark field techniques)
- post-mortem medical process and procedures

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

This unit has been identified by industry as suitable for holistic assessment. Refer to advice in the Assessment Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.
Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLFOR002 Conduct complex forensic crime and incident scene investigations

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

This unit supersedes and is equivalent to PUAPOL807 Conduct serious forensic crime and incident scene investigation.

- Content and formatting updated to comply with new standards
- Unit recoded POL
- Title updated
- Elements 1, 2 and 3 reworded.
- Element 1 all PC reordered
- New PC added to Element 2
- Two new PC added to Element 4
- PC 1.2, 1.3, 1.4, 1.5, 2.6 and 2.8 revised
- PC 2.1 and 4.3 removed

Application

This unit describes the skills required to perform a detailed investigation of complex crime/incident scenes. This will include planning for and managing complex crime/incident scene investigations, examining evidence and reviewing the examination.

This unit applies to specialist police staff as part of the forensic investigation of complex crime or incident scenes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to quality management, forensic investigations, and work health and safety (WHS).
Those undertaking this unit would be required to work autonomously and as part of a team. They would demonstrate the ability to critically analyse and evaluate crime scene related evidence to develop and test hypotheses. They would demonstrate knowledge of sciences as they apply to crime scene investigation while performing sophisticated tasks across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

**Competency Field**

Forensics

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| **1. Develop plan for complex crime/incident scene investigation** | 1.1 Establish type and nature of incident to determine the methodology and resource requirements.  
1.2 Conduct an initial assessment of the incident to identify potential risks.  
1.3 Assess the incident to determine what additional services may be required to progress the investigation.  
1.4 Assess the forensic investigation plan continually to adjust to developments within the incident scene and/or new information.  
1.5 Analyse information to develop a forensic investigation plan. |
| **2. Manage complex crime/incident scene investigation** | 2.1 Conduct an initial assessment of scene/s to prioritise the order of examination and collection of evidence.  
2.2 Perform a methodical search to identify and locate physical evidence.  
2.3 Determine the sequencing of evidence collection and the use of resources to maximise evidentiary value.  
2.4 Apply evidence collection techniques and sequencing to preserve evidence and prevent contamination.  
2.5 Evaluate the evidence collection techniques to identify whether further evidence collection is required.  
2.6 Interpret physical evidence and available information in order to develop a hypothesis.  
2.7 Perform reconstructions and/or testing regimes to test hypothesis.  
2.8 Negotiate stakeholder requirements throughout the forensic investigation. |
investigation.

2.9 Assess the incident continually to identify and manage potential risks.

3. **Apply specialist forensic techniques**

3.1 Assess evidence to determine whether specialist forensic techniques and evidence enhancement methods are required.
3.2 Select recording methods to maximise evidentiary value.
3.3 Record characteristics of evidence for further specialist analysis.
3.4 Select collection and preservation techniques to protect evidence and prevent loss or cross contamination.
3.5 Apply evidence enhancement methods to maximise evidentiary value.
3.6 Facilitate the analysis of evidence by specialists for interpretation/identification purposes.

4. **Review examination critically**

4.1 Summarise information gathered during the forensic investigation to develop initial interpretations.
4.2 Assess the outcomes of the forensic investigation to reach a conclusion for recording and reporting purposes.
4.3 Analyse the outcomes of the examination to inform the current investigation.
4.4 Review forensic investigation and outcomes of examination to determine whether investigative needs have been met.
4.5 Liaise with stakeholders to determine whether further forensic investigation is required.

**Foundation Skills**

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
<th>Learning</th>
<th>Reading</th>
<th>Writing</th>
<th>Oral communication</th>
<th>Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance variables:</th>
<th>Support</th>
<th>Context</th>
<th>Text complexity</th>
<th>Task complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAPOL807 Conduct serious forensic crime and incident scene investigation.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR002 Conduct complex forensic crime and incident scene investigations

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing information to establish type of incident, resources required, and risks
- locating and identifying evidence, using evidence collection techniques
- interpreting, developing and testing hypotheses
- liaising with internal and external agencies, services and specialists
- identifying the need for, and facilitating, specialist forensic analysis of evidence
- recording, collecting and preserving evidence
- applying specialised forensic technology when investigating complex scene/incidents, including reconstructions, enhancement techniques and testing
- applying scientific principles to interpret information
- communicating with diverse stakeholders and interpreting complex concepts for diverse audiences
- applying scientific methodology to support forensic analyses, logical thinking and problem solving within a crime/incident scene investigation
- evaluating and reviewing examinations and their results

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional policies and procedures that relate to multi-agency operations, quality management systems, and forensic investigations
• jurisdictional standards related to forensic science and investigations
• jurisdictional legislation related to Coroners Acts, Police Acts and regulations, forensic procedures and Criminal Investigation Acts
• application and limitations of forensic investigative techniques used when investigating complex crimes/incidents
• court procedures, evidentiary requirements and their influence on forensic investigations
• knowledge of specialist forensic disciplines, the type of examinations they conduct and their requirements

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLFOR003 Coordinate multi-discipline forensic investigation

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOL808 Coordinate multi-discipline forensic investigations.</td>
</tr>
<tr>
<td></td>
<td>• Content and formatting updated to comply with new standards</td>
</tr>
<tr>
<td></td>
<td>• Unit recoded POL</td>
</tr>
<tr>
<td></td>
<td>• Title updated</td>
</tr>
<tr>
<td></td>
<td>• PC 1.6, 2.1, 2.2, 2.4, 3.2 and 3.4 revised</td>
</tr>
<tr>
<td></td>
<td>• Two new PC added in Element 2</td>
</tr>
<tr>
<td></td>
<td>• PC in Element 3 reordered</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to coordinate complex forensic investigations involving forensic personnel from multiple disciplines. This will include planning for multi-discipline forensic investigations, coordinating resources and personnel, and reviewing the forensic investigations. These disciplines may include internal and external agencies, external analytical laboratories and national/international organisations.

This unit applies to specialist police staff as part of the forensic investigation of complex investigations which necessitate the involvement of multiple disciplines.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to quality management, case management systems, forensic investigations and work health and safety (WHS).
Those undertaking this unit would be required to work autonomously and lead a team. They would demonstrate the ability to critically analyse the requirements of forensic investigations to plan and coordinate resources. They would demonstrate knowledge of sciences as they apply to crime scene investigation while performing sophisticated tasks across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

**Competency Field**

Forensics

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

1. **Plan a multi-discipline forensic scene investigation**
   - 1.1 Assess types of evidence and the nature of the scene/incident to determine need for a multi-discipline investigation.
   - 1.2 Conduct a preliminary assessment to identify information necessary for the development of the forensic investigation plan.
   - 1.3 Assess information to identify nature of situation, objectives, options for multi-discipline response, and prioritisation and sequencing of examinations.
   - 1.4 Evaluate options for multi-discipline response to select and record a course of action.
   - 1.5 Identify forensic disciplines required for the investigation to determine the scope of their involvement in the response.
   - 1.6 Assess risks to the integrity of forensic investigation, and safety and welfare of personnel in order to develop mitigation.

2. **Coordinate resources of a multi-discipline forensic scene investigation**
   - 2.1 Identify resource requirements from each discipline to facilitate multi-discipline response.
   - 2.2 Negotiate with stakeholders to allocate resources and action plan taskings to areas and/or personnel.
   - 2.3 Deploy resources to conduct action plan taskings.
   - 2.4 Monitor resource usage to maximise use of resources and investigation outcomes.
   - 2.5 Establish records to substantiate critical decisions and for reporting purposes.
   - 2.6 Monitor forensic scene investigation to ensure welfare and safety
2.7 Liaise with stakeholders for reporting and briefing purposes.
2.8 Assess the multi-disciplinary investigation continually to adjust the action plan accordingly.

3. **Review a multi-discipline forensic scene investigation**

3.1 Evaluate completed tasks to determine whether the forensic objectives of the action plan and investigation have been met.
3.2 Liaise with team to identify incomplete and/or additional tasks for actioning.
3.3 Analyse preliminary results of the forensic investigation for information and reporting purposes.
3.4 Communicate scene/preliminary results for hand-over purposes.
3.5 Facilitate assessment of the welfare of the team for actioning and referral purposes.

**Foundation Skills**

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

| ACSF levels indicative of performance: | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Learning                              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Reading                               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Writing                               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Oral communication                    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Numeracy                              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

| Performance variables:               | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Support                               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Context                               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Text complexity                       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task complexity                       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAPOL808 Coordinate multi-discipline forensic investigations.
Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR003 Coordinate multi-discipline forensic investigation

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- assessing information to scope multi-discipline investigation and develop an investigation plan
- conducting risk assessments which include considerations of evidence, people, work health and safety, the integrity of the investigation, and the environment
- undertaking planning activities to achieve forensic investigative outcomes
- acquiring, monitoring and deploying resources
- recording information using jurisdictional information management systems
- leading a team and managing personnel in a multi-discipline investigation
- communicating with stakeholders
- applying time management principles and prioritising examination process and workloads
- managing the safety, security, correct use and storage of resources (including equipment from other agencies)
- solving complex problems related to resource availability and competing priorities
- recording critical decisions
- evaluating information for the forensic investigation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.
Assessment Requirements for POLFOR003 Coordinate multi-discipline forensic investigation

- jurisdictional policies and procedures related to crime scene investigation, occupational health and safety, case management systems, human resources, forensic investigations and multi-agency investigations
- roles and responsibilities of other disciplines, agencies and organisations related to multi-discipline complex investigations
- available financial, human and physical resources
- security classifications and access to levels of information
- risk assessment and management theory and practices
- cross jurisdictional legislation which impacts upon the conduct of investigations
- duty of care and workplace safety responsibilities
- specialist assistance available to assist with forensic investigations

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLFOR004 Develop forensic crime scene expertise

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOL809 Develop forensic crime scene expertise.</td>
</tr>
<tr>
<td></td>
<td>- Content and formatting updated to comply with new standards</td>
</tr>
<tr>
<td></td>
<td>- Unit recoded POL</td>
</tr>
<tr>
<td></td>
<td>- New Element added</td>
</tr>
<tr>
<td></td>
<td>- PC in Elements 1 and 2 reordered</td>
</tr>
<tr>
<td></td>
<td>- New PC added to Element 1</td>
</tr>
<tr>
<td></td>
<td>- PC 1.10 revised</td>
</tr>
<tr>
<td></td>
<td>- PC 2.9 removed</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to develop expertise in forensic crime scene investigation. This will include conducting applied research, presenting expert evidence, conducting peer reviews, and maintaining discipline expertise.

This unit applies to specialist police staff as part of their involvement in the forensic crime scene investigation discipline.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to quality management, case management systems, forensic investigations and work health and safety (WHS).
Those undertaking this unit would be required to work autonomously and as part of a team. They would demonstrate the ability to manage a research project, conduct peer reviews, and provide expert evidence. They would demonstrate knowledge of sciences as they apply to crime scene investigation while performing sophisticated tasks across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

**Competency Field**
Forensics

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| 1. Conduct applied research                   | 1.1 Develop hypothesis to guide research proposal.  
1.2 Conduct a literature review using various search techniques.  
1.3 Justify the research proposal in relation to the forensic discipline supported by the jurisdiction.  
1.4 Analyse research methodology in terms of suitability and potential limitations.  
1.5 Evaluate advantages and disadvantages of data/information collection techniques.  
1.6 Identify factors that may impact on reliability and validity of the results to protect the integrity of the research project.  
1.7 Identify resources for the research taking into consideration cost, availability and access.  
1.8 Identify alternative resources or methodologies to ensure that the scope of the research project is met.  
1.9 Evaluate hypothesis against the analysis findings and legal and ethical considerations.  
1.10 Review data and research findings for accuracy and compliance with legal requirements.  
1.11 Report research findings to inform broader forensic community.                                                                                                                                              |
| 2. Form an expert opinion                     | 2.1 Evaluate information relevant to the investigation critically to form an expert opinion.  
2.2 Develop alternative hypotheses to test the expert opinion.  
2.3 Test hypotheses against information using scientific methods.                                                                                                                                                 |
2.4 Identify the most likely hypothesis to form a basis for the opinion.
2.5 Acknowledge limitations of the information/evidence when providing an expert opinion.
2.6 Identify assumptions and factual premises on which evidence is based to support the expert opinion.
2.7 Assess the expert opinion to determine whether it withstands scrutiny.
2.8 Justify opinions by explaining the process of reasoning.

3. **Present expert opinion**

3.1 Validate expert opinion using peer review.
3.2 Report expert opinion to inform investigation.
3.3 Prepare demonstrative tools to assist provision of expert evidence.
3.4 Deliver expert opinion to aid judicial enquiry process.
3.5 Review expert opinion and delivery to identify future improvements.

4. **Undertake peer case work review**

4.1 Review case work within a quality management system to validate results.
4.2 Review information in a case file to determine quality, accuracy and completeness.
4.3 Form an independent opinion from reviewed information in isolation from the case file opinion.
4.4 Compare the independent opinion with the case findings for verification purposes.
4.5 Communicate feedback to the original author of the case file.

5. **Evaluate scientific literature and research findings critically**

5.1 Identify sources of contemporary information that may be relevant to forensic investigations.
5.2 Evaluate contemporary information to determine potential applicability and suitability within forensic investigations.
5.3 Develop recommendations on better practice based on contemporary research and literature.

**Foundation Skills**

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAPOL809 Develop forensic crime scene expertise.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR004 Develop forensic crime scene expertise

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- developing research proposals, including hypotheses, jurisdictional context and research methodology
- collecting and collating information from diverse sources
- evaluating applied research proposals
- conducting applied research and presenting findings
- communicating information that includes the description of a complex opinion/point of view/argument in a clear, concise manner to a wide range of audiences
- interpreting and analysing information critically to develop opinions
- justify conclusions/opinions and their rationale
- liaising with peers to review opinions of self and others
- presenting opinion evidence and reflecting on outcomes
- evaluating forensic information and its application to own professional context

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional quality management systems
- case law, current legislation pertaining to investigations, the legal provision of expert evidence (including admissibility of expert evidence)
- federal court guidelines
• forensic disciplines
• jurisdictional policies and procedures related to the authority to provide expert evidence
• own limitations and the boundaries of expert knowledge
• range and strength of opinions available for the interpretation of results, awareness of impact on jury
• knowledge of sources of research and information related to forensic science

Assessment Conditions
This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content
This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLFOR023 Maintain a safe forensic working environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLFC002B Maintain a safe forensic working environment.</td>
</tr>
</tbody>
</table>
|         | • Content and formatting updated to comply with new standards  
|         | • Unit recoded POL  
|         | • Element 6 removed  
|         | • Elements 3 and 5 reworded  
|         | • Two new PC added to Elements 1 and 5  
|         | • PC 1.4, 3.1, 4.3 and 5.2 revised  
|         | • PC 5.1 and 5.6 removed |

Application

This unit describes the skills required to maintain a safe working environment while working in a forensic role. This includes the assessment of situational risks and hazards, the safe use of equipment and consumables, and the development of risk mitigation strategies. It may be applied in the field at incident/crime scenes or in a laboratory.

This unit applies to those working as police staff involved in forensic examination.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this role would work independently while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a range of complex tasks.
No licensing, legislative or certification requirements apply to unit at the time of publication.

**Competency Field**

Forensics

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| **1. Identify potential health/safety risks** | 1.1 Identify potential physical, chemical and biological hazards to develop risk management strategies.  
1.2 Apply WHS guidelines to contain/control exposure levels.  
1.3 Identify personnel and members of the public at risk of exposure to communicate potential hazard.  
1.4 Control hazards to minimise exposure.  
1.5 Report WHS hazards, incidents or near misses to notify stakeholders.  
1.6 Assess forensic situation to identify considerations for potential referrals. |
| **2. Identify specialist/external agency requirements** | 2.1 Assess need for specialist and/or external agency assistance.  
2.2 Access specialist/external agencies and other relevant personnel in order to respond to hazards. |
| **3. Use protective clothing and safety equipment** | 3.1 Identify protective clothing and safety equipment required to minimise exposure to hazards.  
3.2 Maintain protective clothing and safety equipment to facilitate accessibility and usability.  
3.3 Replace protective clothing and safety equipment in accordance with jurisdictional replacement programs. |
| **4. Apply collection/packaging procedures safely** | 4.1 Identify safe collection and packaging procedures to contain health and safety risks and maintain integrity of exhibits.  
4.2 Assess packaging procedures for relevance to the type and scope of hazard and potential periods of storage. |
| **5. Use equipment and substances** | 5.1 Identify potential hazards relating to equipment, consumables and substances.  
5.2 Document potential hazards identified during the use/operation of equipment.  
5.3 Cease use/operation of faulty equipment pending |
5.4 Secure operational equipment, consumables and substances to ensure only restricted/authorised access at all times.

5.5 Maintain operational equipment, consumables and substances in accordance with maintenance regimes.

5.6 Ensure requisite warning labels/notices along with relevant HAZCHEM/safety symbols are made clearly visible.

5.7 Adhere to material safety data information as appropriate to tasks undertaken.

5.8 Dispose of operational equipment, consumables and substances to minimise risks.

5.9 Decontaminate workspace and equipment in accordance with quality systems and requirements.

---

### Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Performance variables:

<table>
<thead>
<tr>
<th>Support</th>
<th>Context</th>
<th>Text complexity</th>
<th>Task complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

### Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLFC002B Maintain a safe forensic working environment.
Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR023 Maintain a safe forensic working environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying safety risks to develop and implement risk mitigation strategies
- communicating safety issues and concerns to stakeholders
- identifying specialist/external agency requirements to maintain a safe working environment
- selecting, using and maintaining personal protective equipment to minimise exposure to hazards
- collecting and packaging items using safe work practices
- identifying and documenting hazards relating to substances and equipment
- using, storing, maintaining and disposing of substances and equipment
- decontaminating workspaces and equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional legislation, policies and procedures relating to forensic examination, workplace health and safety and equipment maintenance regimes
- risk mitigation strategies
- general duty of care responsibilities
- potential risks associated with field and laboratory activities
- hazardous chemicals and the associated risks
• operational equipment and safety clothing
• packaging procedures

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLFOR024 Detect, record and collect forensic evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>This unit supersedes and is equivalent to PUAPOLFC003B Detect, record and collect physical evidence.</td>
</tr>
<tr>
<td></td>
<td>• Content and formatting updated to comply with new standards</td>
</tr>
<tr>
<td></td>
<td>• Unit recoded POL</td>
</tr>
<tr>
<td></td>
<td>• Title updated</td>
</tr>
<tr>
<td></td>
<td>• Elements 1 and 2 all PC revised</td>
</tr>
<tr>
<td></td>
<td>• PC 3.1 and 3.2 revised</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to detect, record and collect forensic evidence in order to maximise the potential evidentiary value of exhibits. This may be applied in the field at incident/crime scenes or in a laboratory.

This unit applies to those working as police staff involved in forensic examination.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this role would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a range of complex tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.
## Competency Field

Forensics

## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

### 1. Detect physical evidence

1.1 Apply search methods, observation techniques and technical methods to detect forensic evidence.
1.2 Apply screening techniques to assist in locating forensic evidence.
1.3 Assess forensic evidence to identify potential contamination or loss.
1.4 Preserve forensic evidence to maximise evidentiary value.
1.5 Assess evidence to determine suitability for recording and collection.

### 2. Record physical evidence

2.1 Identify recording methods to document forensic evidence and scene.
2.2 Apply enhancement techniques to assist in recording forensic evidence.
2.3 Document details of scene and evidence using note-taking techniques.
2.4 Sketch scene and physical evidence for recording purposes.
2.5 Photograph details of scene and evidence for recording purposes.
2.6 Select markers and scales to accurately represent characteristics and information of the scene.

### 3. Collect physical evidence

3.1 Apply swab, lifting and hand picking techniques to gather evidence and reference samples.
3.2 Gather impression evidence using photography, casting and lifting techniques.
3.3 Gather exhibits for further forensic examination.

### 4. Package forensic evidence

4.1 Select packaging technique to prevent degradation or contamination.
4.2 Label items to ensure easy identification.
4.3 Seal items to maintain integrity and prevent contamination.
4.4 Assess items to determine if aeration is required.
4.5 Store items to maintain integrity and continuity and to prevent degradation.
4.6 Record details of evidence to enter into case notes and/or exhibit register and to maintain continuity.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

**ACSF levels indicative of performance:**

| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Learning | Reading | Writing | Oral communication | Numeracy |

Performance variables:

| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Support | Context | Text complexity | Task complexity |

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLFC003B Detect, record and collect physical evidence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR024 Detect, record and collect forensic evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- detecting forensic evidence using search methods, observation techniques, technical methods and screening techniques
- identifying collection, recording, and packaging requirements in accordance with evidence type
- recording details of scene and physical evidence using notes, sketches and photographs
- collecting, packaging and preserving different evidence types
- handling exhibits to preserve continuity of evidence
- maintaining records of forensic evidence using jurisdictional information management systems

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional legislation, policies and procedures relating to forensic examination, workplace health and safety, quality systems, exhibit handling, and intimate samples and authorisations
- potential risks associated with a range of field and laboratory activities
- techniques for the recording, collection, packaging and preserving of evidence
- application and potential limitation of forensic examination techniques
- role and function of other forensic disciplines in the recording, collection and preservation of forensic evidence
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to practical assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLFOR025 Process forensic evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLFC004B Evaluate and document cases and facilitate analyses.</td>
</tr>
<tr>
<td></td>
<td>• Content and formatting updated to comply with new standards</td>
</tr>
<tr>
<td></td>
<td>• Unit recoded POL</td>
</tr>
<tr>
<td></td>
<td>• Title updated</td>
</tr>
<tr>
<td></td>
<td>• Elements 1 and 2 reworded</td>
</tr>
<tr>
<td></td>
<td>• PC 1.3 revised</td>
</tr>
<tr>
<td></td>
<td>• PC 2.1 removed</td>
</tr>
<tr>
<td></td>
<td>• One new PC added to Element 3</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to conduct and facilitate the analysis of forensic evidence.

This unit applies to those working as police staff involved in forensic examination.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this role would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a range of complex tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.
Competency Field
Forensics

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

1. Evaluate exhibits

1.1 Inspect exhibits to ensure integrity has not been compromised.
1.2 Assess case information and exhibit to determine sequence of examination.
1.3 Prioritise examination of exhibits in accordance with investigation requirements.

2. Handle exhibits

2.1 Complete documentation in accordance with evidentiary requirements.
2.2 Record information using jurisdictional information management systems.
2.3 Store exhibit to ensure continuity, integrity and security.

3. Facilitate examination by forensic practitioners

3.1 Assess evidence to identify examination requirements.
3.2 Liaise with stakeholders to ensure relevance of examinations.
3.3 Communicate examination requirements to forensic practitioners.
3.4 Coordinate logistics of examination with other forensic practitioners.
3.5 Document movement of exhibits to ensure continuity, security and integrity.

Foundation Skills
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAPOLFC004B Evaluate and document cases and facilitate analyses.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR025 Process forensic evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

• evaluating exhibits to determine examination requirements, including sequence and priority
• handling exhibits to preserve continuity of evidence
• using jurisdictional information management systems
• communicating with stakeholders to facilitate and ensure relevance of examinations
• coordinating logistics of examination with other forensic practitioners

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

• jurisdictional legislation, policies and procedures relating to forensic examination, workplace health and safety, quality systems and exhibit management and handling
• role and function of forensic discipline specialists in the examination of forensic evidence

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.
Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

**Links**

Companion Volume implementation guides are found in VETNet -

Companion Volume implementation guides are found in VETNet -

Companion Volume implementation guides are found in VETNet -
POLFOR026 Prepare and present forensic evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to prepare and present evidence, statements and submissions in order to contribute to forensic investigations. This includes the stages of planning, presenting and reviewing evidence.

This unit applies to those working as police staff involved in forensic investigation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this role would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a range of routine tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Forensics

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
1. Prepare forensic documentation
   1.1 Document results to ensure quality and consistency.
   1.2 Provide information in reports that conveys outcomes of examinations.
   1.3 Identify whether content of report is within own role and responsibility.
   1.4 Submit reports to ensure timeliness of results.

2. Prepare for proceedings
   2.1 Confirm arrangements for role and involvement in proceedings.
   2.2 Assess case requirements to prepare evidence for presentation.
   2.3 Review forensic evidence to ensure accuracy, continuity and integrity before presentation in proceedings.
   2.4 Participate in case briefings with relevant personnel.

3. Present evidence
   3.1 Communicate evidence in a clear, concise and articulate manner.
   3.2 Describe and explain exhibits to inform proceedings.

4. Review provision of forensic evidence
   4.1 Participate in evaluation of court proceedings to identify issues.
   4.2 Communicate issues for quality assurance purposes.
   4.3 Evaluate involvement in judicial proceedings to inform future practice.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

<table>
<thead>
<tr>
<th>Learning</th>
<th>Reading</th>
<th>Writing</th>
<th>Oral communication</th>
<th>Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Performance variables:

<table>
<thead>
<tr>
<th>Support</th>
<th>Context</th>
<th>Text complexity</th>
<th>Task complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.
Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR026 Prepare and present forensic evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- preparing forensic evidence, statements and submissions which are accurate, complete and legible
- referring the presentation of forensic evidence when it is beyond own role and responsibility
- communicating with stakeholders to facilitate presentation of evidence
- evaluating forensic evidence in accordance with case requirements and jurisdictional quality systems
- presenting forensic evidence
- reviewing outcomes of proceedings for quality purposes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional legislation, policies and procedures relating to forensic examination, workplace health and safety, and quality systems
- jurisdictional policies and procedures relating to information security and disclosure requirements
- jurisdictional policies and procedures relating to the presentation of forensic evidence
- jurisdictional codes of conduct and ethics
- roles and responsibilities of stakeholders in the judicial process
- conduct and operation of hearings
- legislative requirements of presenting evidence
- exhibit registers and continuity requirements
Assessment Conditions
This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLFOR027 Assess and control incident/crime scene

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to assess and control incident/crime scenes, including identifying resource requirements and preliminary scene examination.

This unit applies to those working as police staff involved in forensic examination.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a range of complex tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Forensics

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
1. **Assess scene**

1.1 Gather information to inform forensic examination.
1.2 Identify items/areas for forensic examination.
1.3 Plan forensic examination to process scene.
1.4 Assess resource requirements to facilitate forensic examination.
1.5 Identify whether contamination has occurred for recording purposes.
1.6 Identify secondary or alternate incident/crime scene for forensic examinations.
1.7 Identify if referral is required in accordance with own role and responsibility.

2. **Control scene**

2.1 Assess incident/scene to identify boundaries and parameters.
2.2 Identify control measures to minimise contamination of evidence.
2.3 Establish entry and exit paths to control scene.
2.4 Communicate with stakeholders to release scene.

3. **Examine scene**

3.1 Identify whether evidence is suitable for collection.
3.2 Prioritise examination of exhibits to maximise evidentiary value.
3.3 Identify risks to examination to develop risk mitigation strategies.
3.4 Review forensic examination to identify if further actions are required.
3.5 Record information on jurisdictional information management systems.

**Foundation Skills**

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLFOR027 Assess and control incident/crime scene

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing information to inform scene management plan
- identifying scene parameters and contamination
- referring scene control when own role and responsibility is exceeded
- implementing control measures to preserve scene and evidence
- communicating with stakeholders
- identifying risks and implementing risk mitigation strategies
- prioritising examination of exhibits to maximise evidentiary value
- evaluating scene management strategies and actions taken
- recording information on jurisdictional information management systems

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- jurisdictional legislation, policies and procedures relating to forensic examination, scene management, quality systems and workplace health and safety
- application and potential limitations of forensic examination techniques
- role and responsibility of other forensic disciplines for the examination of scenes
- judicial and evidentiary requirements for the collection and preservation of exhibits
- scene management and preservation techniques and processes
- authorisations for examining scenes
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLGEN001 Develop high performing teams within policing

Modification History

Release 2. Modifications have been made to:
- Elements and Performance Criteria
- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to develop, supervise and lead high performing teams within a policing environment. This includes the support and management of individuals and teams. This unit acknowledges the unique context in which policing teams operate.

This unit applies to police supervisors.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to human resources, grievances, and equity and diversity.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. They would be responsible for supervising individuals and teams, providing guidance and assistance, and displaying leadership as part of routine command duties. They would perform complex tasks within familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.
Elements and Performance Criteria

**ELEMENTS** | **PERFORMANCE CRITERIA**
--- | ---
Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element.

1 **Develop teams**

1.1 Establish relationships with team members to support a productive work environment

1.2 Recognise team dynamics to inform supervisory approach and enhance performance

1.3 Identify knowledge, skills, qualities and diversity of team members to task and allocate activities

2 **Manage conflict**

2.1 Monitor team dynamics to identify potential sources/triggers of conflict

2.2 Recognise types of conflict to determine whether intervention is necessary

2.3 Identify solutions in order to develop a plan to address disruptive conflict

2.4 Implement plan to address disruptive conflict

2.5 Review outcome of plan to inform future actions

3 **Manage performance of individuals**

3.1 Develop agreed performance objectives with individuals in accordance with jurisdictional position descriptions

3.2 Identify opportunities to build skills, knowledge and behaviours of individuals

3.3 Develop individuals to build capability

3.4 Monitor performance to ensure performance objectives are met and professional standards are adhered to

3.5 Assess performance and conduct to identify positive/negative behaviours

3.6 Undertake action and provide feedback

4 **Supervise teams**

4.1 Allocate activities and taskings based on identified strengths of team to develop and motivate high performance

4.2 Monitor results to evaluate performance of team
4.3 Encourage contributions and feedback from teams and stakeholders for continuous improvement purposes

4.4 Share jurisdictional information to keep teams informed

4.5 Communicate with team to foster a positive workplace culture

4.6 Connect jurisdictional objectives to team activities and taskings to encourage performance

**Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

**Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

**Unit Mapping Information**

No equivalent unit.

**Links**

Assessment Requirements for POLGEN001 Develop high performing teams within policing

Modification History

Release 2. Modifications have been made to:
- Elements and Performance Criteria
- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- addressing conflict through appropriate strategies adhering to jurisdictional policies and procedures
- addressing performance issues and providing feedback
- communicating and consulting with internal and external stakeholders
- conducting formal and informal conversations with, and/or providing feedback to, individuals and teams in relation to performance
- determining nature, sources of, and solutions to conflict, both positive and negative
- developing, implementing and monitoring performance management plans for individuals
- identifying and responding to individual disciplinary issues
- identifying and assessing team characteristics to allocate work
- interpreting jurisdictional priorities in order to inform staff
- matching communication techniques with situational requirements, including:
  - team building
  - coaching
  - mentoring
  - rapport building
- monitoring and assessing performance against objectives
- reviewing practices to improve future actions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
Assessment Requirements for POLGEN001 Develop high performing teams within policing

- anti-discrimination and human rights legislation
- causes and types of conflict
- codes of practice and codes of ethics
- corporate, unit and individual goals and objectives
- formal and informal performance management practices
- jurisdictional development resources
- jurisdictional policies and procedures surrounding performance management, human resources, internal grievances and disciplinary process
- mediation and negotiation techniques
- principles of high performing teams, effective team operation and leadership
- team dynamics
- work health and safety (WHS)/occupational health and safety (OHS) requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Resources for assessment must include access to:
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN004 Conduct risk management activities in a policing environment

Modification History

Release 2. Modifications have been made to:
- Performance Criteria
- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to mitigate risk in a policing environment, including completing risk assessments, developing and implementing risk management plans, and reviewing risk management activities.

This unit applies to those working as a police supervisor with responsibilities to manage risk in response to both planned and unplanned events, and more generally within the workplace. It outlines the primary responsibilities of policing in mitigating risks that could impact upon policing services and public safety.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to risk assessment and reporting obligations.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. They would be responsible for supervising small teams, providing guidance and assistance, and displaying leadership as part of routine command duties. They would perform complex tasks within familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General
**Unit Sector**

Not applicable.

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

1 **Conduct risk assessments**

1.1 Identifying risks to individual, team, organisation and community

1.2 Identify risks to witnesses, victims and persons in care and custody

1.3 Identify current treatment measures to determine their value

2 **Develop risk management plans**

2.1 Analyse and select treatment measures to respond to identified risk

2.2 Evaluate consequences and likelihood of risks occurring to determine response

2.3 Identify resources/activities required to implement treatment measures

2.4 Incorporate treatment measures into plan to manage risks

3 **Implement risk management plans**

3.1 Communicate risk management activities and consult with stakeholders

3.2 Implement management plans to treat risks

3.3 Assess situations continually to adjust control treatment measure(s)

4 **Review risk management activities**

4.1 Review treatment measure and implementation process to determine effectiveness

4.2 Review performance/actions of individuals/teams as part of supervision process

4.3 Provide feedback to individuals/teams to inform future practices
4.4 Report workplace risks to prevent reoccurrence and reduce future exposure and harm

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Assessment Requirements for POLGEN004 Conduct risk management activities in a policing environment

Modification History

Release 2. Modifications have been made to:

- Performance Criteria
- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying risk assessment tools to identify and evaluate risk in both planned and unplanned incidents
- assessing role of individuals in implementation process to evaluate performance
- communicating with stakeholders to inform them of risk mitigation activities
- documenting and recording workplace risks
- evaluating effectiveness of treatment measures and implementation process
- identifying and evaluating treatment measures, including avoidance, acceptance, transferral and mitigation
- identifying risks in care and custody situations
- implementing treatment measures in accordance with available resources, response plan and changing circumstances.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities, powers and authorities of external services
- compliance and auditing processes
- current Commonwealth, national, state and territory legislation related to the situation
- jurisdictional communication systems
- jurisdictional quality assurance responsibilities and processes
- jurisdictional reporting hierarchy and governance structure
- jurisdictional risk assessment processes, policies and procedures
- resources available to respond to risks within policing environments
- risk management principles and tools.
Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links


Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLGEN007 Review policing governance and accountability compliance

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOL804 Manage an internal compliance audit and review within policing.</td>
</tr>
</tbody>
</table>
|         | - Content and formatting updated to comply with new standards  
|         | - Unit recoded POL  
|         | - Title updated  
|         | - Element 2 all PC revised |

Application

This unit describes the skills required to oversee internal compliance audits and reviews, including planning, monitoring and concluding activities.

This unit applies to police managers and forms part of their responsibilities within policing hierarchies related to police legitimacy and transparency, in both a public service and public safety context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to privacy and police legitimacy.

Those undertaking this role would demonstrate strong autonomy, making strategic decisions and providing leadership to the jurisdiction supervising teams in a broad range of contexts while performing sophisticated tasks. They would provide advice and influence executive decisions for stakeholders while performing complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.
## Competency Field

**General**

## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| 1. Plan internal compliance audit/review | 1.1 Assess the business activity and/or information from stakeholders to inform the scope and objectives of the audit/review.  
1.2 Define scope and objectives of audit/review.  
1.3 Design the compliance audit/review, including method, roles and responsibilities.  
1.4 Evaluate audit/review plan to ensure it meets objectives and jurisdictional expectations.  
1.5 Identify potential sources of information/intelligence to inform audit/review. |
| 2. Conduct internal compliance audit/review | 2.1 Communicate the objectives, scope, roles and responsibilities of the audit/review to audit/review team and stakeholders.  
2.2 Collect information/intelligence to facilitate audit/review.  
2.3 Analyse information collected to determine its relevance as audit/review evidence.  
2.4 Analyse audit/review evidence to identify levels of compliance and areas for improvement.  
2.5 Develop preliminary audit/review findings and recommendations through evaluation of audit/review evidence. |
| 3. Monitor internal compliance audit/review | 3.1 Monitor the progress of the audit/review to determine whether any adjustments are required.  
3.2 Conduct environmental scans to ensure contemporary nature and validity of audit/review.  
3.3 Monitor the integrity of the audit/review to ensure audit/review outcomes are reached.  
3.4 Manage audit/review progress in line with governance and accountability requirements. |
| 4. Conclude internal compliance audit/review | 4.1 Evaluate preliminary audit/review findings and recommendations to determine how and what should be communicated to stakeholders.  
4.2 Assess findings and develop recommendations to ensure compliance/improvements. |
4.3 Review own performance throughout the audit/review process using stakeholder feedback.
4.4 Assess the audit/review process to inform future practice.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numeracy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Performance variables:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Context</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text complexity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task complexity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOL804 Manage an internal compliance audit and review within policing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLGEN007 Review policing governance and accountability compliance

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- designing internal compliance audits/reviews, including scope, objectives, method, roles and responsibilities
- communicating information to stakeholders
- collecting, analysing and evaluating information relating to audits/reviews
- scanning and monitoring information to make adjustments to audit/review and develop preliminary findings
- managing audit process to ensure outcomes are reached
- adhering to jurisdictional governance and accountability requirements
- identifying efficiencies and effectiveness of processes in line with jurisdictional requirements
- evaluating preliminary findings to determine communication requirements
- composing audit/review findings
- reviewing own performance and audit/review process for continuous improvement purposes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current legislation, policies, standards and procedures relating to audits
- jurisdictional processes relating to internal investigation, internal business, and change management processes
• jurisdictional business continuity requirements and continuous improvement practices
• audit methodologies, including desk top audits and compliance auditing processes
• risk management frameworks
• organisational structure (including chain of command, domains of practice, functional areas)
• external accountability practices (including anti-corruption agencies)

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLGEN008 Conduct an appreciation of incident management

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to plan, mitigate, and review a policing response to an incident. Incidents may include planned and unplanned events and emergencies that arise.

This unit applies to police staff as part of their responsibilities for public safety when commanding, controlling and coordinating an incident management response.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational and other legislated policies and procedures must be consulted and adhered to, particularly those related to incident and emergency management that outline the role and responsibilities of policing amongst other stakeholders.

Those undertaking this role would demonstrate strong autonomy while performing sophisticated tasks including making strategic decisions and providing leadership to the jurisdiction in a broad range of contexts. They would provide advice and influence executive decision making internally and externally.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the</td>
<td>Performance criteria describe the performance needed to demonstrate</td>
</tr>
<tr>
<td>essential outcomes</td>
<td>achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **1. Lead the incident response** | 1.1 Identify whether command, control or coordination is required to respond to the incident.  
1.2 Communicate commander’s intent to stakeholders.  
1.3 Analyse information for communication to stakeholders.  
1.4 Identify nature and complexity of the incident through liaison with other agencies.  
1.5 Define roles and responsibilities for each participating organisation. |
| **2. Establish an incident management facility and structure** | 2.1 Identify points of access, staging points and holding areas and egress for response purposes.  
2.2 Assess impacting factors and incident response facility to determine security risks.  
2.3 Assess the details of the facility and the structure for communication to internal and external stakeholders.  
2.4 Evaluate changes within the incident environment to expand or contract the incident management structure.  
2.5 Identify resources required to inform decision making and logistics.  
2.6 Assess functions for delegation purposes in line with current legislation applicable to incident management.  
2.7 Establish incident management recording and reporting systems. |
| **3. Implement communication strategies** | 3.1 Assess the nature, extent and potential of the incident for communication and response purposes.  
3.2 Establish internal communication channels to facilitate the flow of information for command, control and coordination.  
3.3 Establish external communication channels to facilitate the flow of public information. |
| **4. Manage media requirements** | 4.1 Assess incident characteristics, and jurisdictional, legal and media requirements to inform media strategy.  
4.2 Define incident access requirements to safeguard operation and prevent contamination of scene.  
4.3 Control access to personnel/volunteers/victims/casualties.  
4.4 Assess provision of information and operational responsibilities when engaging with media.  
4.5 Liaise with media to facilitate the two-way communication process and provision of public information.  
4.6 Identify work health and safety considerations for media requirements.  
4.7 Provide current and consistent information to media.  
4.8 Maintain records of media enquiries and interviews. |
4.9 Promote agency, work and achievements of staff/volunteers to support morale and public profile.

5. **Implement an operational incident response plan**

5.1 Conduct an appreciation of the incident to establish response priorities.

5.2 Develop potential course(s) of actions based on sourced information.

5.3 Select a course of action based on the appreciation conducted.

5.4 Evaluate deployed resources to determine effectiveness and identify required adjustments to plan.

5.5 Consider health, safety and wellbeing of deployed responders to inform decision making.

5.6 Monitor incident response plan continually to identify whether adjustments are required.

5.7 Review objectives and priorities continually for information updates, reporting purposes and feedback.

6. **Review incident response**

6.1 Account for physical, human and financial resources at the conclusion of the incident.

6.2 Evaluate the incident response to inform debriefs, future decisions and support continuous improvement practices.

6.3 Develop recommendations on review findings to support continuous improvement practices.

### Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

**ACSF levels indicative of performance:**

<table>
<thead>
<tr>
<th></th>
<th>Learning</th>
<th>Reading</th>
<th>Writing</th>
<th>Oral communication</th>
<th>Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>

**Performance variables:**

<table>
<thead>
<tr>
<th></th>
<th>Support</th>
<th>Context</th>
<th>Text complexity</th>
<th>Task complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.
**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLGEN008 Conduct an appreciation of incident management

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying and communicating commander’s intent
- analysing information to identify the nature and complexity of the incident
- communicating and negotiating with stakeholders
- assessing information to identify incident management response structure, resources required and security risks
- monitoring information to adjust response as required
- delegating roles and responsibilities to personnel
- establishing communication lines
- recording information
- developing and implementing media strategies
- controlling and managing access to incident scene
- communicating information to the public
- developing and implementing response plan
- adhering to workplace health and safety requirements
- reviewing incident response for continuous improvement purposes
- conducting audit of response resources

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- principles of command, control and coordination
- jurisdictional policies and procedures relating to media liaison and public information
• jurisdictional and legal requirements relating to confidentiality, libel, accuracy, discrimination, and security of information
• appreciation processes
• current legislative frameworks and guidelines related to incident management, including planning, preparation, response and recovery
• current jurisdictional policies and procedures related to incident management
• specific agreements within and between agencies (including memorandums of understanding and other agreements) related to incident management
• codes of practice within agencies related to incident management

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLGEN009 Contribute to and implement policing strategy and policy

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the capabilities required to contribute to and implement strategies and policies related to policing. It further supports the skills required to develop complex documents and business plans and influence the organisation’s strategic direction.

This unit applies to those working as police managers responsible for the development and implementation of strategies and policies.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to strategic business directives.

Those undertaking this role would demonstrate strong autonomy, while performing sophisticated tasks including making strategic decisions and providing leadership to the jurisdiction in a broad range of contexts. They would provide advice and influence executive decision making internally and externally.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General
Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

1. Conceptualise complex documents

1.1 Determine stakeholder needs, the purpose and format of the document in order to provide a framework/structure for the document.
1.2 Conduct research to identify sources that will inform the purpose of the document.
1.3 Evaluate the quality and authenticity of information to ensure integrity and validity of document.
1.4 Analyse collated information to develop key messages.
1.5 Identify potential issues through the consideration of complex levels of meaning in key messages.
1.6 Explore personal interpretations, assumptions, beliefs and values to ensure the objectivity of the document.
1.7 Assess the potential impact of the document on stakeholders and agency.
1.8 Adhere to quality assurance practices and organisational protocols when finalising document.
1.9 Seek feedback actively for reflection/continuous improvement purposes.

2. Develop and review a business plan

2.1 Identify core functions, strategic objectives and priorities to inform development of business plan.
2.2 Analyse the business environment and factors that may impact on business plan to direct the business plan.
2.3 Review existing policies and practices to identify strengths, weaknesses, opportunities and threats.
2.4 Develop stretch targets and contingency plans through review and environmental scanning.
2.5 Consult with stakeholders to benchmark business plan objectives and validate business plan.
2.6 Estimate resource allocation to establish resource priorities.
2.7 Develop a communication strategy in order to facilitate consensus.
2.8 Assign activities, persons responsible, resources, milestones and timeframes for implementation purposes.
2.9 Review implementation of business plan in order to make adjustments.
2.10 Assess feedback critically on business plan to inform future
### Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

**ACSF levels indicative of performance:**

<table>
<thead>
<tr>
<th>Learning</th>
<th>Reading</th>
<th>Writing</th>
<th>Oral communication</th>
<th>Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

**Performance variables:**

<table>
<thead>
<tr>
<th>Support</th>
<th>Context</th>
<th>Text complexity</th>
<th>Task complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

### Unit Mapping Information

No equivalent unit.

### Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLGEN009 Contribute to and implement policing strategy and policy

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing and synthesising information critically to compose complex written documents
- evaluating critically the impact of strategies and policies for operational purposes
- adhering to jurisdictional policies and procedures relating to quality assurance
- liaising with others to seek feedback and identify opportunities for improvement
- identifying and analysing potential impacts on business plans
- interpreting, analysing and translating jurisdictional legislation, strategy and policy
- developing a business plan, including resource priorities, implementation plans and communication strategies
- identifying trends and patterns that impact public safety and policing initiatives
- developing, monitoring and evaluating policing initiatives
- ensuring alignment between projects and initiatives with jurisdictional and government objectives and priorities

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current legislation relating to freedom of information and privacy
- legislative requirements and jurisdictional policies and procedures relating to multi-agency agreements
- jurisdictional policies and procedures relating to style manual requirements, information security and confidentiality, and intellectual property
- jurisdictional strategic planning and policy frameworks
- roles and responsibilities of public safety stakeholders, including governments, ministers and external stakeholders
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLGEN010 Demonstrate high level management capabilities within a policing context

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to demonstrate management skills in a wide range of contexts including management of projects, budgets and resources. This includes the planning, implementation, monitoring and review of project milestones, financial and procurement related activities and oversight of both human and physical resources.

This unit applies to police managers as part of their responsibilities in the organisational management within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to project management, financial activities and work health and safety (WHS).

Those undertaking this role would demonstrate strong autonomy while performing complex tasks including making strategic decisions and providing leadership to the jurisdiction across a broad range of unpredictable contexts. They would provide advice and influence executive decision making internally and externally.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

1. **Manage projects**
   1.1 Identify project scope, tasks, times, budgets and objectives to develop project implementation plan.
   1.2 Define roles and responsibilities of stakeholders involved in project.
   1.3 Assess project objectives in relation to jurisdictional priorities, policies and procedures.
   1.4 Identify risks to develop a risk matrix for the project.
   1.5 Acquire project resources to facilitate implementation of project plan.
   1.6 Negotiate with stakeholders to manage personnel and complete project activities.
   1.7 Monitor implementation of project in order to adjust to changing circumstances.
   1.8 Evaluate project performance for future improvement purposes.

2. **Manage budgetary and procurement processes**
   2.1 Analyse financial information in relation to impact on own area of responsibility.
   2.2 Identify cost elements to develop a budget that minimises waste.
   2.3 Prepare cost-benefit analysis to validate budgetary decisions.
   2.4 Analyse implications of changing circumstances on budget expenditure in order to make adjustments.
   2.5 Monitor budgetary allocations to ensure compliance with budget, agency objectives and priorities.
   2.6 Report on expenditure, budgets and procurement for accountability purposes.

3. **Manage assets**
   3.1 Identify physical resource requirements to plan procurement activities.
   3.2 Coordinate acquisition of physical resources to meet identified requirements.
   3.3 Negotiate with stakeholders to meet resource requirements.
   3.4 Prioritise physical resources in accordance with life cycles of equipment and anticipated needs of jurisdiction.
   3.5 Monitor resource inventory and resource effectiveness to ensure requirements are met.
   3.6 Re-allocate resources in accordance with changing circumstances.
4. Manage individual and team performance

4.1 Analyse organisational needs, expected deliverables for area of responsibility and human resource requirements to develop a human resources plan.

4.2 Assess and compare existing competencies and abilities of individuals and teams to ensure deliverables are met and for development purposes.

4.3 Evaluate future and review current workplace requirements to develop contingency and succession plans.

4.4 Assess deliverables of work area and current staffing to influence selection criteria for particular roles.

4.5 State and negotiate performance expectations with individuals and teams to enhance performance to maximise deliverables and performance.

4.6 Measure and evaluate performance against agreed expectations and deliverables.

4.7 Identify outstanding and performance below agreed standards to provide constructive and timely feedback.

4.8 Manage learning and development of individuals to maximise individual and organisation performance.

4.9 Manage workplace conflict.

4.10 Assess subsequent behaviour and performance to ensure that conflict has been resolved or to determine whether conflict resolution strategy was successful.

4.11 Assess health, safety and wellbeing of individuals and teams continually to identify patterns and make referrals.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance variables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLGEN010 Demonstrate high level management capabilities within a policing context

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- designing project plan, including roles, responsibilities, scope, resources, timelines, budgets and objectives
- negotiating with stakeholders to manage resources and activities monitoring and evaluating project performance to adjust as required and identify areas for improvement
- analysing information to develop budgets and cost benefit analyses
- monitoring budgets to adjust as required and ensure compliance
- adhering to jurisdictional reporting requirements
- coordinating acquisition of resources in accordance with requirements
- developing human resource plans, including requirements, existing competencies
- managing individual and team performance
- identifying and facilitating learning/development requirements of team members
- providing support and advice to individuals and teams for performance and professional development purposes
- managing workplace conflict
- monitoring health, safety and wellbeing of personnel

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, national, state and territory legislation and agreements relating to organisational management within policing
- risk management frameworks
- jurisdictional policies and procedures relating to financial management, human resource management and project management
Assessment Requirements for POLGEN010 Demonstrate high level management capabilities within a policing context

- jurisdictional information management processes, systems and security requirements
- jurisdictional organisation structure
- business management principles

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cfl-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cfl-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cfl-48a8-8ed1-85e4b92e7351
POLGEN011 Demonstrate leadership capabilities within a policing context

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to demonstrate leadership within a hierarchical policing environment. Police managers are expected to promote police professionalism and build policing capability within the law enforcement and public safety environments.

This unit applies to those working as leaders and managers in policing. Police managers are required to understand leadership contexts, make legitimate decisions and provide transparent solutions to a wide range of complex problems.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to strategic business directives.

Those undertaking this role would demonstrate strong autonomy when leading and developing individuals and teams, making strategic decisions and providing leadership to the jurisdiction. They would perform sophisticated tasks in a broad range of contexts. They would provide advice and influence executive decision making internally and externally.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
<tr>
<td><strong>1. Apply leadership theories and methodologies</strong></td>
<td>1.1 Justify policing actions within the public service and law enforcement context.</td>
</tr>
<tr>
<td></td>
<td>1.2 Balance customer service requirements with public safety priorities and policing tasks.</td>
</tr>
<tr>
<td></td>
<td>1.3 Evaluate the concept of applied leadership within policing.</td>
</tr>
<tr>
<td><strong>2. Analyse the concepts of decision making and problem solving within a policing context</strong></td>
<td>2.1 Examine the link between procedural justice and police legitimacy.</td>
</tr>
<tr>
<td></td>
<td>2.2 Explore decision making and problem solving theory in terms of their combined effect on practical policing.</td>
</tr>
<tr>
<td></td>
<td>2.3 Assess the relationship between social and cultural intelligence in terms of its effect on decision making and problem solving.</td>
</tr>
<tr>
<td></td>
<td>2.4 Determine the long term impacts of decisions on the public, organisation and teams and individuals.</td>
</tr>
<tr>
<td></td>
<td>2.5 Explore innovative solutions to recurring problems within policing.</td>
</tr>
<tr>
<td><strong>3. Champion professional leadership behaviour and values</strong></td>
<td>3.1 Develop professional networks, partnerships and stakeholder alliances to promote public safety.</td>
</tr>
<tr>
<td></td>
<td>3.2 Influence professional and ethical behaviour in line with organisational values.</td>
</tr>
<tr>
<td></td>
<td>3.3 Recognise and implement innovative practices in order to achieve policing results.</td>
</tr>
<tr>
<td></td>
<td>3.4 Apply contextual intelligence to complex policing contexts.</td>
</tr>
<tr>
<td></td>
<td>3.5 Model work-life structure within policing to promote a healthy work environment.</td>
</tr>
<tr>
<td></td>
<td>3.6 Review own leadership capabilities through self-awareness and reflection.</td>
</tr>
<tr>
<td></td>
<td>3.7 Champion core values and professional standards within a policing context.</td>
</tr>
<tr>
<td><strong>4. Build organisational capacity and capability</strong></td>
<td>4.1 Negotiate with and influence internal and external stakeholders to support organisational capacity and capability and manage expectations.</td>
</tr>
<tr>
<td></td>
<td>4.2 Provide guidance and advice to internal and external stakeholders from an organisational and policing perspective.</td>
</tr>
<tr>
<td></td>
<td>4.3 Build individual and team resilience to enhance capacity and capability.</td>
</tr>
<tr>
<td></td>
<td>4.4 Evaluate organisational challenges and issues in order to develop</td>
</tr>
</tbody>
</table>
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</td>
</tr>
<tr>
<td>Learning</td>
</tr>
</tbody>
</table>

Performance variables:

<table>
<thead>
<tr>
<th>Support</th>
<th>Context</th>
<th>Text complexity</th>
<th>Task complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLGEN011 Demonstrate leadership capabilities within a policing context

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying decision making, critical thinking and problem solving skills
- identifying impacts and outcomes of own decisions
- leading, adapting, and championing change and continuous improvement
- promoting and exemplifying professional and ethical behaviour
- developing professional networks, partnerships and stakeholder alliances in line with jurisdictional policies and procedures
- identifying, analysing and managing community needs and expectations
- providing advice and guidance within own jurisdiction and to stakeholders
- applying contextual intelligence to complex situations
- explaining rationale of decision making
- communicating key messages to target audiences
- negotiating and liaising with internal and external stakeholders
- developing responsive strategies to address jurisdictional issues and challenges
- managing staff to encourage work-life structure

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- leadership theory and methodologies
- dynamics of power and authority
- procedural justice and police legitimacy
- decision making, critical thinking and problem solving theories
- roles and relationships within the public safety context
- jurisdictional policies and procedures relating to multiagency agreements

**Assessment Conditions**

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLGEN012 Manage risk within a policing context

Modification History

Release 2. This is the second release of this unit in the POL Police Training Package. Modifications have been made to:

- Minor document layout changes, no content changes

Release 1. This is a new unit.

This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to manage risk in a policing environment. Risks may include those related to operations, organisational reputation, and safety and welfare.

This unit applies to police managers as part of their responsibilities in the organisational management within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to accountability, police legitimacy and transparency.

Those undertaking this role would demonstrate strong autonomy while performing complex tasks including making strategic decisions and providing leadership to the jurisdiction in a broad range of contexts. They would provide advice and influence executive decision making internally and externally.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.
### Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

1. **Identify risk**
   - 1.1 Conduct environmental scan to identify risk
   - 1.2 Consult stakeholders to determine risks and issues
   - 1.3 Recognise risks as outlined in jurisdictional risk management framework

2. **Evaluate risk critically**
   - 2.1 Analyse the nature of recognised risks to determine likelihood and consequences
   - 2.2 Assess risk in line with jurisdictional evaluation criteria
   - 2.3 Interpret risk assessment to develop mitigation strategies
   - 2.4 Correlate likelihood and consequence categories to determine vulnerability and priority

3. **Develop risk treatment strategies**
   - 3.1 Determine options to address risk
   - 3.2 Critique options while considering good practice and alternatives
   - 3.3 Evaluate strategies to identify limitations and impacts of strategies
   - 3.4 Select options for development of a risk treatment strategy
   - 3.5 Prioritise selected options for implementation purposes
   - 3.6 Apply risk treatment strategy to identified risk

4. **Review risk treatment strategies**
   - 4.1 Monitor implementation of the risk treatment strategy
   - 4.2 Evaluate effectiveness of risk treatment strategies
   - 4.3 Communicate outcomes to stakeholders to support accountability and transparency
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Assessment Requirements for POLGEN012 Manage risk within a policing context

Modification History

Release 2. Modifications have been made to:
- Minor document layout changes, no content changes

Release 1.0. This is a new unit.

These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- analysing risk to establish likelihood and consequences
- applying jurisdictional risk management frameworks to identify and evaluate risks
- assessing information to develop risk treatment strategies
- assessing information to identify risks and define problems
- communicating with stakeholders
- developing, evaluating and communicating risk mitigation strategies
- managing the implementation of risk treatment strategies.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- capabilities, powers and authorities of external services
- compliance and auditing processes
- evaluation strategies
- jurisdictional communication systems
- jurisdictional quality assurance responsibilities and processes
- jurisdictional reporting hierarchy and governance structure
- jurisdictional risk assessment processes, policies and procedures
- legislative requirements relevant to incident management
- problem solving and decision making techniques
- resources available to respond to risks within policing environments
- risk assessment tools
- risk management concepts, principles and strategies.
Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLGEN013 Demonstrate professional policing practice

Modification History

Release 2. Modifications have been made to:
- Unit Application
- Performance Criteria
- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to comply with professional standards within policing, including reflecting on own performance, managing priorities and working collaboratively.

This unit applies to those working in a policing environment, commonly in a general duties role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to codes of conduct, codes of ethics and professional standards.

Those undertaking this unit would generally work autonomously but may be required to work under supervision at times. They would perform complex tasks and be required to evaluate and access support from a broad range of sources and show adaptability across a broad range of familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.
Elements and Performance Criteria

ELEMENTS | PERFORMANCE CRITERIA
---|---
Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Reflect on own performance
1.1 Comply with professional standards when delivering policing services and responses
1.2 Assess own practices to identify potential reputational risks to self, unit, division and jurisdiction
1.3 Review own performance in order to improve personal professional practices

2 Manage priorities
2.1 Assess work demands to determine own work priorities
2.2 Align own work priorities to unit, divisional and organisational priorities

3 Contribute to team
3.1 Adhere to team objectives to inform work related tasks and activities
3.2 Identify own and other team members’ roles
3.3 Perform tasks and activities in line with team objectives

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions
Range is restricted to essential operating conditions and any other variables essential to the work environment.
Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information
No equivalent unit.
Links

Companion Volume Implementation Guides are found in VETNet -
Assessment Requirements for POLGEN013 Demonstrate professional policing practice

Modification History

Release 2. Modifications have been made to:
- Unit Application
- Performance Criteria
- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- complying with professional standards and integrity frameworks
- demonstrating personal drive, motivation and discipline
- demonstrating professional behaviours
- identifying personal conflicts of interest
- prioritising and managing time effectively.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- codes of conduct and codes of ethics
- information security, privacy and confidentiality
- jurisdictional legislation relevant to professional practice
- jurisdictional policies and procedures that impact on professional practice
- jurisdictional values, culture and structure
- professional standards.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of
assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN015 Apply media strategies for policing purposes

Modification History

Release 2. Modifications have been made to:
- Performance Criteria
- Performance Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to engage with media to assist in achieving policing outcomes, including developing and implementing media strategies. It integrates an understanding of the full spectrum of media organisations and sources, including social media, print media, and other public information sources.

This unit applies to police officers with a responsibility to manage media involvement in a range of policing activities, from public awareness campaigns to investigations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information security, media liaison, authorisation processes, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. They would be required to apply liaison, communication and interpersonal skills to perform complex tasks requiring strong adaptability across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.
### Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELEMENTS</strong></td>
<td><strong>PERFORMANCE CRITERIA</strong></td>
</tr>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
<tr>
<td><strong>1 Develop media strategies</strong></td>
<td>1.1 Identify potential value of media involvement for policing purposes</td>
</tr>
<tr>
<td></td>
<td>1.2 Communicate with stakeholders to identify objectives of and options for media involvement</td>
</tr>
<tr>
<td></td>
<td>1.3 Evaluate potential risk to policing outcomes from media interest and involvement</td>
</tr>
<tr>
<td></td>
<td>1.4 Identify actions required to achieve objectives through media involvement</td>
</tr>
<tr>
<td></td>
<td>1.5 Assess timelines, resource requirements and security considerations for information release</td>
</tr>
<tr>
<td></td>
<td>1.6 Document media strategies to ensure accountability and responsibility for activities undertaken</td>
</tr>
<tr>
<td></td>
<td>1.7 Adjust media strategies in accordance with changing circumstances and requirements</td>
</tr>
<tr>
<td><strong>2 Implement media strategies</strong></td>
<td>2.1 Utilise media to facilitate planned release of information</td>
</tr>
<tr>
<td></td>
<td>2.2 Provide information in accordance with objectives of media strategies</td>
</tr>
<tr>
<td></td>
<td>2.3 Control and document information released to prevent unauthorised use of information</td>
</tr>
<tr>
<td></td>
<td>2.4 Manage potential risks of media interest and involvement</td>
</tr>
<tr>
<td><strong>3 Review media strategies</strong></td>
<td>3.1 Record and assess media coverage resulting from media strategies to identify potential impact on policing and judicial processes</td>
</tr>
<tr>
<td></td>
<td>3.2 Evaluate outcomes of media strategies to determine effectiveness</td>
</tr>
<tr>
<td></td>
<td>3.3 Identify further avenues of enquiry from outcomes of media strategies</td>
</tr>
</tbody>
</table>
3.4 Evaluate implementation of media strategies for continuous improvement purposes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Assessment Requirements for POLGEN015 Apply media strategies for policing purposes

Modification History

Release 2. Modifications have been made to:
- Performance Criteria
- Performance Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- assessing and evaluating content and implementation of media strategy to determine future actions
- briefing media on investigations while maintaining the integrity of operations
- conducting risk assessments and risk mitigation activities related to potential outcomes of media liaison
- demonstrating flexibility when engaging and interacting with media
- engaging in media events/interviews/briefings
- evaluating legal, operational and jurisdictional responsibilities against value of media involvement
- identifying and selecting options for media involvement, including timeframes, resources and security requirements
- identifying, selecting and implementing media strategy appropriate to purpose
- liaising and negotiating with stakeholders regarding aims and objectives of media strategy
- planning and controlling authorised release of relevant information
- recording media strategies, coverage and information releases.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- communication techniques
- jurisdictional media relations strategies
- jurisdictional policies and procedures related to media liaison, information security, authorisation processes
- legislative requirements related to confidentiality, disclosure, libel, accuracy, and discrimination
Assessment Requirements for POLGEN015 Apply media strategies for policing purposes

- media practices and organisations
- role of media in disseminating information, including raising public awareness, identifying further avenues of enquiry, and collecting information
- traditional and emerging media formats.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN019 Operate safely within a policing environment

Modification History

Release 2. Modifications have been made to:

- Unit Application
- Elements and Performance Criteria
- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

- Content and formatting updated to comply with new standards
- Unit recoded POL
- Title updated
- All Elements and PC rewritten with operational outcome of the unit maintained

Application

This unit describes the skills required to work safely in an operational environment, including responding to safety risks, deploying tactical options and handling police equipment.

This unit applies to those working in a policing environment, commonly in a general duties role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS) / occupational health and safety (OHS), codes of conduct, and use of force.

Those undertaking this unit would generally work independently under mostly indirect supervision. They would perform complex tasks and be required to evaluate and access support from established sources and would show adaptability across a broad range of contexts that are familiar and/or unpredictable.

No licensing, legislative or certification requirements currently apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General
Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

1 **Adhere to workplace safety legislation and protocols**

   1.1 Identify workplace safety risks for assessment and reporting purposes

   1.2 Respond to workplace safety risks to minimise harm to self, colleagues and public

   1.3 Report workplace safety risks to contribute to a safe working environment

   1.4 Use personal protective equipment (PPE) in accordance with situational requirements

2 **Respond to operational safety risks**

   2.1 Develop response options to operational safety risks using decision making models

   2.2 Implement selected response option in line with the operational factors

   2.3 Maintain communication while deploying selected response option

   2.4 Reassess selected response option and adjust response in accordance with changing circumstances and operational factors

3 **Implement tactical options**

   3.1 Assess risks to identify tactical options for potential use

   3.2 Determine the necessity of tactical options by assessing situation/operational environment

   3.3 Implement selected tactical option in accordance with decision making/problem solving models

   3.4 Assess the effectiveness of selected tactical option to determine escalation/de-escalation requirements
3.5 Justify use of tactical option based on legislation, jurisdictional policies and procedures and situational factors

3.6 Identify appropriate aftercare to minimise harm to self, colleagues and public

4 Handle police equipment

4.1 Secure police equipment to ensure safe use, storage and transportation

4.2 Check police equipment to identify any issues that may impact on the use of the equipment

4.3 Report any issues that may impact on the use of the equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAPOLGD001A Maintain police operational safety.

Links

Assessment Requirements for POLGEN019 Operate safely within a policing environment

Modification History

Release 2. Modifications have been made to:
- Unit Application
- Elements and Performance Criteria
- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.
- Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- assessing and reassessing safety concerns to plan and implement responses
- communicating safety concerns
- employing appropriate de-escalation techniques
- minimising and mitigating risks
- using and handling equipment according to policies and procedures
- using situational awareness to identify risks in the operational environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- duty of care responsibilities
- jurisdictional decision making/problem solving models
- jurisdictional legislation, policies and procedures, relating to work health and safety (WHS) / occupational health and safety (OHS)
- jurisdictional policies and procedures relating to use of force/tactical options
- jurisdictional safety management systems
- operational safety and use of force principles
- types of police equipment.
Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN020 Communicate within a policing environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to communicate effectively in a policing environment, including engaging with audiences, demonstrating relationship building skills, building consensus among stakeholders, using communication options, and using communication equipment. This unit describes the importance of effective communication within policing to ensure public safety, confidence, law and order.

This unit applies to those working within a policing environment.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment for policing. Organisational policies and procedures must be consulted and adhered to, particularly those related to codes of ethics and conduct, and anti-discrimination.

Those undertaking this unit generally work independently under mostly indirect supervision. They would perform complex tasks and be required to evaluate and access support from established sources and would show adaptability across a broad range of contexts familiar and/or unpredictable.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General
Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
<tr>
<td>1. Engage target audience</td>
<td>1.1 Assess information to identify key messages that meet the needs of a target audience.</td>
</tr>
<tr>
<td></td>
<td>1.2 Protect the security of information with reference to the risk impact.</td>
</tr>
<tr>
<td></td>
<td>1.3 Apply communication techniques to inform a specific target audience.</td>
</tr>
<tr>
<td>2. Communicate with influence</td>
<td>2.1 Evaluate communication options to determine option best suited to a specific community.</td>
</tr>
<tr>
<td></td>
<td>2.2 Develop communication options taking into account transparency principles and reputational risk.</td>
</tr>
<tr>
<td>3. Build relationships with key stakeholders</td>
<td>3.1 Identify key stakeholders to initiate and facilitate engagement.</td>
</tr>
<tr>
<td></td>
<td>3.2 Initiate relationships with stakeholders to improve policing service delivery.</td>
</tr>
<tr>
<td>4. Demonstrate stakeholder management</td>
<td>4.1 Identify potential conflicts, taking into account stakeholder needs and perceptions.</td>
</tr>
<tr>
<td></td>
<td>4.2 Support conflict resolution using conflict handling skills.</td>
</tr>
<tr>
<td></td>
<td>4.3 Mediate disputes using negotiation skills.</td>
</tr>
<tr>
<td></td>
<td>4.4 Support consensus using liaison skills.</td>
</tr>
</tbody>
</table>

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLGEN020 Communicate within a policing environment

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- providing advice regarding support services available to individuals and communities
- building positive relationships with members of communities
- identifying cultural diversity issues and challenges to contribute to solutions
- identifying the needs and expectations of communities
- demonstrating situational awareness
- engaging and capitalising on formal and informal community engagement activities
- maintaining stakeholder relationships through resolution of conflict, negotiation and liaison

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- awareness of cultural, linguistic and religious diversity
- current Commonwealth, state or territory legislation pertaining to discrimination
- external support agencies, their powers and services
- jurisdictional codes of ethics and codes of conduct

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.
Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

**Links**

Companion Volume implementation guides are found in VETNet -

Companion Volume implementation guides are found in VETNet -

Companion Volume implementation guides are found in VETNet -
POLGEN027 Promote safety and wellbeing within policing

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to supervise and protect the safety of individuals within the policing environment. It includes protecting the wellbeing of individuals within policing, acknowledging that the place of work for police officers differs depending on their role and location of policing functions.

This unit applies to those working as a police supervisor with responsibilities to protect the safety and welfare of individuals and teams.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS), roles and responsibilities, and support services.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. The individual would be responsible for supervising individuals and teams, providing guidance and assistance, and displaying leadership as part of routine command duties. They would perform complex tasks within familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

### 1 Protect wellbeing of individuals

1.1 Assess factors which may impact on wellbeing of individuals

1.2 Eliminate or mitigate immediate exposure to workplace risks to prevent or minimise further harm

1.3 Make referrals to internal and external services to support the safety and wellbeing of individuals

1.4 Monitor safety and wellbeing of individuals

### 2 Manage safety hazards

2.1 Identify hazards that may impact upon safety of individuals

2.2 Assess hazards, consult and develop preventive measures

2.3 Communicate hazards to prevent harm occurring

2.4 Implement measures to minimise likelihood and consequence of a hazard

2.5 Monitor individual and team behaviours and activities to ensure compliance with jurisdictional policies and procedures

### 3 Investigate safety hazards and incidents

3.1 Assess the nature of hazards/incidents to determine investigative responses

3.2 Interview individuals involved to collect information relating to hazards/incidents

3.3 Access internal and external sources of information relating to hazards/incidents

3.4 Liaise with subject matter experts in order to collect information for developing potential solutions to hazards/incidents

3.5 Develop options and recommendations in support of solutions to address hazards/incidents

3.6 Report and escalate findings to identified stakeholders
4 Implement solutions to safety hazards and incidents

4.1 Take immediate action/practical steps to minimise/address hazards/incidents

4.2 Communicate with internal and external stakeholders regarding requirements for solution implementation

4.3 Arrange service/assistance required to resolve hazards/incidents

4.4 Monitor solution implementation

4.5 Review solutions to ensure hazards/incidents are addressed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN002 Promote workplace safety within policing

Links

Assessment Requirements for POLGEN027 Promote safety and wellbeing within policing

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- addressing and minimising exposure to hazards
- advising staff of available welfare/support systems
- compiling information related to identified hazards
- consulting with stakeholders
- developing and implementing preventive measures for potential hazards
- developing and implementing solutions to hazards
- identifying and assessing hazards to inform others and determine reporting requirements
- making referrals to support services on the basis of wellbeing assessments and early intervention requirements
- recording solutions and reporting hazards
- reviewing and evaluating solutions to develop recommendations and complete activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current Commonwealth, national, state or territory legislation, as well as jurisdictional policies and procedures relating to health, safety and wellbeing
- duty of care responsibilities and custodial practices
- internal and external support arrangements and services
- jurisdictional early intervention systems
- jurisdictional safety management systems
- jurisdictional welfare management systems
- operational safety and use of force principles
- physical and psychological hazards
- supervisory roles and responsibilities as related to health, safety and wellbeing
- warning signs that indicate potential psychological harm or trauma.
Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN028 Facilitate community and stakeholder engagement for policing purposes

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to facilitate community and stakeholder engagement, including developing understanding of community-specific needs, demonstrating informed practice, and delivering policing services to communities.

This unit applies to those working as a police supervisor with responsibilities to lead the community and stakeholder engagement process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to codes of ethics and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. The individual would be responsible for supervising small teams, providing guidance and assistance, and displaying leadership as part of routine command duties. They would perform routine tasks within familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
<tr>
<td><strong>1 Develop understanding of communities and stakeholders</strong></td>
<td><strong>1.1 Gather information continuously in order to understand characteristics, complexity and diversity within communities and stakeholders</strong></td>
</tr>
<tr>
<td></td>
<td><strong>1.2 Analyse information to identify and manage communities’ and stakeholders’ needs, expectations and perceptions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>1.3 Assess capacity and capability of policing to meet communities’ and stakeholders’ needs and expectations</strong></td>
</tr>
<tr>
<td></td>
<td><strong>1.4 Assess capacity and capability of communities and stakeholders to support police outcomes</strong></td>
</tr>
<tr>
<td><strong>2 Demonstrate informed practice to lead community and stakeholder engagement</strong></td>
<td><strong>2.1 Use gathered information to develop tailored policing services</strong></td>
</tr>
<tr>
<td></td>
<td><strong>2.2 Communicate diversity issues and expectations to teams and communities and stakeholders</strong></td>
</tr>
<tr>
<td></td>
<td><strong>2.3 Disseminate information to teams and communities and stakeholders to support policing strategies</strong></td>
</tr>
<tr>
<td></td>
<td><strong>2.4 Provide support and advice to teams to facilitate stakeholder engagement</strong></td>
</tr>
<tr>
<td><strong>3 Engage continuously with community and stakeholders</strong></td>
<td><strong>3.1 Identify jurisdictional objectives to guide approach to community and stakeholder engagement</strong></td>
</tr>
<tr>
<td></td>
<td><strong>3.2 Ensure participation in formal/informal public events to build community and stakeholder confidence and trust</strong></td>
</tr>
<tr>
<td></td>
<td><strong>3.3 Seek out community and stakeholder members to develop networks</strong></td>
</tr>
<tr>
<td></td>
<td><strong>3.4 Collaborate with communities and stakeholders to enhance police outcomes through partnerships</strong></td>
</tr>
<tr>
<td></td>
<td><strong>3.5 Empower communities and stakeholders to be involved in developing solutions</strong></td>
</tr>
</tbody>
</table>
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.
Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN003 Facilitate community engagement for policing purposes

Links

Assessment Requirements for POLGEN028 Facilitate community and stakeholder engagement for policing purposes

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- collecting information to develop an understanding of community and stakeholder characteristics
- communicating information regarding community engagement to internal and external stakeholders
- demonstrating informed practice through the delivery of tailored policing services
- developing relationships with community and stakeholder members to facilitate consultation and collaboration
- identifying and evaluating jurisdictional strategic objectives related to community and stakeholder engagement
- leading and supervising team members’ engagement with communities and stakeholders
- translating jurisdictional policies and priorities to community and stakeholder members to facilitate understanding.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- awareness of the local policing area
- crime prevention methodologies
- cultural diversity and sensitivities
- empathy and understanding of civil environments
- jurisdictional strategic objectives regarding community engagement
- political awareness of the environment in which policing services are delivered
- roles and responsibilities of communities and stakeholders
- understanding of the complexities and intricacies of, and interface with, diverse communities and stakeholders
- vulnerable groups.
Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN029 Manage persons in care or custody

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to manage persons in care or custody, including determining assistance required by persons in care or custody, and providing services and assistance to support safety and wellbeing.

This unit applies to those working in a policing environment, commonly in a general duties role.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Current organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS) / occupational health and safety (OHS), mental health legislation, custody processes and duty of care obligations.

Those undertaking this unit would generally work independently and under mostly indirect supervision. They would perform complex tasks and be required to evaluate and access support from established sources and would show adaptability across a broad range of familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Determine assistance required by persons

1.1 Assess circumstances to identify whether a care or custody situation exists

1.2 Assess a care or custody situation to determine the extent, type and nature of assistance required

2 Manage persons in care or custody

2.1 Assess persons in care to identify potential risks and requirements

2.2 Assess risks to protect safety of self, colleagues and public

2.3 Conduct a search of a person in a safe manner

2.4 Provide assistance to person in response to care requirements

2.5 Monitor situations to adjust care as required

2.6 Assess environmental risks to ensure the safety and wellbeing of persons in care or custody

2.7 Review care provided to support duty of care obligations

2.8 Communicate information to stakeholders while person is in care or custody and during handover

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN018 Manage persons in care or custody.
Links

Assessment Requirements for POLGEN029 Manage persons in care or custody

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating verbally and in writing
- completing handover requirements for persons in care or custody
- documenting the services provided to persons in care or custody
- identifying referral requirements
- identifying safety risks to self, colleagues and public
- identifying services and resources, both internal and external, required to manage persons in care or custody
- seeking advice.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities, powers and authorities of services external to policing
- duty of care responsibilities and custodial practices
- jurisdictional legislation, policies and procedures relating to care or custody management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in
simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

Companion Volume Implementation Guides are found in VETNet -
POLGEN030 Provide a policing response

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to provide policing responses, including performing proactive police duties, developing and applying knowledge of the local policing area, responding to incidents, and preserving scenes and evidence.

This unit applies to those working in a policing environment, commonly in a general duties role.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to incident response, command and control, emergency management and scene preservation.

Those undertaking this unit would primarily work independently or under limited or indirect supervision, while performing specific tasks in a broad range of contexts. They would be required to interpret behaviours, apply decision making and problem-solving skills and develop solutions.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Perform proactive policing duties

1.1 Plan patrols in accordance with unit, divisional and organisational objectives

1.2 Conduct patrols for crime prevention and public safety purposes

1.3 Gather information through patrol activities

1.4 Share information with authorised stakeholders

2 Demonstrate knowledge of the local policing area

2.1 Identify sources of information for policing intelligence purposes

2.2 Assess local policing area to identify areas of focus for policing services

2.3 Establish communication lines and networks with individuals/communities

2.4 Gather information to support the development of intelligence

3 Respond to incidents

3.1 Assess nature of incident to identify risk and response options

3.2 Identify resources required for response to incident

3.3 Plan response, taking into account the nature of the incident and other impacting factors

3.4 Implement response in a manner which minimises risk to safety of self, colleagues and public

3.5 Reassess the incident to adjust response

3.6 Provide briefings to support the response and ensure the sharing of information

4 Preserve incident scene and evidence

4.1 Identify primary and secondary incident scenes for further investigation

4.2 Secure scenes to protect evidence and for further investigation purposes

4.3 Identify witnesses and persons of interest at the incident scene for further investigation purposes

4.4 Secure evidence to support policing, court and judicial
processes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN021 Provide a policing response

Links

Assessment Requirements for POLGEN030 Provide a policing response

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing and reassessing own response
- collecting information
- completing required post-incident actions
- conducting planned patrols and engaging with community members
- minimising risks to self, colleagues and public
- securing and preserving incident scenes and evidence.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities, powers and authorities of services external to policing
- jurisdictional policies and procedures relating to incident response, patrols and command and control
- reporting requirements in relation to operational activities
- role and responsibilities of police in emergency management incidents
- scene preservation and examination procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

**Links**

POLGEN031 Conduct an initial investigation

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the competencies required to conduct initial investigations, including managing incident scenes, gathering and assessing information and evidence, managing exhibits, interviewing participants, conducting searches and processing persons of interest.

This unit applies to those working in a policing environment, typically in a general duties role.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to preservation of evidence, collecting of information, handling of exhibits and lawful searches.

Those undertaking this unit would primarily work independently or under limited supervision, while performing specific tasks in a broad range of contexts. They would be required to apply decision making and problem-solving skills to interpret behaviours and develop solutions.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
<tr>
<td></td>
<td>demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Manage incident scene
1.1 Assess situation to determine whether an investigation is required
1.2 Secure scene and evidence to facilitate investigation
1.3 Communicate resource requirements to internal and external stakeholders
1.4 Identify potential witnesses and persons of interest to support the investigation
1.5 Identify details of the scene for recording purposes

2 Gather information and evidence
2.1 Identify information that may be relevant to the investigation
2.2 Collect information in an ethical and professional manner
2.3 Collect potential evidence for recording and investigation purposes

3 Assess information and evidence
3.1 Determine relevance of information to investigation
3.2 Evaluate information and evidence to determine whether an offence has been committed

4 Manage exhibits
4.1 Handle exhibits to minimise contamination and maintain integrity
4.2 Adhere to continuity of evidence principles to preserve the evidentiary value of exhibits
4.3 Assess exhibits to determine whether further forensic analysis is required
4.4 Use evidentiary recording and collection equipment to manage and store exhibits

5 Interview victims and witnesses
5.1 Develop an initial interview plan to obtain information and support investigation
5.2 Assess welfare of victims/witness for referral purposes
5.3 Take statements from victims/witness
5.4 Review statements with victims/witness to ensure details and chronology have been accurately recorded
5.5 Assess statements to identify potential avenues of further inquiry within the investigation

6 Conduct an interview with persons of interest

6.1 Manage interview process in accordance with custody requirements

6.2 Plan interview in accordance with investigative requirements

6.3 Explain the interview process to person of interest to provide a caution and an understanding of legal rights

6.4 Use investigative interviewing techniques to identify and collect relevant information

6.5 Assess further options for judicial processes, taking into account the nature of the offence and evidence collected

7 Complete searches

7.1 Assess risk to protect safety of self, colleagues and public

7.2 Plan search according to legislative requirements and resource constraints

7.3 Conduct search of person, vehicle or place in a safe and lawful manner

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN022 Conduct an initial investigation.
Links

Companion Volume Implementation Guides are found in VETNet -
Assessment Requirements for POLGEN031 Conduct an initial investigation

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing welfare of victims and witnesses for referral purposes
- demonstrating investigative interviewing techniques to gather information and take accurate statements
- exercising police powers in an ethical manner and in accordance with legislation and organisational policies and procedures
- gathering information and evidence to determine nature of incident
- identifying lines of inquiry
- organising and accessing information using jurisdictional information management technologies
- planning investigation, with consideration of resources, witnesses, search and detention options
- referring information to relevant stakeholders
- securing and preserving incident scene and evidence.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- duty of care responsibilities
- investigation principles
- investigative and interviewing techniques
- jurisdictional policies and procedures for preparation, filing and execution of search and arrest warrants
- jurisdictional policies and procedures related to data and information security
- jurisdictional policies and procedures related to the collection, seizure, management, and handling of exhibits and property
- legislation and jurisdictional policies and procedures related to jurisdictional information management technologies
- legislation related to freedom of information, human rights and privacy
• Rules of Evidence.

**Assessment Conditions**

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
• acceptable means of simulated assessment.

**Links**

POLGEN032 Apply legislation and judicial processes in policing

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to apply current legislation and undertake policing activities within judicial processes. This includes applying legislation related to offences, applying legislative powers, preparing judicial documents and participating in court proceedings.

This unit applies to those working in a policing environment, typically in a general duties role.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to police powers, court processes and procedures, and proofs of evidence.

Those undertaking this unit would primarily work autonomously or under limited supervision, while completing complex tasks in a broad range of contexts. They would be required to apply decision making and problem-solving skills to interpret behaviours and develop solutions.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Apply legislation related to offences

1.1 Differentiate between categories of offences/crimes in terms of their respective elements

1.2 Assess incident/situation to establish whether an offence has been committed

1.3 Identify relevant sections of legislation applicable to incident/situation to inform policing response

1.4 Identify potential evidence of offences for prosecution purposes

2 Apply legislative powers and cautions

2.1 Identify police powers to inform policing responses

2.2 Exercise police powers lawfully

2.3 Assess alternative prosecution options to determine an appropriate response

2.4 Apply alternative prosecution options in accordance with the incident/situation

3 Prepare judicial documents

3.1 Identify judicial documentation required for the proceeding

3.2 Complete judicial documentation in accordance with the Rules of Evidence

3.3 Submit judicial documentation in accordance with reporting requirements

3.4 Adhere to the timeframes and governance structures of judicial documents

4 Participate in court proceedings

4.1 Engage with victims, witnesses and court officials to support court process

4.2 Give oral testimony in accordance with the rules of the court

4.3 Manage exhibits throughout court proceedings

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of
competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN023 Apply legislation and judicial processes in policing

Links

Assessment Requirements for POLGEN032 Apply legislation and judicial processes in policing

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying legislation to scenarios to inform the use of police powers
- applying the Rules of Evidence
- communicating with stakeholders as part of policing responses and judicial processes
- developing judicial documentation which complies with policies and legislation
- establishing whether an offence has been committed, relevant and sufficient evidence has been gathered, and suspects have been charged with the appropriate offence
- facilitating court processes by providing services to witnesses, victims or offenders
- identifying sources of legislation which relate to policing.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth, state or territory legislation which outlines powers and responsibilities applicable to policing
- court, bail and warrant procedures and processes
- offences and the elements which constitute such offences
- relevant case law and legal precedents
- Rules of Evidence.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy
requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN033 Deliver policing services

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to deliver policing services, including engaging with individuals and communities, building relationships with communities, applying communication techniques and engaging with individuals with specific needs.

This unit applies to those working in a policing environment, typically in a general duties role.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to codes of ethics and conduct, human rights and anti-discrimination.

Those undertaking this unit would primarily work independently or under limited supervision, while performing complex tasks in a broad range of contexts. They would be required to apply decision making and problem-solving skills to interpret behaviours and develop solutions.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Engage with the community

1.1 Identify dimensions of diversity which may impact on policing response

1.2 Demonstrate understanding of community members to inform policing response

1.3 Identify police service options in support of individuals and community needs

1.4 Identify special support services for referral purposes

1.5 Provide policing services to support individuals with specific needs

2 Build relationships with communities

2.1 Identify key stakeholders to initiate engagement

2.2 Develop relationships with individuals to improve policing services

2.3 Create networks within communities to build community confidence

3 Apply communication techniques

3.1 Use communication techniques appropriate to incident

3.2 Support conflict resolution using conflict handling skills

3.3 Use de-escalation techniques in the delivery of policing services

3.4 Negotiate with individuals to mediate disputes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces but is not equivalent to POLGEN024 Deliver policing services

Links

Assessment Requirements for POLGEN033 Deliver policing services

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- building positive relationships with members of communities
- engaging in formal and informal community engagement activities
- engaging with, actively listening and responding to, individuals and communities
- identifying and recognising the needs and expectations of individuals and communities
- identifying cultural diversity issues and challenges to contribute to solutions
- protecting information security
- providing advice regarding support services available to individuals and communities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- anti-discrimination legislation
- capabilities, powers and authorities of services external to policing
- Commonwealth, state or territory legislation pertaining to discrimination
- dimensions of diversity both across and within communities
- duty of care
- human rights legislation
- impact of implicit bias on interactions with members of diverse communities
- jurisdictional codes of ethics and codes of conduct
- privacy issues.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.
assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN034 Deliver road policing services

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the fundamental skills required to police roads in a safe and professional manner, including the ability to control traffic, enforce road safety, drive safely and understand police pursuits.

This unit applies to those working in a policing environment, typically in a general duties role.

The skills and knowledge described in this unit must be carried out within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS) / occupational health and safety (OHS), use of force and pursuits.

Those undertaking this unit would primarily work independently or under limited supervision, while performing specific/specified tasks in a broad range of contexts. They would be required to apply decision making and problem-solving skills to interpret behaviours and develop solutions.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1  Control traffic

1.1 Use personal protective equipment (PPE) when controlling traffic

1.2 Coordinate traffic movement to minimise risks to safety of self, colleagues and public

2  Conduct road safety enforcement activities

2.1 Identify unsafe driver behaviour and traffic offences to determine response

2.2 Conduct vehicle stops and intercepts for enforcement activities

2.3 Detect potential offences using road policing equipment

3  Demonstrate safe driving

3.1 Perform pre-drive checks to establish vehicle’s operational readiness and safety

3.2 Apply safe driving techniques

3.3 Apply urgent duty driving techniques in accordance with changing conditions

4  Demonstrate an understanding of police pursuits

4.1 Identify response options to police pursuits in accordance with the circumstances

4.2 Apply safety considerations and restrictions associated with pursuits

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLGEN025 Deliver road policing services
Links

Companion Volume Implementation Guides are found in VETNet -
Assessment Requirements for POLGEN034 Deliver road policing services

Modification History
Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- assessing road policing scenarios to identify traffic offences
- assessing road situations to identify safety issues
- conducting vehicle stops and pullovers
- demonstrating an understanding of safe police pursuit practices
- directing and managing traffic flow
- identifying legislation relevant to road policing
- preparing and driving police vehicles to deliver policing responses
- using appropriate personal protective equipment (PPE).

Knowledge Evidence
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- jurisdictional policies and procedures related to road policing
- jurisdictional road safety strategies
- road policing equipment
- road rules
- road safety legislation and regulations
- work health and safety (WHS) / occupational health and safety (OHS) legislation.

Assessment Conditions
As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.
Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLGEN035 Conduct briefings and debriefings in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to communicate during briefings and debriefings, including the planning, delivery and conclusion aspects of the process.

This unit applies to those working as police staff in operational and non-operational situations within the policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information security.

Those undertaking this unit would work both autonomously and within teams as required. They would be required to apply critical thinking and analysis skills to brief and debrief stakeholders within policing. They would demonstrate ethical and professional policing qualities, and show adaptability while performing complex tasks across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Prepare for briefings and debriefings

1.1 Plan delivery of briefings and debriefings by developing a presentation consistent with the requirements of the policing project

1.2 Identify clients and stakeholders required to attend briefings and debriefings

1.3 Identify security level of information and deliver briefings and debriefings accordingly

1.4 Inform clients and stakeholders of briefing and debriefing requirements

2 Conduct briefings and debriefings

2.1 Outline purpose and structure of the briefings and debriefings to clients and stakeholders

2.2 Present information in line with jurisdictional standards and changing circumstances

2.3 Consider client and stakeholder feedback and contributions to assess understanding of briefings and debriefings

2.4 Adapt communication techniques to facilitate client and stakeholder understanding

2.5 Encourage contributions from clients and stakeholders to support the effectiveness of the briefings and debriefings

3 Conclude briefings and debriefings

3.1 Respond to feedback and contributions received from clients and stakeholders to improve organisational processes

3.2 Record briefing and debriefing outcomes and findings for further actions in line with jurisdictional standards

3.3 Conduct review of briefings and debriefings to improve personal performance

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLGEN016 Conduct briefings and debriefings in a policing environment.

Links

Assessment Requirements for POLGEN035 Conduct briefings and debriefings in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- addressing and recording feedback and contributions from clients and stakeholders
- applying communication techniques to facilitate understanding and encourage contributions
- communicating with clients and stakeholders
- delivering briefing and debriefing in accordance with plan and changing circumstances
- planning briefing and debriefing, including identification of clients and stakeholders, security requirements and delivery method
- reviewing and recording briefing and debriefing outcomes
- reviewing own performance.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth, state and territory legislation related to information security, privacy, and freedom of information
- communication techniques
- continuous improvement procedures
- jurisdictional policies and procedures related to work health and safety (WHS) and conduct of briefings and debriefings
- jurisdictional quality and performance standards
- security levels.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.
Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLGEN036 Work collaboratively in a team environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required for working collaboratively in team environments in order to achieve organisational objectives. It includes contributing to performance and capability within policing teams, including participating in team activities, exchanging knowledge and skills, and providing support to fellow team members.

This unit applies to those working as police staff as part of the routine team collaboration that occurs in the policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to human resource practices.

Those undertaking this unit would be expected to both contribute to and work within a team. They would be required to communicate and transmit knowledge and skills to other team members. They would demonstrate ethical and professional policing qualities, and show adaptability while performing complex tasks across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential skills and knowledge that will enable a person to meet the performance requirements of this unit. Performance criteria describe the performance needed to demonstrate the achievement of the unit.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Contribute to team activities
   1.1 Recognise roles and responsibilities of team members to encourage collaboration
   1.2 Develop collective understanding of team objectives
   1.3 Identify quality and standard of activities required to meet team objectives
   1.4 Identify timeframes for completion of activities to ensure relevance and timeliness
   1.5 Complete activities in collaboration with team members while adapting to changing circumstances

2 Share knowledge and information
   2.1 Communicate information to team members to achieve team objectives
   2.2 Contribute knowledge and skills to the team to support the completion of team activities within designated timeframes
   2.3 Seek information and feedback from team members to support own contributions and personal development

3 Give and receive support to and from team members
   3.1 Provide feedback and assistance to team members to support and achieve team objectives
   3.2 Seek views and opinions of team members to develop common understandings
   3.3 Mediate competing interests and views of team members to maintain a collaborative team environment

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions
Range is restricted to essential operating conditions and any other variables essential to the work environment.
Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLGEN017 Work collaboratively in a team environment.

Links

Assessment Requirements for POLGEN036 Work collaboratively in a team environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- adapting to changing circumstances and requirements
- adhering to jurisdictional policies and procedures
- communicating with team members in a professional manner
- completing team activities in accordance with organisational standards and within timeframes
- demonstrating mediation skills in a team environment
- identifying team aims, objectives, roles and responsibilities
- providing assistance, suggestions and feedback to team members
- transmitting knowledge and skills to others.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication techniques
- constructive feedback techniques
- interaction and implications of non-colocated and virtual teams
- jurisdictional policies and procedures related to human resources and communication processes
- mediation techniques
- roles and responsibilities of team members
- support services
- work health and safety (WHS) requirements.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessors must hold credentials specified within the Standards for Registered Training
Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

POLGEN037 Manage persons in care or custody

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to manage persons in care or custody, including determining custody requirements and providing services and assistance to support safety and wellbeing of persons in care or custody.

This unit applies to those working in a policing environment, commonly in a general duties role.

The skills and knowledge described in this unit must be applied within the current legislative, regulatory and policy environment in which they are carried out. Current organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety, mental health legislation, custody processes and duty of care obligations.

Those undertaking this unit would generally work independently and under mostly indirect supervision. They would perform complex tasks and be required to evaluate and access support from established sources and would show adaptability across a broad range of familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 **Determine custody requirements**

1.1 Assess circumstances to identify if a care or custody situation exists

1.2 Determine the extent, type and nature of assistance required for the care or custody of a person including any referral requirements

2 **Manage persons in care or custody**

2.1 Identify potential risks and requirements of a person in care or custody

2.2 Assess risks to mitigate harm to self, colleagues and public

2.3 Conduct a search of a person in accordance with organisational work health and safety requirements

2.4 Provide assistance to a person in response to care requirements

2.5 Monitor and document the care and supervision of a person and ensure it is adjusted as required

2.6 Assess environmental risks in accordance with organisational work health and safety procedures to ensure the safety, wellbeing, welfare and personal dignity of persons in care or custody

2.7 Review care provided to support duty of care obligations

2.8 Communicate information to stakeholders, verbally and in writing, while person is in care or custody and during handover

**Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

**Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLGEN029 Manage persons in care or custody.

Links

Assessment Requirements for POLGEN037 Manage persons in care or custody

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating care or custody information verbally and in writing
- completing handover requirements for persons in care or custody
- documenting the services provided to persons in care or custody
- identifying referral requirements
- identifying safety risks to self, colleagues and public
- identifying services and resources, both internal and external, required to manage persons in care or custody
- monitoring, managing and reviewing the supervision provided to persons in care or custody.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities, powers and authorities of services external to policing
- duty of care responsibilities and custodial practices
- jurisdictional legislation, policies and procedures relating to care or custody management
- jurisdictional policies and procedures relating to work health and safety and mental health
- jurisdictional codes of conduct
- communication techniques relevant to care or custody situations.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy
requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLGEN038 Minimise hazards in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Application

This unit describes the skills and knowledge required to maintain safety in a policing environment, including the proper use of personal protective equipment and control of hazards.

This unit applies to those working as police staff operating within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to work health and safety (WHS) legislation.

Those undertaking this unit would work independently or under supervision with responsibility for their own functions and outputs. They would undertake specific tasks within established parameters and would develop solutions in mostly predictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Identify hazards
   1.1 Identify hazards in a police work environment to maintain safety of self and others
   1.2 Report hazards to designated personnel in accordance with organisational procedures

2 Respond to hazards
   2.1 Follow organisational procedures to control risks and maximise workplace safety
   2.2 Maintain personal safety within workplace to contribute to workplace safety

3 Use personal protective equipment
   3.1 Assess situation to identify required personal protective equipment
   3.2 Select and use personal protective equipment to protect safety of self
   3.3 Replace personal protective equipment in accordance with operational requirements

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions
Range is restricted to essential operating conditions and any other variables essential to the work environment.
Non-essential conditions may be found in the Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information
This unit replaces and is equivalent to POLGEN014 Minimise hazards in a policing environment.

Links
Companion Volume Implementation Guides can be found on VETNet -
Assessment Requirements for POLGEN038 Minimise hazards in a policing environment

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 7.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- identifying risks associated with hazards
- communicating hazards and potential risks to relevant personnel
- using personal protective equipment (PPE) correctly
- meeting work health and safety reporting responsibilities
- maintaining personal and workplace safety
- controlling hazards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- hazard categories
- work health and safety signs and symbols
- organisational policies and procedures relating to use of PPE
- organisational policies and procedures relating to work health and safety.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.
Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLINV001 Plan police investigations

Modification History

Release 2. Modifications have been made to:

- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

- Content and formatting updated to comply with new standards
- Unit recoded POL
- Title updated
- Three new PC added to Element 1
- New PC added to Element 4
- Element 2 removed
- PC 1.2, 1.6 and 4.2 revised
- PC 1.4 removed

Application

This unit describes the skills required to plan police investigations, including identifying objectives, allocating resources and tasks, managing risk and reviewing processes.

This unit applies to those working as police officers, generally in a designated investigation role, who are responsible for the planning and implementation of strategies for the overall management of an investigation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to resource and case management, investigation processes and techniques, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. The individual would be required to possess strong decision making and problem-solving skills, planning abilities and capabilities for continually monitoring changing environments and requirements. The individual would work on complex tasks requiring strong adaptability across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.
Competency Field
General

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
<tr>
<td>1 Develop investigation plans</td>
<td>1.1 Conduct initial assessments to determine if investigations are required</td>
</tr>
<tr>
<td></td>
<td>1.2 Define investigation objectives to provide operational focus and preferred outcomes</td>
</tr>
<tr>
<td></td>
<td>1.3 Analyse information to identify potential investigation directions</td>
</tr>
<tr>
<td></td>
<td>1.4 Identify avenues of enquiry to advance investigations</td>
</tr>
<tr>
<td></td>
<td>1.5 Conduct risk assessments to identify investigation opportunities and limitations</td>
</tr>
<tr>
<td></td>
<td>1.6 Prepare investigation plans to provide direction to investigations and define responsibilities of stakeholders</td>
</tr>
<tr>
<td></td>
<td>1.7 Prioritise investigatory phases, methods and activities to inform sequence of operations</td>
</tr>
<tr>
<td></td>
<td>1.8 Establish communication channels with stakeholders to facilitate flow of information</td>
</tr>
<tr>
<td></td>
<td>1.9 Facilitate recording of information using jurisdictional information management systems</td>
</tr>
<tr>
<td></td>
<td>1.10 Implement investigation plan to achieve investigation objectives</td>
</tr>
<tr>
<td>2 Coordinate resources</td>
<td>2.1 Assess and secure resources available to undertake investigation activities</td>
</tr>
<tr>
<td></td>
<td>2.2 Formulate contingency plans to address potential</td>
</tr>
</tbody>
</table>
2.3 Manage resource usage to achieve investigation objectives

3 Review investigations

3.1 Assess investigation plans continually in order to adjust to changing circumstances and requirements

3.2 Examine investigation to ensure adherence to jurisdictional policies and procedures

3.3 Finalise the investigation

3.4 Compare investigation outcomes against objectives of the investigation plan

3.5 Disseminate review outcomes to inform future improvements in investigations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAPOLIV001A Manage police investigations.

Links

Assessment Requirements for POLINV001 Plan police investigations

Modification History

Release 2. Modifications have been made to:

- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- communicating investigation plan and outcome in writing and orally
- communicating with stakeholders to facilitate investigation
- conducting assessment of incident or issue to determine whether investigation is necessary
- demonstrating flexibility and adaptability by adjusting investigation plan
- formulating security plan to address security requirements of the investigation, resources, security of exhibits
- identifying and managing financial, human and physical resources
- identifying and selecting investigation methods and techniques
- report writing
- reviewing procedures and outcomes for quality assurance purposes
- sequencing activities and phases to guide implementation of investigation plan
- utilising jurisdictional information management system.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- court procedures and evidentiary requirements
- government and policy environments which investigations will be managed
- investigation principles and case management systems
- jurisdictional operational, corporate and strategic plans
- jurisdictional policies and procedures related to conduct of investigations
- legislation that impacts upon conduct of investigations
- resources available to support the investigation
Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLINV002 Conduct police investigations

Modification History

Release 2. Modifications have been made to:
- Performance Criteria
- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.
- Content and formatting updated to comply with new standards
- Unit recoded POL
- Element 1 removed
- New Element added
- Element 2, 4 and 5 all PC reordered and revised
- PC 3.4 removed

Application

This unit describes the skills required to complete police investigation processes in accordance with investigation plans, including managing information, adapting to changing circumstances, identifying people relevant to the investigation, and developing profiles.

This unit applies to those working as police officers, generally in an investigation role, in responding to offences against persons, property and associated public order issues.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to investigation processes, case management, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. They would be required to possess strong decision making, analytical and problem-solving skills, leadership abilities and robust communicative competence. The individual would work on sophisticated tasks requiring strong adaptability across a broad range of both familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.
Competency Field
Investigation

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
<tr>
<td>1 Manage investigation information</td>
<td>1.1 Organise information using jurisdictional information management systems.</td>
</tr>
<tr>
<td></td>
<td>1.2 Collect information using information collection methods</td>
</tr>
<tr>
<td></td>
<td>1.3 Assess information for reliability and relevance to investigation</td>
</tr>
<tr>
<td></td>
<td>1.4 Analyse information to progress the investigation in accordance with investigation plan</td>
</tr>
<tr>
<td></td>
<td>1.5 Evaluate information to determine evidentiary and investigative value</td>
</tr>
<tr>
<td></td>
<td>1.6 Record information to comply with security and evidentiary requirements</td>
</tr>
<tr>
<td></td>
<td>1.7 Record critical decisions to account for investigation activities</td>
</tr>
<tr>
<td>2 Conduct investigations in accordance with investigation plan</td>
<td>2.1 Compile investigation documentation to provide an ongoing reference for stakeholders</td>
</tr>
<tr>
<td></td>
<td>2.2 Evaluate investigation direction to support objectives identified within the investigation plan</td>
</tr>
<tr>
<td></td>
<td>2.3 Assess information in terms of impact on investigation activities and direction</td>
</tr>
<tr>
<td></td>
<td>2.4 Adjust investigation activities and direction of investigation to respond to changing circumstances and</td>
</tr>
</tbody>
</table>
requirements

2.5 Conduct briefings/debriefings with stakeholders for information sharing purposes

2.6 Pursue identified avenues of enquiry in accordance with identified resource allocation

2.7 Develop alternative directions for investigation when existing avenues of enquiry have been exhausted

3 Identify persons relevant to investigations

3.1 Identify, trace, implicate or eliminate persons relevant to investigations

3.2 Evaluate avenues of inquiry to support the identification of witnesses and suspects

3.3 Gather evidence and intelligence by interviewing persons related to investigations

4 Manage profiles

4.1 Build and assess profiles by continually capturing information and intelligence about persons relevant to investigations

4.2 Identify techniques and resources required to capture further information/intelligence on persons relevant to investigations

4.3 Secure additional resources to continue to build profile(s) of persons relevant to investigations

4.4 Conduct risk assessments of persons relevant to investigation on a continual basis

4.5 Inform stakeholders of profiles relevant to investigations

5 Facilitate the confiscation of assets

5.1 Analyse information to identify assets for confiscation

5.2 Develop plan to facilitate asset confiscation operation

5.3 Prepare information and documentation to support confiscation of assets

5.4 Communicate with stakeholders to inform them of information, changing circumstances and requirements
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAPOLIV002A Conduct police investigations.

Links

Assessment Requirements for POLINV002 Conduct police investigations

Modification History

Release 2. Modifications have been made to:

- Performance Criteria
- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying analytical techniques, including logical thinking processes and reasoning, to identify and select avenues of inquiry
- applying investigation methods and skills to collect information
- communicating with stakeholders, both in written form and verbally
- conducting investigative interviews
- developing recommendations to inform relevant stakeholders
- establishing resource parameters and managing resources to conduct investigative actions
- evaluating information for relevance, reliability and value
- identifying opportunities for asset confiscation in line with operational objectives
- managing information to improve retrieval and access, control releases, and comply with security/evidentiary requirements
- monitoring incoming information and progress of investigation to adjust activities and direction
- preparing and submitting documents
- preparing profiles for persons whom are known and unknown.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- capabilities, powers and authorities of external services and agencies
- changing criminal behaviour, MO (modus operandi) and emerging crimes
- court procedures and evidentiary requirements
• covert strategies
• critical decision-making processes
• emerging technology and impact on nature of crime
• ethics, professionalism and cultural diversity
• government and policy environments within which investigations will be conducted
• information management systems and the range of contexts in which they can be applied
• investigation principles and the range of investigation techniques
• legal and ethical considerations in investigations which involve juveniles and indigenous people
• legislation relevant to investigation processes and asset confiscation
• methods and process for subject/suspect identification and profiling
• resources available to support the investigation
• security issues and classifications.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
• acceptable means of simulated assessment.

Links

POLINV003 Manage incident scenes

Modification History

Release 2. Modifications have been made to:
- Unit Application
- Elements and Performance Criteria
- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.
- Content and formatting updated to comply with new standards
- Unit recoded POL
- Element 1 and 2 all PC reordered. Element 3 all PC reordered and revised
- New element added
- New PC added to Element 2
- PC 1.4 revised
- PC 2.3 removed

Application

This unit describes the skills required to manage incident scenes to secure evidence for investigations, including conducting initial assessments, controlling scenes, coordinating investigations of incident scenes and managing evidence. Terminology use differs between jurisdictions; incident scenes may also be referred to as crime scenes.

This unit applies to those working as police officers, generally in a designated investigation role, who are required to assess, control and coordinate incident scenes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS)/occupational health and safety (OHS), investigation procedures and evidence management.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. The individual would be required to possess supervision and management skills, leadership abilities and robust communicative competence. The individual would work on complex tasks, requiring strong adaptability across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.
Competency Field
Investigation

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
<tr>
<td>outcomes.</td>
<td></td>
</tr>
<tr>
<td>1 Assess incident scenes</td>
<td>1.1 Identify scenes for investigation purposes</td>
</tr>
<tr>
<td></td>
<td>1.2 Evaluate scenes to determine actions required for preservation of life, property and evidence</td>
</tr>
<tr>
<td></td>
<td>1.3 Define scenes to determine investigative approach and establish resource requirements</td>
</tr>
<tr>
<td></td>
<td>1.4 Identify risks affecting scenes to address safety concerns and preservation of evidence</td>
</tr>
<tr>
<td>2 Control incident scenes</td>
<td>2.1 Secure boundaries of scenes to prevent contamination of prospective evidence</td>
</tr>
<tr>
<td></td>
<td>2.2 Manage risks affecting scenes to preserve safety of self, colleagues and public</td>
</tr>
<tr>
<td></td>
<td>2.3 Control suspects to facilitate further investigation</td>
</tr>
<tr>
<td></td>
<td>2.4 Control persons at scenes to safeguard their welfare and prevent contamination of scenes</td>
</tr>
<tr>
<td></td>
<td>2.5 Coordinate stakeholders to manage scenes</td>
</tr>
<tr>
<td>3 Coordinate incident scene</td>
<td>3.1 Formulate informal/formal plans to select methods and resources for processing scenes</td>
</tr>
<tr>
<td>investigations</td>
<td></td>
</tr>
</tbody>
</table>
3.2 Communicate with stakeholders to contain scenes and identify roles and responsibilities

3.3 Coordinate stakeholders to process and rehabilitate incident scenes

3.4 Identify persons relevant to scenes and initial investigation

3.5 Interview identified persons to determine possible avenues of inquiry and offences/defences

3.6 Assess information collected to initiate investigative action

3.7 Conduct briefings in accordance with jurisdictional reporting processes

3.8 Refer persons to relevant support agencies for welfare purposes

4 Manage evidence

4.1 Identify evidence at scenes using investigative methods

4.2 Process evidence to maintain continuity and integrity

4.3 Record identified evidence for investigative purposes

4.4 Seize and secure identified evidence to ensure continuity and integrity

4.5 Address hazards associated with evidence

4.6 Examine evidence to collect information and identify further investigation requirements

4.7 Record handling of evidence

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to for PUAPOLIV003A Manage incident scenes.

Links

Assessment Requirements for POLINV003 Manage incident scenes

Modification History

Release 2. Modifications have been made to:
- Unit Application
- Elements and Performance Criteria
- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.
- Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- defining and securing incident scenes, both primary and secondary
- preserving life, property and evidence at incident scene through the identification of risk factors
- controlling persons and suspects at incident, including searching, separating and securing them
- communicating with and managing witnesses and victims
- coordinating stakeholders to manage, process and rehabilitate incident scene
- identifying specialist support services required at incident scene
- managing information for planning, recording and reporting purposes
- applying investigative techniques to collect information and evidence, including investigative interviewing
- handling and preserving continuity of evidence
- examining evidence, with consideration of work health and safety (WHS)/occupational health and safety (OHS)
- referring relevant persons to external services for support and wellbeing purposes
- coordinating the return, disposal and storage of evidence.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- organisational and policy context in which incident scenes are managed and investigated
- judicial and evidentiary requirements
- jurisdictional processes for the collection, preservation and continuity of evidence
- investigation techniques
- capabilities, powers and authorities of services external to policing
- risk factors associated with incident scenes, both tactical and environmental

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLINV009 Manage information within investigations

Modification History

Release 2. Modifications have been made to:
- Performance and Knowledge Evidence

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.
- Content and formatting updated to comply with new standards
- Unit recoded POL
- Title updated
- Elements 7 and 8 removed
- New PC added to Elements 1 and 3
- Element 2 all PC revised
- Element 5 and 6 merged and all PC revised
- PC 1.4, 1.6 and 3.3 removed. PC 4.3 and 4.4 revised

Application

This unit describes the skills required to manage information within investigative contexts, including collecting, collating and evaluating information for analysis and interpretation.

This unit applies to those working as police officers, generally in a designated investigation role, responsible for managing information in a policing context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information security, information management systems, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of policing services. They would be required to possess strong decision making and problem-solving skills, leadership abilities and robust communicative competence. The individual would perform sophisticated tasks that require strong adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.
Competency Field
Investigation

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
<tr>
<td>1 Collect information</td>
<td>1.1 Identify avenues of enquiry to facilitate collection of information</td>
</tr>
<tr>
<td></td>
<td>1.2 Establish information channels to maximise the availability of information at all stages of the investigation</td>
</tr>
<tr>
<td></td>
<td>1.3 Communicate information requirements to stakeholders to facilitate collection</td>
</tr>
<tr>
<td></td>
<td>1.4 Select collection techniques to obtain required information</td>
</tr>
<tr>
<td></td>
<td>1.5 Record collected information for the purpose of accessibility and retrievability</td>
</tr>
<tr>
<td>2 Protect the integrity and security of information</td>
<td>2.1 Assess risk to identify whether information/sources could be compromised</td>
</tr>
<tr>
<td></td>
<td>2.2 Secure integrity of information to mitigate risk and prevent unauthorised access</td>
</tr>
<tr>
<td>3 Collate information</td>
<td>3.1 Use collation methods relevant to investigation to facilitate interpretation</td>
</tr>
<tr>
<td></td>
<td>3.2 Evaluate the effectiveness of collation methods</td>
</tr>
<tr>
<td></td>
<td>3.3 Amend collation methods to improve accessibility, interpretability and retrievability of information</td>
</tr>
<tr>
<td>4 Evaluate information</td>
<td>4.1 Assess origin of information to determine reliability and validity and identify associated risks</td>
</tr>
</tbody>
</table>
4.2 Assess information continually to determine investigative relevance, reliability and validity

4.3 Record information collected within investigation for archiving purposes

4.4 Identify information gaps to collect further information

5 Analyse and interpret information

5.1 Evaluate consistency of interpretations by comparing interpretations with available information

5.2 Evaluate evidence to determine probative weight

5.3 Interpret evidence and information to identify investigative activities

5.4 Develop recommendations to provide direction to and further inform the investigation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAPOLIV011A Manage information within specialised policing functions.

Links

Assessment Requirements for POLINV009 Manage information within investigations

Modification History

Release 2. Modifications have been made to:
- Performance and Knowledge Evidence

Release 1. These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.
- Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- collating information to facilitate analysis through the application of collation methods
- collecting information through the application of collection techniques
- communicating with stakeholders to facilitate collection
- evaluating information to determine credibility, reliability, validity and relevance
- identifying information gaps, invalid or irrelevant information
- interpreting information to identify investigative actions and develop recommendations
- reading and analysing complex information from a range of sources including:
  - digital
  - physical
  - human
- recording information using information management systems, with consideration of security and risk.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- information analysis and interpretation techniques
- information collection techniques and methods
- information security and classifications
- jurisdictional information management systems, including digital evidence management
- jurisdictional policies and procedures related to information gathering, recording and dissemination
- right to information and privacy legislation.
Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLINV010 Confiscate assets

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOL031B Confiscate assets.</td>
</tr>
</tbody>
</table>
|         | • Content and formatting updated to comply with new standards  
         | • Unit recoded POL  
         | • Element 1 all PC revised and reordered  
         | • Elements 2 and 3 merged and all PC revised and reordered  
         | • One new Element added |

Application

This unit describes the skills required for the planning and implementation of asset confiscation operations, and includes the identification, seizure and disposal of property and assets involved in criminal activity. This includes having to refer the investigation or assets appropriation to other law enforcement agencies when required.

This unit applies to those working as police officers, generally in a designated investigation role, responsible for confiscating assets. This unit is discrete and separate from other aspects of asset and evidence handling in the investigation process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information security, information management systems, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of policing services. They would be required to possess strong decision making and problem solving skills, leadership abilities and advanced communication skills. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.
## Competency Field

Investigation

### Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

1. **Apply knowledge of legislation and investigation practices**
   - 1.1 Describe links between investigations and the confiscation of assets.
   - 1.2 Identify legislation applicable to confiscation of assets within police investigations.
   - 1.3 Distinguish legal terminology related to different aspects of asset confiscation.
   - 1.4 Assess the investigation in accordance with legislation in order to identify potential referral.

2. **Plan a confiscation of assets operation**
   - 2.1 Assess the nature and context of the investigation to identify potential assets for confiscation.
   - 2.2 Develop confiscation plan to evaluate the feasibility and practicality of confiscating assets.
   - 2.3 Assess persons of interest within the investigation for confiscation of assets purposes.
   - 2.4 Determine provisions for safe storage and maintenance of confiscated assets.
   - 2.5 Assess confiscation plan continually to account for changing circumstances.
   - 2.6 Review confiscation plan for quality assurance purposes.
   - 2.7 Establish the ownership of assets and property for appropriation purposes.

3. **Appropriate and dispose of assets**
   - 3.1 Estimate the quantity and potential value of assets for appropriation purposes.
   - 3.2 Establish links between the asset and ownership through further investigation.
   - 3.3 Collect documentation in support of links established between assets and ownership.
   - 3.4 Prepare required documentation for appropriation and protection of assets.
   - 3.5 Determine whether assets are to be seized or restrained for
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Performance variables:

<table>
<thead>
<tr>
<th>Support</th>
<th>Context</th>
<th>Text complexity</th>
<th>Task complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOL031B Confiscate assets.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLINV010 Confiscate assets

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

• communicating with stakeholders to facilitate collection of information
• developing a plan for confiscation of assets
• adhering to court protocols
• applying legislation
• seizing or restraining assets

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

• general police investigation principles
• legislation, in particular relating to the role of law enforcement, when assets may be confiscated and concepts including tainted property, defined benefit, elements of offences/proofs/crimes
• investigation principles, including appropriation and confiscation of assets
• court protocols (court procedures and evidentiary requirements in provision of briefs of evidence for use by the prosecution)
• organisation capabilities
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLINV011 Conduct investigative interviews

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to conduct investigative interviews with diverse participants, including the planning, conducting and recording of interviews and undertaking the post-interview process.

This unit applies to those working as police officers, generally in a designated investigation role, to obtain complete, accurate and reliable information related to investigations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to interview techniques, recording processes and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, accessing and evaluating support from a broad range of services. They would be required to possess strong decision making and problem-solving skills, investigative interviewing abilities and robust interpersonal skills. They also require complex task organisation and analysis skills in broad and unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.

Elements and Performance Criteria

| ELEMENTS | PERFORMANCE CRITERIA |
Elements describe the essential outcomes. Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Plan interviews

<table>
<thead>
<tr>
<th>Performance criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Select interview approach in accordance with purpose of interview and individual being interviewed</td>
</tr>
<tr>
<td>1.2 Analyse information and exhibits relevant to the interview to inform interview plan</td>
</tr>
<tr>
<td>1.3 Identify elements of offences and defences to inform interview plan</td>
</tr>
<tr>
<td>1.4 Identify evidence, exhibits and resources required to conduct interview</td>
</tr>
<tr>
<td>1.5 Draft interview plan to achieve investigative objectives</td>
</tr>
</tbody>
</table>

2 Conduct interview

<table>
<thead>
<tr>
<th>Performance criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Brief stakeholders on roles and responsibilities during interview</td>
</tr>
<tr>
<td>2.2 Implement interview plan in accordance with jurisdictional policies and procedures</td>
</tr>
<tr>
<td>2.3 Assess information obtained continually to identify impact on interview and investigation</td>
</tr>
<tr>
<td>2.4 Manage exhibits to support interview process and ensure continuity and integrity of evidence</td>
</tr>
<tr>
<td>2.5 Confirm information gathered during interviews with interviewees to ensure accurate understanding</td>
</tr>
<tr>
<td>2.6 Record characteristics, responses and behaviour of interviewees during interviews</td>
</tr>
<tr>
<td>2.7 Adjust recording method in accordance with changing circumstances and factors</td>
</tr>
</tbody>
</table>

3 Use interview techniques

<table>
<thead>
<tr>
<th>Performance criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Establish rapport with interviewees to facilitate flow of information</td>
</tr>
<tr>
<td>3.2 Employ a range of interview techniques and communication methods to engage interviewees</td>
</tr>
<tr>
<td>3.3 Modify interview strategies to adapt to changing circumstances and requirements</td>
</tr>
<tr>
<td>3.4 Negate defences raised during interviews</td>
</tr>
<tr>
<td>3.5 Engage internal/specialist resources to support</td>
</tr>
</tbody>
</table>
4 Undertake post-interview process

4.1 Record interview information for storage and archiving purposes

4.2 Review interview conducted for quality assurance purposes

4.3 Evaluate interview information to progress the investigation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLINV004 Conduct investigative interviews.

Links

Assessment Requirements for POLINV011 Conduct investigative interviews

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing health, wellbeing and competency of interviewee to determine fairness of interview
- developing interview plan that accounts for evidence, exhibits, resources, elements of offence and potential defences
- communicating with stakeholders and interviewee to develop common understanding
- analysing information and behaviour
- demonstrating flexibility in interview process
- handling exhibits
- applying investigative interview techniques to gather information and negate defences
- finalising interview process, completing notes and records in accordance with jurisdictional procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- jurisdictional strategic objectives
- recording methods and operating procedures of recording equipment
- government and policy environments within which interviews will be managed and factors that may impact on interviews
- relationship between intelligence and interviewing
- interview techniques and points of proof
- legal and ethical considerations in conducting interviews that involve vulnerable persons
- post-interview procedures
- jurisdictional policies and procedures related to the use of interpreters, post-interview actions, security, statement collection and interview conduct
- awareness of cultural, religious and linguistic diversity
- human source management, process and procedures
- information disclosure requirements.
Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

POLINV012 Coordinate multi-agency investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to coordinate multi-agency investigations including the strategic planning and coordination of multi-agency investigations budgets and other resources. It also includes identifying and providing operational security of an investigation, and post-investigation evaluation of the outcomes of a collaborative investigative exercise.

This unit applies to those working as a police officer in a designated investigation role, in a complex police operating environment where multi-agency cooperation is essential to performing a criminal investigation. The working environment would be highly sensitive to multiple risks to operations, participants and assets deployed in the investigation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to case management, work health and safety (WHS), information management, collaborative relationships, inter-agency contractual arrangements, operational security, financial and people resource management, authority delegations and communications and presentations.

Those undertaking this unit would work autonomously in the management of complex investigations, while collaborating with others in an investigation team. They would be required to possess strong decision making and problem solving skills, leadership abilities and robust communicative competence. They would perform sophisticated tasks in a range of highly sensitive contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.
Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

1 Plan multi-agency investigations

1.1 Determine external agencies relevant to investigations to inform planning

1.2 Negotiate with external agencies and stakeholders to determine scope, direction, capabilities and roles within investigations

1.3 Determine investigation objectives and scope to maintain operational focus

1.4 Develop investigation plans with identified objectives, roles and responsibilities of stakeholders

1.5 Confirm inter-agency agreements to formalise communication channels and promote shared understanding

1.6 Address cross-agency enquiries to facilitate coordination

2 Plan multi-agency budget and resource allocation

2.1 Determine, document and budget for resources required for planning purposes

2.2 Identify access strategies to obtain resources available from external agencies

2.3 Negotiate with decision makers to access workforce and deployment resources

2.4 Develop resource management plan to guide multi-agency investigations

3 Coordinate multi-agencies in crime investigations

3.1 Formalise communication channels between agencies to facilitate flow of information during investigation

3.2 Formalise command structures, roles and areas of responsibility to facilitate control and coordination of investigations

3.3 Implement strategies to ensure consistent approaches during investigations
3.4 Inform agencies of their roles, responsibilities and required outcomes to achieve investigative objectives

3.5 Manage inter-agency conflicts to achieve investigative objectives

3.6 Review resource allocations and usage to maximise benefits and agency accountability

3.7 Monitor expenditure and resource usage throughout investigations to maximise investigative objectives

4 Implement operational security requirements

4.1 Assess and review risks regularly to protect individuals, own organisation and external agencies

4.2 Determine organisational security requirements for planning purposes

4.3 Implement security arrangements to protect multi-agency interests and assets

4.4 Monitor and adjust security arrangements in accordance with changing circumstances and requirements

5 Review multi-agency investigations

5.1 Evaluate inter-agency agreements to identify areas of improvement

5.2 Assess outcomes of multi-agency investigations to determine effectiveness

5.3 Evaluate flow of information to identify impacting factors

5.4 Identify performance challenges to improve future multi-agency investigations

5.5 Document and communicate review findings to stakeholders in accordance with multi-agency protocols and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLINV005 Coordinate multi-agency investigations.

Links

Assessment Requirements for POLINV012 Coordinate multi-agency investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing multi-agency resources to implement an investigation
- communicating with stakeholders and participants in a multi-agency investigation using techniques and tools
- conducting, constantly reviewing and reporting on a risk analysis of a multi-agency investigation
- coordinating multi-agency personnel to complete an investigation, including adjustment methods to accommodate changing circumstances
- delivering reports, presentations and plans within a multi-agency context in accordance with multi-agency protocols and procedures
- demonstrating strategic and operational leadership to complete an investigation
- designing a multi-agency investigation plan for disclosure to partner agencies
- evaluating the effectiveness of a multi-agency investigation
- identifying and resolving issues to prevent the disruption of a multi-agency investigation
- managing a multi-agency investigation budget
- managing multi-agency information, manually and electronically, in a structured manner for access by all cooperating agencies
- negotiating and documenting multi-agency engagement in an investigation
- planning and organising work in a multi-agency investigation environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- advanced communication principles and methods
- advanced interpersonal skills including dispute resolution methodology
- advanced investigation planning theory and methods
- advanced project management methods and techniques
- complex decision making theory and methods
- cross jurisdictional legislation that impacts upon the conduct of investigations
- duty of care and workplace safety responsibilities
- high level leadership theory, principles and techniques
- internal auditing principles and methods
- jurisdictional policies and procedures relating to inter-agency collaboration, agreements, resource sharing, privacy, confidentiality, work health and safety (WHS), risk management, information management, financial planning, case management and human resource management
- negotiation techniques, methods and objectives
- operational security principles and practices
- opportunities, risks and constraints which may hamper the investigation
- resource management principles and plans for multi-agency investigations
- review process for multi-agency investigations
- risk analysis and management theory and practices
- security classifications and requirements.

**Assessment Conditions**

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

POLINV013 Lead major investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to lead and manage major investigations. It includes planning for, leading and concluding an investigation. It also includes guiding the work of investigation team members.

This unit applies to those working as a police officer in a designated investigation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to security arrangements, investigative procedures, work health and safety (WHS), privacy and confidentiality, risk management, resource management, information management and community engagement.

Those undertaking this unit would work autonomously in the management of complex investigations, while collaborating with others in an investigation team. They would be required to possess strong decision making and problem solving skills, leadership abilities and robust communicative competence. They would perform sophisticated tasks in a wide range of policing contexts, in both familiar and unfamiliar circumstances.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>

© Commonwealth of Australia, 2022

Australian Industry Standards
<table>
<thead>
<tr>
<th>Elements</th>
<th>Performance criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Plan a major investigation</td>
<td>1.1 Determine investigation objectives to provide investigative directions</td>
</tr>
<tr>
<td></td>
<td>1.2 Determine information sources to inform investigative directions</td>
</tr>
<tr>
<td></td>
<td>1.3 Evaluate influencing factors for planning purposes</td>
</tr>
<tr>
<td></td>
<td>1.4 Evaluate resource requirements in accordance with investigative objectives</td>
</tr>
<tr>
<td></td>
<td>1.5 Identify judicial processes and evidentiary requirements impacting investigations for planning purposes</td>
</tr>
<tr>
<td></td>
<td>1.6 Validate investigation plan requirements in line with command and control principles</td>
</tr>
<tr>
<td>2 Lead a major investigation</td>
<td>2.1 Analyse information to determine relevance to investigation</td>
</tr>
<tr>
<td></td>
<td>2.2 Allocate resources based on investigative plan</td>
</tr>
<tr>
<td></td>
<td>2.3 Oversee investigation in accordance with investigative plan</td>
</tr>
<tr>
<td></td>
<td>2.4 Monitor investigation activities to develop contingency plans</td>
</tr>
<tr>
<td></td>
<td>2.5 Conduct briefing and debriefing with investigation team to share assessed information</td>
</tr>
<tr>
<td></td>
<td>2.6 Provide advice and directions to investigation team to ensure investigation objectives are met</td>
</tr>
<tr>
<td></td>
<td>2.7 Assess impacting factors to provide investigative direction</td>
</tr>
<tr>
<td>3 Facilitate a major investigation</td>
<td>3.1 Monitor expenditure and resource usage to maximise effectiveness and for reporting purposes</td>
</tr>
<tr>
<td></td>
<td>3.2 Collate investigation-related material using information management systems</td>
</tr>
<tr>
<td></td>
<td>3.3 Conduct risk assessment and adhere to and promote security arrangements throughout investigations</td>
</tr>
<tr>
<td></td>
<td>3.4 Assess evidence and intelligence continually to</td>
</tr>
</tbody>
</table>
determine impact on investigations and future investigative activities

4 Finalise a major investigation

4.1 Evaluate investigations to establish if further investigative opportunities and avenues of enquiry were considered and actioned

4.2 Record critical decisions for accountability purposes

4.3 Finalise investigative material for referral, recording and archiving purposes

4.4 Appraise investigations to develop recommendations and proposed future actions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLINV006 Lead major investigations.

Links

Assessment Requirements for POLINV013 Lead major investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- allocating and managing resources and expenditure
- analysing, evaluating and disseminating information
- assessing investigation plan against command and control principles
- communicating with investigation team to ensure investigation objectives are met
- defining investigative direction, based on investigative objectives, strategies and information sources and resources
- developing contingency plans
- evaluating and reviewing investigation opportunities and activities
- evaluating factors impacting upon conduct of major investigation
- leading and managing investigation team
- managing information within an investigation
- monitoring and overseeing investigation activities
- recording information
- using relevant information management systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- advanced communication techniques
- briefings and debriefings
- court procedures and evidentiary requirements
- duty of care responsibilities
- investigation planning and documentation
- jurisdictional information management systems
- legislation, jurisdictional policies and procedures relating to corporate and strategic plans, complex investigations, resource management, communications, performance standards, operational policies and procedures, privacy, investigation management, teamwork, inter-agency relationships, financial delegations and work health and safety (WHS)
organisational policies and procedures
problem solving and complex decision making techniques
resource management principles
risk assessment and management techniques
security classifications and requirements within own organisation
specialist assistance available to assist with security assessments
team management principles and practices.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLINV014 Conduct jurisdictional review of policing practices

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to perform and conduct reviews of policing practices in jurisdictions including initiating, conducting and finalising reviews. Conducting reviews within a policing environment would usually involve planning and guiding the work of jurisdictional team members.

This unit applies to those working as a police officer in a designated investigation role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to policing practices as specified in procedures and other documents.

Those undertaking this unit would work autonomously in the management of complex investigations, while collaborating with others in an investigation team. They would be required to possess strong decision making and problem solving skills, leadership abilities and robust communicative competence. They would be expected to display high level quality assurance abilities when reviewing policing practices, while performing sophisticated tasks in a wide range of policing contexts, in both familiar and unfamiliar circumstances.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.
# Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

## 1 Initiate review process

1.1 Negotiate with stakeholders to determine scope of review and terms of reference

1.2 Formalise reporting arrangements and review timeframes with stakeholders

1.3 Develop communication plan in accordance with information security principles

1.4 Select review methods and processes in line with expectations and terms of reference

1.5 Determine resources required to complete review

1.6 Document review through consultation with stakeholders

## 2 Conduct reviews

2.1 Secure, allocate and manage resources and information required to complete review

2.2 Assess information in accordance with the terms of reference

2.3 Implement communication strategies in line with communications plan

2.4 Establish information management process to document review activities and rationale for findings

2.5 Assess review critically at regular intervals to ensure objectives are achievable within resource and legal constraints, and in line with terms of reference

2.6 Evaluate and action urgent matters arising from the review that require immediate action

2.7 Implement strategies to ensure confidentiality is maintained throughout the review

2.8 Negotiate with stakeholders to adjust terms of reference

## 3 Formalise review findings

3.1 Assess and document review findings and recommendations to complete review process
3.2 Determine further actions and recommendations generated by review findings

3.3 Communicate review findings, recommendations and further actions to stakeholders

3.4 Assess original information to determine archiving, retention and retrieval requirements

**Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

**Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

**Unit Mapping Information**

This unit replaces and is equivalent to POLINV007 Conduct jurisdictional review of policing practices.

**Links**

Assessment Requirements for POLINV014 Conduct jurisdictional review of policing practices

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing, allocating and managing resources including budgetary, human and physical resources
- assessing review findings and recommendations to ensure alignment with terms of reference
- clarifying stakeholders' expectations from the intended review
- communicating verbally with stakeholders including:
  - liaising and listening
  - negotiating
  - resolving conflict
  - seeking feedback
- communicating with stakeholders in writing by preparing:
  - communications plan
  - resource bids
  - review findings
- coordinating crucial and diverse clients, law enforcement providers and stakeholders
- demonstrating strong leadership and decision making capabilities
- identifying and resolving problems arising from the review
- initiating, conducting and finalising investigations and reviews
- maintaining confidentiality and security
- managing the organisation's information management system
- planning and organising work when conducting a jurisdictional review
- reasoning and analysing critically, logically and regularly to achieve objectives.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- access and deployment mechanisms to ensure optimal economy and efficiency in the use of human, physical and financial resources
• archiving, retention and retrieval requirements
• communication plans and strategies
• decision making processes and organisational chain of command
• evaluation and auditing processes
• jurisdictional and organisational requirements of agencies, clients and stakeholders
• jurisdictional corporate goals and objectives
• jurisdictional operational priorities
• jurisdictional policies and procedures including:
  • operational performance standards
  • operational policies and procedures
  • operational, corporate and strategic plans
  • organisation’s approach to environmental management and sustainability
  • organisational personnel and work health and safety (WHS) practices and guidelines
  • organisational quality standards
  • relevant legislation
• law enforcement context and the criminal justice system
• legislation relevant to the jurisdiction/s involved in the investigation and review
• macro environmental impact upon investigations of serious crime, including government, policy, political and community interests
• opportunities, risks and constraints that may hamper the review
• reporting arrangements and timeframes
• security classifications and requirements
• strong decision making, problem solving and leadership techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and
operation manuals.

**Links**

POLINV015 Manage complex investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to manage complex policing investigations. It includes determining investigative priorities, managing investigative resources, overseeing investigations, performing quality assurance activities and conducting post-investigation reviews for continuous improvement purposes.

Complex investigations include those which involve serious offences, are high profile or sensitive. The management of investigations would usually involve planning and guiding the work of other members of an investigation team.

This unit applies to those working as a police officer in a designated investigation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to complex investigative procedures, work health and safety (WHS), privacy and confidentiality, risk management, resource management, information management and community engagement.

Those undertaking this unit would work autonomously in the management of complex investigations, while collaborating with others in an investigation team. They would be required to possess strong decision making and problem solving skills, leadership abilities and robust communicative competence. They would perform sophisticated tasks in a wide range of policing contexts that could be both familiar and unfamiliar.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.
## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

### 1 Determine investigative priorities

- **1.1** Review existing and upcoming investigations to identify priorities
- **1.2** Evaluate influencing factors to inform investigations
- **1.3** Prioritise investigations to align with jurisdictional objectives

### 2 Manage resources

- **2.1** Determine and authorise expenditure and required resources to maximise effectiveness of complex investigations
- **2.2** Allocate resources to achieve investigation objectives
- **2.3** Re-allocate resources as required to respond to changing investigation circumstances and requirements
- **2.4** Negotiate with stakeholders to secure resources
- **2.5** Determine and source additional resources as required to achieve investigation objectives

### 3 Oversee complex investigations

- **3.1** Communicate with stakeholders to determine investigation requirements
- **3.2** Design investigation plan and seek authorisation in accordance with jurisdictional procedures
- **3.3** Monitor investigative activities to ensure adherence to investigation plans
- **3.4** Assess impacting factors to guide the direction of complex investigations
- **3.5** Apply risk management strategies to mitigate investigative risks
- **3.6** Manage security arrangements throughout complex investigations
- **3.7** Coordinate communication to facilitate the flow of information to stakeholders during complex investigations
3.8 Evaluate information, intelligence and evidence continually to determine impact on current and future investigations and actions

3.9 Record critical decisions to ensure accountability

4 Perform quality assurance activities

4.1 Review investigative processes continually to determine effectiveness

4.2 Review critical decisions to ensure compliance with investigation objectives

4.3 Review exhibit and forensic management plans to manage changing circumstances and investigation requirements

4.4 Evaluate quality of information, intelligence and evidence continually to meet investigation objectives

4.5 Adjust investigative activities to maintain investigation focus

5 Conduct post-investigation activities

5.1 Review recommendations and outcomes of complex investigations to improve future investigations

5.2 Review media engagement strategies to determine impact on investigation for continuous improvement purposes

5.3 Inform stakeholders of investigation outcomes

5.4 Oversee the conclusion of investigations in accordance with jurisdictional procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLINV008 Manage complex investigations.

Links

Companion Volume Implementation Guides are found in VETNet -
Assessment Requirements for POLINV015 Manage complex investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and reviewing records of current and upcoming investigations to determine jurisdictional priorities for further resource deployment
- assessing changing circumstances and re-allocating resources to meet changing investigation needs
- authorising expenditure and resource usage to maximise investigation outcomes
- communicating with stakeholders to secure, maintain and extend resource allocation as needed to manage investigations
- conducting post-investigation effectiveness review of a complex investigation
- designing a complex investigation plan
- designing and managing the oversight of a complex investigation to mitigate risk, provide security and to facilitate communication with stakeholders
- evaluating factors that are influencing or potentially influencing complex investigation planning and prioritisation processes
- finalising a complex investigation
- identifying and allocating resources to ensure maximum effectiveness of a complex investigation
- leading and managing an investigative team
- reviewing complex investigation progress for:
  - adjustment to changing circumstances
  - critical decision alignment with aims and objectives
  - effectiveness
  - exhibit and forensic management.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- advanced communication theory and methods
- case management methodology
• change management theory and methods
• complex investigation theory, principles and techniques
• evaluation theory, methods and techniques
• exhibit and forensic management plans
• jurisdictional information management systems
• jurisdictional policies and procedures relating to complex investigations, resource management, communications, work health and safety (WHS), privacy, investigation management, teamwork, inter-agency relationships, financial delegations
• media types and engagement strategies
• problem solving and complex decision making methods
• project management theory and tools
• resource management for complex investigations
• risk analysis theory and methods
• team management principles and practices.

Assessment Conditions

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLINV016 Analyse complex factors involved in crash incidents

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to apply the underpinning and specific crash analysis methodologies which support police investigations into crash incidents. It provides the basis on which further specialist vehicle knowledge can be developed. It includes applying analysis methodologies to evidence collected by police crash investigators as part of crash analysis.

This unit applies to those working as police officers involved in vehicle crash analysis.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are undertaken. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate the ability to perform highly complex analysis in changing and often unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes.

demonstrate achievement of the element.

1 Analyse systems and operations of crash incident vehicle

1.1 Inspect vehicle features to identify class and type

1.2 Classify operating features of vehicle to identify its configuration

1.3 Analyse vehicle’s braking system and road evidence to determine braking efficiency

1.4 Analyse vehicle operational features and mechanical systems to verify functionality and condition

1.5 Analyse damage to correlate interaction of objects and vehicles during crash incident

1.6 Calculate vehicle mass distribution and vehicle dimensions to determine effect on vehicle operation

2 Analyse electronic vehicle evidence

2.1 Inspect electronic data recorder systems to assess evidentiary value

2.2 Review electronic data to facilitate analysis

2.3 Validate electronic data to assess viability for analysis

2.4 Calculate crash dynamics and speed using electronic evidence

3 Examine human and environmental factors

3.1 Assess medical records to establish if records corroborate crash analysis

3.2 Review interviews and statements to corroborate crash analysis

3.3 Evaluate interviews and statements to determine factors contributing to crash incident

3.4 Review driver information to assess experience and driving ability as factors of influence in crash incident

3.5 Determine effect of environmental factors on crash incident

3.6 Determine how human actions contributed to crash incident
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides can be found on VETNet --
Assessment Requirements for POLINV016 Analyse complex factors involved in crash incidents

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing operational features of vehicle
- applying human evidence to a crash analysis
- calculating speed and dynamics of vehicles
- calculating vehicle mass distribution and vehicle dimensions
- examining how human and environmental factors impact on a crash incident
- inspecting vehicle and analysing its mechanical and electronic systems
- interpreting statements and interviews to corroborate analysis
- reviewing medical records as evidence.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- crash analysis methodologies
- environmental factors that may contribute to crash incidents including:
  - geographic location
  - hazards and obstructions
  - lighting
  - road design and maintenance
  - roadside furniture
  - weather conditions
- factors impacting human ability to operate a vehicle including:
  - distraction
  - experience
  - fatigue
  - impairment
  - medical conditions
- faults and defects impacting vehicle operations
• features, standards and capabilities of vehicles including:
  • braking systems and efficiency
  • control
  • legal vehicle configurations and modifications
  • motion
  • roll thresholds
  • safety equipment
  • steering
  • suspension
  • transmission
• interview evaluation techniques
• medical information and records
• organisational policies and procedures related to work health and safety (WHS)
• road evidence
• road laws
• sources of electronic evidence
• standard operations and maintenance of mechanical parts and systems
• types of electronic data recorder systems
• vehicle maintenance record keeping systems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.
Links

Companion Volume Implementation Guides can be found on VETNet - -
POLINV017 Analyse crashes involving heavy vehicles

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to apply crash analysis methodologies specific to heavy vehicles crash incidents. It includes analysing evidence already collected by police crash investigators as part of the crash investigation.

This unit applies to those working as police officers involved in vehicle crash analysis.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are undertaken. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate the ability to perform highly complex analysis in changing and often unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS | PERFORMANCE CRITERIA
---|---
Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse crash incident heavy vehicle's features and operations

1.1 Identify class, type and configuration of heavy vehicle for crash analysis

1.2 Classify operating features of heavy vehicle for crash analysis

1.3 Assess heavy vehicle loading and dimensions to establish mass distribution, rollover threshold and vehicle operation

1.4 Analyse vehicle operational features and mechanical systems to verify functionality and condition

2 Examine electronic evidence from heavy vehicle

2.1 Inspect heavy vehicle electronic data recorder systems to assess evidentiary value

2.2 Review electronic data to facilitate analysis

2.3 Validate electronic data to assess viability for analysis

2.4 Analyse electronic evidence to calculate heavy vehicle dynamics and speed

3 Assess human and environmental factors in a heavy vehicle crash

3.1 Examine driver work management information to assess contributing factors to crash

3.2 Assess medical and injury records to corroborate crash analysis

3.3 Review interviews and statements to corroborate evidentiary analysis and inform causal factors

3.4 Assess human actions factors to determine effect on crash

3.5 Assess environmental factors to determine effect on crash

4 Apply specialist physics and mathematics to a heavy vehicle crash

4.1 Identify and apply specialist analysis methodologies to determine causal factors in heavy vehicle crash

4.2 Analyse heavy vehicle damage to correlate interaction of objects and vehicle

4.3 Analyse mass distribution, operational features and road
evidence to establish braking efficiency

4.4 Analyse heavy vehicle rollover thresholds and loads to determine impacting forces during crash

4.5 Examine road evidence to determine crash dynamics and speed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides can be found on VETNet -
Assessment Requirements for POLINV017 Analyse crashes involving heavy vehicles

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing and utilising electronically recorded data for heavy vehicle crash analysis
- analysing a heavy vehicle and its mechanical systems
- analysing a heavy vehicle including measurements and features
- analysing heavy vehicle crash dynamics
- analysing heavy vehicle work management information to assess contributing factors to crash
- analysing operational features of a heavy vehicle
- applying human evidence to a heavy vehicle crash investigation
- applying specialist physics and mathematics calculations and principles to heavy vehicle crashes
- calculating heavy vehicle mass distribution and vehicle dimensions
- calculating speed and dynamics of a heavy vehicle
- determining causal factors of a heavy vehicle crash
- examining if human or environmental factors contributed to a heavy vehicle crash incident
- interpreting interviews and statements to corroborate crash analysis
- reviewing medical information of persons in crash incident to corroborate analysis
- sourcing and interpreting evidence specific to heavy vehicles, including event data recorder.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driver evidence specific to heavy vehicles including:
  - fatigue management
  - licencing and training documentation
- environmental factors that may contribute to a heavy vehicle crash incident including:
  - geographic location
  - hazards and obstructions
  - lighting
- road design and maintenance
- roadside furniture
- weather conditions
- event data recording devices
- factors impacting human ability to operate a heavy vehicle including:
  - impairment
  - medical conditions
- faults and defects impacting vehicle operations
- heavy vehicle mass distribution including:
  - load location
  - load movement
  - restraint systems
- interview evaluation techniques
- mechanical features of a heavy vehicle
- medical information and records
- methodologies for heavy vehicle crash analysis
- operational features of heavy vehicles including:
  - balance
  - braking systems and efficiency
  - control
  - motion
  - roll thresholds
  - suspension
  - tyres
- organisational policies and procedures related to work health and safety (WHS)
- physics and mathematical formulas for heavy vehicle crash analysis
- regulations for road use specific to heavy vehicles
- road evidence
- road laws
- standard operations and maintenance of mechanical parts and systems
- vehicle maintenance record keeping systems
- vehicle standards, legal vehicle configurations and modifications.

**Assessment Conditions**

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy
requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLINV018 Analyse crashes involving motorcycles

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to apply crash analysis methodologies specific to motorcycle crash incidents. It includes analysing evidence already collected by police crash investigators as part of the crash investigation.

This unit applies to those working as police officers involved in vehicle crash analysis.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are undertaken. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate the ability to perform highly complex analysis in changing and often unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>1</td>
<td>Analyse features of motorcycle involved in crash incident</td>
</tr>
<tr>
<td>1.1</td>
<td>Assess motorcycle features and configuration to determine its operating capability</td>
</tr>
<tr>
<td>1.2</td>
<td>Assess motorcycle operational features and mechanical systems to validate functionality and condition</td>
</tr>
<tr>
<td>1.3</td>
<td>Analyse motorcycle rider and pillion distribution to determine effect on motorcycle operation</td>
</tr>
<tr>
<td>1.4</td>
<td>Identify electronic data recording systems to assess evidentiary value</td>
</tr>
<tr>
<td>2</td>
<td>Assess human and environmental factors in a motorcycle crash</td>
</tr>
<tr>
<td>2.1</td>
<td>Examine type and features of rider safety clothing and equipment to assess safety standard</td>
</tr>
<tr>
<td>2.2</td>
<td>Review driver information to assess experience and driving ability as factors in crash incident</td>
</tr>
<tr>
<td>2.3</td>
<td>Assess medical and injury records to corroborate evidentiary analysis of rider movements and interactions during crash</td>
</tr>
<tr>
<td>2.4</td>
<td>Evaluate interviews and statements to corroborate evidentiary analysis and inform causal factors</td>
</tr>
<tr>
<td>2.5</td>
<td>Assess human actions factors to determine effect on crash</td>
</tr>
<tr>
<td>2.6</td>
<td>Assess environmental factors to determine effect on crash</td>
</tr>
<tr>
<td>3</td>
<td>Apply specialist physics and mathematics to a motorcycle crash</td>
</tr>
<tr>
<td>3.1</td>
<td>Identify and apply specialist analysis methodologies to determine causal factors in motorcycle crash</td>
</tr>
<tr>
<td>3.2</td>
<td>Analyse damage to correlate interaction of objects and motorcycle</td>
</tr>
<tr>
<td>3.3</td>
<td>Analyse motorcycle braking systems and road evidence to determine braking efficiency</td>
</tr>
<tr>
<td>3.4</td>
<td>Analyse motorcycle balance and control features for crash analysis</td>
</tr>
<tr>
<td>3.5</td>
<td>Apply specialist calculations to determine lean angles in the calculation of speed</td>
</tr>
</tbody>
</table>
3.6 Examine road evidence to determine crash dynamics and speed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLINV018 Analyse crashes involving motorcycles

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing motorcycle behaviour and damage
- analysing operational features of a motorcycle
- applying human evidence to a crash investigation
- applying specialist physics and mathematics calculations and principles to motorcycle crashes
- collating and reviewing medical information of persons in crash incident
- determining causal factors of a motorcycle crash
- examining if human and environmental factors affect a motorcycle crash incident
- inspecting a motorcycle and its electronic and mechanical systems
- interpreting statements and interviews to corroborate analysis.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- electronic data recorder systems
- environmental factors that may contribute to a motorcycle crash incident including:
  - geographic location
  - hazards and obstructions
  - lighting
  - road design and maintenance
  - roadside furniture
  - weather conditions
- evidence of motorcycle maintenance
- factors impacting human ability to operate a motorcycle including:
  - distraction
  - experience
  - fatigue
• impairment
• medical conditions
• faults and defects impacting motorcycle operations
• features of motorcycles including:
  • braking systems
  • fork configuration
  • hard and soft frame
  • steering
  • suspension
  • transmission
  • tyres
• interview evaluation techniques
• medical information and records
• methodologies for motorcycle crash analysis
• motorcycle rider safety clothing and equipment
• motorcycle standards, legal motorcycle configurations and modifications
• operational capabilities of motorcycles including:
  • balance
  • braking
  • control
  • lean angles
  • motion
  • pillion
  • safety equipment
• organisational policies and procedures related to work health and safety (WHS)
• physics and mathematical formulas specific to motorcycles
• regulations of motorcycle road use by the rider, pillion or sidecar
• road evidence
• road laws
• types of motorcycles.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such
as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLINV019 Analyse crashes involving pedestrians and bicycles

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to apply crash analysis methodologies specific to pedestrian and bicycle crash incidents. It includes analysing evidence already collected by police crash investigators as part of the crash investigation.

This unit applies to those working as police officers involved in vehicle crash analysis.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are undertaken. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate the ability to perform highly complex analysis in changing and often unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Examine features of a bicycle or pedestrian involved in crash incident

1.1 Identify bicycle parts for crash analysis

1.2 Determine operational features of bicycle for crash analysis

1.3 Assess bicycle rider safety equipment in crash incident to assess safety standard

1.4 Identify pedestrian features to inform crash analysis

1.5 Identify available sources of electronic data recordings to corroborate crash analysis

2 Assess human and environmental factors in a pedestrian or bicycle crash incident

2.1 Assess medical and injury records to corroborate crash analysis

2.2 Evaluate interviews and statements to corroborate evidentiary analysis and inform causal factors

2.3 Interpret available electronic data to corroborate crash analysis

2.4 Assess human action factors to determine effect on crash

2.5 Assess environmental factors to determine effect on crash

3 Apply specialist physics and mathematics to a pedestrian or bicycle crash

3.1 Identify and apply specialist analysis methodologies to pedestrian or bicycle crash analysis

3.2 Analyse damage to correlate interaction of vehicles and pedestrians or bicycles

3.3 Analyse human movement and interaction to sequence impacts and events during crash

3.4 Examine road evidence to determine crash dynamics and speeds

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Assessment Requirements for POLINV019 Analyse crashes involving pedestrians and bicycles

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing crashes involving bicycles
- analysing crashes involving pedestrians
- analysing human kinematics
- applying human evidence to a crash investigation
- applying specialist physics and mathematics calculations and principles relevant to pedestrian and bicycle crashes
- calculating speed and dynamics of vehicles
- collating and reviewing medical records of persons in a crash incident
- examining if human and environmental factors impact on crash incident
- inspecting and analysing bicycle and rider safety equipment features
- interpreting statements and interviews to corroborate analysis.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- bicycle faults and defects impacting operations
- crash analysis methodologies
- environmental factors that may contribute to a pedestrian or bicycle crash incident including:
  - geographic location
  - hazards and obstructions
  - lighting
  - road design, safety features and maintenance
  - roadside furniture
  - weather conditions
- factors impacting human ability to operate a bicycle including:
  - distraction
  - experience
• fatigue
• impairment
• medical conditions
• features of a pedestrian including:
  • age
  • distraction or impairment
  • height
  • physical mobility
  • weight
  • medical information
• interview evaluation techniques
• jurisdictional regulations of bicycle road use
• road laws
• medical reports and injury reporting
• operational features of bicycles including:
  • balance
  • bicycle helmets
  • control
  • motion
  • safety equipment
  • steering
• organisational policies and procedures related work health and safety (WHS)
• pedestrian location and road use
• physics and mathematical formulas specific to pedestrian and bicycle crash impacts
• road evidence
• sources of electronic data.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

Companion Volume Implementation Guides can be found on VETNet -
POLINV020 Collate and review crash investigation evidence

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to collate and review evidence in a road crash investigation environment. It includes coordinating resources, examining the crash incident and managing the evidence collection process.

This unit applies to those working as police officers with responsibilities for investigating crash incidents beyond initial attendance, and developing findings.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. They would be responsible for supervising crash investigations, providing guidance and assistance, and displaying leadership as part of routine crash investigation duties. They would perform complex tasks within familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Conduct initial assessment

1.1 Conduct initial assessment of crash incident to formulate a plan for evidence collection

1.2 Assess incident to identify risks and hazards

1.3 Evaluate incident to identify potential sources of evidence

1.4 Communicate with stakeholders to control and secure crash incident scene

1.5 Manage crash incident scene in accordance with jurisdictional policies and procedures

2 Formulate plan for evidence collection

2.1 Formulate a plan based on initial assessment

2.2 Determine and select required evidence gathering resources

2.3 Adapt evidence gathering plan and resources as further assessment of crash incident is undertaken

3 Examine crash incident

3.1 Contain and isolate crash incident scene to minimise contamination as outlined in jurisdictional policies, procedures and legislation

3.2 Undertake crash incident investigation activities in accordance with WHS policies and procedures

3.3 Identify potential sources of crash evidence for investigation purposes

3.4 Identify potential sources of contamination of crash evidence to mitigate their effects

3.5 Consult with stakeholders to minimise road closures and control access to the crash incident scene

4 Manage evidence collection

4.1 Mark and measure crash incident scene for evidence recording purposes

4.2 Record and photograph crash incident evidence for investigation purposes

4.3 Manage evidence and secure exhibits in accordance with jurisdictional policies and procedures
4.4 Manage the inspection of vehicle’s mechanical condition to recognise potential defects or malfunctions

4.5 Conduct driver, witness and victim interviews to determine potential human causal factors

4.6 Obtain and assess victim medical records to establish evidence of injury

4.7 Assess available evidence to determine potential driver impairment

4.8 Record evidence in jurisdictional information management systems

5 Review evidence

5.1 Analyse collated evidence to identify potential evidence gaps

5.2 Interpret evidence to prioritise and plan avenues of inquiry

5.3 Evaluate the quality of collated crash evidence to determine its evidentiary value

5.4 Evaluate evidence to establish the need to refer for specialist review and support

5.5 Prepare a summary of investigation evidence in accordance with jurisdictional requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.
Links

Assessment Requirements for POLINV020 Collate and review crash investigation evidence

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- collecting and analysing crash evidence and prioritising avenues of inquiry
- compiling summary report of investigation evidence
- communicating with internal and external stakeholders to safely and securely manage crash scene
- conducting interviews in a crash investigation including:
  - driver
  - witness
  - victim
- formulating and adjusting evidence gathering plan as required
- identifying parameters of a crash incident
- identifying risks and hazards at scene of incident
- interpreting victim medical records
- using equipment and resources to gather and record crash evidence.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communication and interview techniques
- crash evidence including:
  - digital and electronic
  - human
  - road and environment
  - vehicle
- crash investigation equipment
- current case law and legal precedents pertaining to crash investigation
- evidence collection plans
- evidence gathering equipment
• human causal factors
• jurisdictional information management systems
• jurisdictional policies and procedures related to information gathering, recording, dissemination and security of exhibits
• legislation and court policies related to admissible evidence
• legislation, policies and procedures, relating to work health and safety (WHS)
• mapping equipment
• potential causes of evidence contamination
• principles of crash incident photography
• resources available to assist with specialist review and support
• techniques and methodologies for collecting crash investigation evidence
• vehicle features and mechanical conditions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLINV021 Critically analyse complex crash incident evidence

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to apply specialised vehicle crash analysis techniques within a police investigation. This includes identifying, validating and collating evidence collected from crash incidents by police investigators and determining applicable analysis methodologies.

This unit applies to those working as police officers involved in vehicle crash analysis.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are undertaken. Organisational policies and procedures must be consulted and adhered to, particularly those related to continuity of evidence, information management, work health and safety (WHS) and quality management.

Those undertaking this unit would be required to work autonomously and as part of a team. They would demonstrate the ability to critically analyse and evaluate crash incident related evidence to develop and test hypotheses. They would demonstrate knowledge of analysis methodologies as they apply to investigations into crash incidents. They would perform sophisticated analysis requiring strong adaptability across a broad range of unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Elements describe the essential outcomes. Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Evaluate evidence

1.1 Coordinate resources and collate evidence to facilitate analysis

1.2 Assess evidence to determine relevance to crash analysis

1.3 Examine evidence to determine quality and evidentiary value

1.4 Verify investigation processes to ensure integrity of evidence

1.5 Identify limitations of evidence to inform crash analysis approach

2 Determine and apply analysis methodologies

2.1 Evaluate complex crash incidents to identify and select analysis methodologies

2.2 Interpret evidence using multiple analysis methodologies

2.3 Identify variables using derivatives of formulae and calculations

3 Analyse crash incidents using analysis methodologies

3.1 Calculate object, vehicle movement and speed using mathematics and physics

3.2 Analyse object and vehicle movement using kinematic equations

3.3 Analyse momentum and kinetic energy to establish interactions of objects and vehicles

3.4 Establish vehicle rollover thresholds, balance and loads to determine forces in crash incident

3.5 Undertake crush damage analysis to determine forces and impact speeds

3.6 Undertake vehicle data analysis to determine forces and impact speeds

3.7 Analyse object and vehicle movement using circular motion

3.8 Determine the direction of forces to reconstruct object and vehicle dynamics in crash incident
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLINV021 Critically analyse complex crash incident evidence

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying kinematic equations
- applying multiple analysis methodologies
- assessing crash evidence and prioritising avenues of inquiry
- calculating speed and dynamics of vehicle
- determining crash analysis methods
- evaluating evidentiary value
- identifying limitations of crash evidence
- undertaking crush damage analysis
- undertaking vehicle data analysis.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- crash analysis equipment and resources
- judicial practices and court policies on admissible evidence
- jurisdictional policies and procedures related to information gathering, recording and dissemination
- kinematics including:
  - acceleration
  - relative acceleration
  - relative velocity
  - time, displacement and velocity
- mathematics and physics for crash analysis including:
  - airborne motion
  - braking factors
  - circular motion
  - forces
• kinetic energy
• linear motion
• types of momentum
• vectors
• methodologies for analysing crash evidence
• methodologies for crash analysis
• organisational policies and procedures related to information safety and information and quality management
• organisational policies and procedures related to work, health and safety (WHS)
• types of crash evidence including:
  • digital/electronic
  • forensic
  • human
  • road
  • vehicle
• types of damage
• vehicle data analysis.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links
POLINV022 Develop and present crash findings

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to develop and present findings on a road crash incident. It includes developing, communicating and reviewing findings during a crash incident investigation.

This unit applies to those working as police officers with responsibilities for investigating crash incidents beyond initial attendance and developing findings.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. They would be responsible for supervising crash investigations, providing guidance and assistance, and displaying leadership as part of routine crash investigation duties. They would perform complex tasks within familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>

Elements describe the essential Performance criteria describe the performance needed to
outcomes. demonstrate achievement of the element.

1 Establish findings

1.1 Examine evidence to determine potential causal factors
1.2 Assess interaction of causal factors to develop findings
1.3 Evaluate alternative scenarios to consider alternative findings
1.4 Review the need for subject matter expert referral to validate findings
1.5 Combine evidence and findings to develop a report

2 Present report findings

2.1 Establish format and structure of report in accordance with purpose and audience
2.2 Develop presentations to communicate findings
2.3 Present evidence and findings in a clear, concise and articulate manner to support investigation outcomes
2.4 Review report and presentation to ensure they meet jurisdictional requirements

3 Review crash investigation

3.1 Evaluate the quality of collected evidence to determine impact on investigation
3.2 Review presentation and report findings to establish impact on investigation outcome
3.3 Assess quality of the crash investigation for continuous improvement purposes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Assessment Requirements for POLINV022 Develop and present crash findings

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- developing, reviewing and appraising crash investigation reports and presentations
- evaluating evidence to inform reports
- presenting and evaluating crash investigation findings
- presenting crash evidence and findings in court.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causal factors of crashes including:
  - environmental
  - human
  - vehicle
- communication and presentation techniques
- continuous improvement procedures
- environmental factors that may contribute to crash incidents including:
  - weather conditions
  - sun positions
  - lighting
  - roadside furniture
  - road design
- evidence analysis and evaluation methods
- format and structure of crash investigation reports
- human and vehicle factors that may impact on a crash investigation
- information systems and recording methodologies for items and evidence
- jurisdictional policies and procedures relating to the presentation of evidence
- relevant information sources for crash investigations
- organisational policies and procedures related to work, health and safety (WHS)
• sources of evidence for pedestrians
• sources of evidence for specialist vehicles including:
  • bicycles
  • heavy vehicles
  • motorbikes.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLINV023 Examine a crash incident

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to examine crash incidents in a road crash investigation environment. It includes applying methodologies to map or model the interaction of objects involved in a crash incident.

This unit applies to those working as police officers with responsibilities for investigating crash incidents beyond initial attendance and developing findings.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of services. They would be responsible for supervising crash investigations, providing guidance and assistance, and displaying leadership as part of routine crash investigation duties. They would perform complex tasks within familiar and/or unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential Performance criteria describe the performance needed to</td>
<td></td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Evaluate a crash incident using physics and mathematical principles

1.1 Calculate object and vehicle dynamics using formulae applicable to crash investigation

1.2 Identify angles of interaction between objects and vehicles in a crash incident

1.3 Interpret tyre marks and road friction evidence to determine vehicle speed and braking distances

1.4 Examine electronic evidence to determine vehicle speed and crash dynamics

1.5 Analyse object and vehicle dynamics to validate mapping and modelling

2 Map a crash incident

2.1 Illustrate vehicle movement and interactions using computer software

2.2 Use computer software to develop a map of a crash incident

2.3 Validate measurements to confirm accuracy of map

3 Model a crash incident

3.1 Develop crash incident diagrams to depict interaction of objects and vehicles involved in crash

3.2 Represent a crash incident graphically using vectors

3.3 Use specialist software to generate crash models from crash evidence

3.4 Interpret outcomes of calculations, maps and models to determine crash dynamics

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume
Implementation Guide.

**Unit Mapping Information**

This is a new unit. No equivalent unit.

**Links**

Companion Volume Implementation Guides can be found on VETNet - 
Assessment Requirements for POLINV023 Examine a crash incident

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and interpreting crash evidence
- calculating and validating measurements
- determining crash dynamics
- determining vehicle speed
- producing a map of crash incident using mapping equipment and computer software
- producing a model of crash incident using specialist software.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- evidence analysis and evaluation methods
- mapping or modelling software
- mathematics and physics specific to crash investigation including:
  - acceleration and deceleration
  - airborne motion
  - coefficient of friction
  - conservation of energy and linear momentum
  - energy and forces
  - geometry and trigonometry
  - algebraic concepts
  - motion equations
  - braking factors
  - uniform acceleration motion equations
  - uniform circular motion equations
  - vectors
- measurement and degree of measurement uncertainty
- organisational policies and procedures related to work, health and safety (WHS)
• specialist crash investigation software.

**Assessment Conditions**

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

Companion Volume Implementation Guides can be found on VETNet - -
POLINV024 Manage quality of crash analysis

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to contribute to and comply with quality assurance processes in police investigations into crash incidents, including undertaking reviews and validation of crash investigators’ briefs of evidence. It includes peer reviewing crash analysis methods and findings to test validity of analysis reports and contribute to overall quality and integrity of crash investigations.

This unit applies to those working as police officers involved in vehicle crash analysis.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are undertaken. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work autonomously while remaining responsible for reporting to senior staff. They would perform a range of complex tasks and demonstrate adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential...</td>
<td>Performance criteria describe the performance needed to...</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Test analysis and findings
   1.1 Review limitations of analysis to test validity of findings
   1.2 Interpret evidential inconsistencies to ascertain if and how it impacts the findings
   1.3 Test consistency of findings using multiple methodologies
   1.4 Evaluate analysis methodologies to corroborate findings

2 Validate analysis report
   2.1 Interrogate quality of evidence and investigation for continuous improvement purposes
   2.2 Review evidence to corroborate hypotheses
   2.3 Justify methodologies, analysis and findings used in analysis to support evidentiary value

3 Review analysis report
   3.1 Assess evidence using critical and deductive reasoning
   3.2 Verify the consistency and accuracy of calculations to support findings
   3.3 Evaluate the analysis report for feedback purposes
   3.4 Develop recommendations, opinions and conclusions to improve analysis report

4 Identify and mitigate risk
   4.1 Monitor quality control practices to align with jurisdictional policies and procedures
   4.2 Identify and apply risk mitigation strategies in line with jurisdictional risk management framework

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This is a new unit. No equivalent unit.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLINV024 Manage quality of crash analysis

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- conducting a peer review of a crash analysis report
- conducting a review of a finalised crash investigation
- demonstrating ability to assess risk in a crash analysis
- identifying areas of good practice and opportunities for improvement in a crash analysis
- identifying limitations of evidence
- providing feedback on a crash analysis report
- recognising risk of contextual and confirmation bias
- validating analysis methodologies and findings.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- biases that may affect analysis of evidence
- continuous improvement procedures
- jurisdictional policies and procedures related to information security and information quality management
- jurisdictional reporting practices
- methodologies for peer review
- methodologies to analyse and test evidential inconsistencies
- organisational policies and procedures related to work health and safety (WHS)
- quality assurance processes
- risk mitigation strategies and organisational and jurisdictional practices and procedures
- sources of crash case law and legal findings
- technological developments in crash analysis.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training
Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

Companion Volume Implementation Guides can be found on VETNet - -
POLINV025 Present evidence on complex crash incidents

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills and knowledge required to prepare and present vehicle crash analysis and findings as admissible evidence and specialist opinion as part of court proceedings. This unit applies to those working as police officers involved in vehicle crash analysis. The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are undertaken. Organisational policies and procedures must be consulted and adhered to, particularly those related to judicial processes.

Those undertaking this role would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate the ability to perform highly complex tasks in often unpredictable contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation.

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Generate findings</td>
<td>1.1 Review analysis to confirm causal factors of crash</td>
</tr>
</tbody>
</table>
1.2 Review causal factors to develop findings
1.3 Identify limitations of analysis to validate findings

2 Report analysis findings for evidentiary purposes
2.1 Review crash analysis to ensure integrity of crash analysis and findings
2.2 Assess information systems and recording methodologies to support evidentiary value of analysis
2.3 Report findings in accordance with jurisdictional policies and procedures
2.4 Develop visual representations of applied methodologies to communicate analysis findings to different audiences

3 Communicate crash analysis
3.1 Communicate analysis in a clear, concise and articulate manner to audiences
3.2 Communicate findings in accordance with jurisdictional policies and procedures

4 Prepare crash analysis and findings for court
4.1 Liaise with prosecution and stakeholders to determine case requirements
4.2 Assess case requirements to prepare findings for court proceedings
4.3 Prepare demonstrative tools, evidence and exhibits for presentation to the court

5 Deliver crash analysis evidence during court proceedings
5.1 Provide crash analysis evidence during court proceedings
5.2 Present exhibits in accordance with legal and judicial requirements
5.3 Use demonstrative tools to present findings and enhance understanding of crash analysis
5.4 Debrief on court proceedings for quality assurance purposes

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of
competency.

**Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

**Unit Mapping Information**

This is a new unit. No equivalent unit.

**Links**

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLINV025 Present evidence on complex crash incidents

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying suitable reporting and communication methods
- communicating how limitations of evidence impacted analysis
- communicating with stakeholders
- conducting case briefing and court outcomes briefing
- developing a crash analysis report
- developing analysis findings
- evaluating case requirements, case files and outcomes of proceedings
- evaluating crash analysis findings to validate quality
- preparing and presenting demonstrative tools, evidence and exhibits to the judiciary
- responding to enquiries about crash analysis or analyst’s opinion
- reviewing and appraising crash investigation reports
- reviewing performance in court.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analysis methodologies
- developing visual representations of crash analysis
- judicial and court policies on expert reporting of findings and conclusions
- legislative requirements of presenting evidence
- operation of hearings
- organisational policies and procedures for investigation processes
- roles and responsibilities of stakeholders in the judicial process, including witnesses
- rules of evidence in judicial settings
- types of evidence admissible in judicial settings
- types of limitations of evidence for analysis.
Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links


Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au

Confidential Content

This unit is a restricted Police unit of competency. Content of restricted Police units are not published on the national register. Content of these units is maintained separately and is only available to persons authorised by the Australia New Zealand Policing Advisory Agency (ANZPAA), visit their website @ https://www.anzpaa.org.au
POLPRO001 Conduct mention duties

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLPR004A Conduct mention duties.</td>
</tr>
<tr>
<td></td>
<td>• Content and formatting updated to comply with new standards</td>
</tr>
<tr>
<td></td>
<td>• Unit recoded POL</td>
</tr>
<tr>
<td></td>
<td>• Element 4 removed</td>
</tr>
<tr>
<td></td>
<td>• PC 1.1 and 3.3 revised</td>
</tr>
<tr>
<td></td>
<td>• PC 1.3 and 3.4 removed</td>
</tr>
<tr>
<td></td>
<td>• PC 2.2 and 2.3 merged</td>
</tr>
<tr>
<td></td>
<td>• New PC added to Element 3</td>
</tr>
<tr>
<td></td>
<td>• Element 5 all PC revised</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to review briefs for mentions, communicate with stakeholders, present a case and complete mention duties. This includes performing prosecution duties in a professional, ethical and accountable manner that ensures public confidence in the police.

This unit applies to police prosecutors undertaking mention duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to court proceedings and prosecution guidelines.

Those undertaking this unit would generally work autonomously within a court/justice system environment but may be required to work under supervision at times. They will perform complex tasks and required to demonstrate adaptability across a broad range of contexts.
No licensing, legislative or certification requirements apply to unit at the time of publication.

### Competency Field

Prosecution

### Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| 1. Review briefs for mention | 1.1 Reconcile briefs against the court list.  
1.2 Evaluate briefs to determine if any remedial action is required. |
| 2. Communicate with stakeholders | 2.1 Engage stakeholders to resolve issues.  
2.2 Document actions undertaken on brief for transparency and recording purposes.  
2.3 Provide assistance and advice to the court regarding management of mentions. |
| 3. Present a case | 3.1 Present circumstances of the case for court’s consideration.  
3.2 Tender documentation to support the case.  
3.3 Analyse information critically to formulate arguments for inclusion in submissions.  
3.4 Present submissions to assist court decisions.  
3.5 Assess status of unresolved issues continually throughout proceedings to identify further actions required. |
| 4. Complete mention duties | 4.1 Analyse circumstances of the case to determine need for applications.  
4.2 Submit applications to achieve desired outcome of prosecution.  
4.3 Record issues and court outcomes for future reference.  
4.4 Process briefs for administrative purposes.  
4.5 Communicate with stakeholders to inform them of unresolved issues and outcomes.  
4.6 Analyse conduct of prosecution case critically to identify areas for improvement.  
4.7 Develop recommendations for continuous improvement purposes. |
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</td>
</tr>
<tr>
<td>Learning NA  Reading  Writing  Oral communication  Numeracy NA</td>
</tr>
</tbody>
</table>

Performance variables:

<table>
<thead>
<tr>
<th>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support  Context  Text complexity  Task complexity</td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLPR004A Conduct mention duties.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLPRO001 Conduct mention duties

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reviewing and processing files and briefs for court purposes
- communicating with stakeholders
- identifying remedial actions for briefs and files when required
- presenting case and tendering documents within court
- presenting persuasive and judicial submissions and applications to court
- recording actions and outcomes for future reference
- developing recommendations for continuous improvement

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current Commonwealth, national, state or territory legislation, jurisdictional policies and procedures which regulate the Rules of Evidence and the judicial process
- jurisdictional information management systems and legal databases
- stakeholder roles and responsibilities
- organisational policy and procedures
- legal ethics
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
**POLPRO002 Conduct pre-hearing mentions**

**Modification History**

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.</td>
</tr>
</tbody>
</table>

This unit supersedes and is equivalent to PUAPOLPR003A Conduct a pre hearing mention.

- Content and formatting updated to comply with new standards
- Unit recoded POL
- Title updated
- All Elements and PC rewritten with operational outcome of the unit maintained

**Application**

This unit describes the skills required to manage a brief for pre-hearing mentions, communicate with stakeholders, present a case and complete pre-hearing mention duties. This includes performing prosecution duties in a professional, ethical and accountable manner that ensures public confidence in the police.

This unit applies to police prosecutors undertaking pre-hearing mention duties including managing briefs and presenting in court.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to court proceedings and prosecution guidelines.

Those undertaking this unit would generally work autonomously within a court/justice system environment but may be required to work under supervision at times. They will be required to perform complex tasks and demonstrate adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.
## Competency Field

Prosecution

## Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

### 1. Manage a brief for pre-hearing mention

1.1 Assess brief to ensure sufficiency of evidence.
1.2 Analyse evidence to determine that it substantiates elements of offences.
1.3 Evaluate brief to determine possible defences.
1.4 Analyse brief to identify adherence to legislation and precedent.
1.5 Identify deficiencies in the brief to determine remedial actions.

### 2. Communicate with stakeholders

2.1 Engage with stakeholders to resolve issues.
2.2 Negotiate with stakeholders to progress case.
2.3 Document actions undertaken on brief for recording purposes.
2.4 Provide assistance and advice to the court regarding the management of pre-hearing mentions.

### 3. Present a case

3.1 Present circumstances of the case for courts consideration.
3.2 Detail issues and concessions of the case.
3.3 Evaluate the need for applications and submissions in accordance with pre-hearing mention requirements.
3.4 Assess status of unresolved issues throughout proceedings to identify further actions required.

### 4. Complete pre-hearing mention duties

4.1 Analyse circumstances of the case to determine need for applications.
4.2 Submit applications to achieve desired outcome of prosecution.
4.3 Record issues and court outcomes for future reference.
4.4 Process briefs for administrative purposes.
4.5 Communicate with stakeholders to inform them of unresolved issues and outcomes.
4.6 Analyse conduct of prosecution case critically to identify areas for improvement.
4.7 Develop recommendations for continuous improvement purposes.
Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

<table>
<thead>
<tr>
<th>ACSF levels indicative of performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>Learning NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance variables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>Support</td>
</tr>
</tbody>
</table>

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLPR003A Conduct a pre hearing mention.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLPRO002 Conduct pre-hearing mentions

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>- Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- managing and processing briefs and files for court purposes
- communicating with stakeholders
- presenting a case and tendering documents to the court
- making persuasive and judicial submissions and applications to the court
- developing recommendations for continuous improvement purposes
- identifying gaps in briefs/evidence and undertaking remedial actions
- recording actions and outcomes for future reference
- analysing circumstances critically and develop strategies

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current Commonwealth, national, state or territory legislation, jurisdictional policies and procedures which regulate the Rules of Evidence
- jurisdictional information management systems and legal databases
- sources of law
- stakeholder roles and responsibilities
- organisational policy and procedures
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLPRO003 Conduct legal research

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLPR002A Conduct legal research.</td>
</tr>
</tbody>
</table>
|         | • Content and formatting updated to comply with new standards  
|         | • Unit recoded POL  
|         | • Element 2 and 3 merged and all PC reordered  
|         | • New PC added to Element 4  
|         | • PC 1.1, 1.2 and 1.3 merged |

Application

This unit describes the skills required to define legal issues, undertake research, identify legal principles and communicate results. This includes performing prosecution duties in a professional, ethical and accountable manner that ensures public confidence in the police.

This unit applies to police prosecutors undertaking legal research as part of their preparation for delivering a case.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information management and security and safe use of information technology.

Those undertaking this unit would generally work autonomously within a court/justice system environment but may be required to work under supervision at times. They will be required to conduct sophisticated research tasks and demonstrate adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.
Competency Field

Prosecution

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>

1. Define legal issues
   1.1 Analyse information to determine factual situation.
   1.2 Evaluate information to identify legal issues requiring research.

2. Undertake research
   2.1 Define search parameters to narrow the scope of enquiry.
   2.2 Identify sources of law to address the identified legal issue.
   2.3 Develop research strategies based on subject, case, legislation, instrument or other relevant search terms.
   2.4 Implement research strategies to locate sources of law.

3. Identify legal principles
   3.1 Interpret sources of law to facilitate critical analysis.
   3.2 Analyse sources of law critically to distil the legal precedent and determine application to the legal issue.
   3.3 Formulate response to the legal issue based on research.
   3.4 Communicate responses to inform stakeholders.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAPOLPRO002A Conduct legal research.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLPRO003 Conduct legal research

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

• defining issues and parameters for research
• identifying sources of information
• developing and implementing research strategies
• interpreting law and legal precedent
• applying research to brief to provide legal opinion
• developing recommendations

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

• current Commonwealth, national, state or territory legislation, jurisdictional policies and procedures which regulate the Rules of Evidence
• jurisdictional information management systems and legal databases
• sources of law
• stakeholder roles and responsibilities
• legal research methodologies
• organisational policy and procedures
Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLPRO004 Utilise the Rules of Evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLPR001A Utilise the Rules of Evidence.</td>
</tr>
<tr>
<td></td>
<td>- Content and formatting updated to comply with new standards</td>
</tr>
<tr>
<td></td>
<td>- Unit recoded POL</td>
</tr>
<tr>
<td></td>
<td>- Elements 1 and 2 merged</td>
</tr>
<tr>
<td></td>
<td>- Elements 3 and 4 merged</td>
</tr>
<tr>
<td></td>
<td>- PC. 2.1 and 2.4 merged</td>
</tr>
<tr>
<td></td>
<td>- PC 2.3 and 4.1 removed</td>
</tr>
</tbody>
</table>

Application

This unit describes the skills required to categorise and analyse evidence and adduce evidence. This includes performing prosecution duties in a professional, ethical and accountable manner that ensures public confidence in the police.

This unit applies to police prosecutors applying Rules of Evidence when reviewing briefs and cases.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to laws of evidence.

Those undertaking this unit would generally work autonomously within a court/justice system environment but may be required to work under supervision at times. They will be required to while perform sophisticated tasks and demonstrate adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.
Competency Field
Prosecution

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
<tr>
<td>1. Analyse evidence</td>
<td>1.1 Identify elements of the offence.</td>
</tr>
<tr>
<td></td>
<td>1.2 Identify evidence that supports elements of offence.</td>
</tr>
<tr>
<td></td>
<td>1.3 Categorise supporting evidence in relation to each element of the offence/s.</td>
</tr>
<tr>
<td></td>
<td>1.4 Identify applicable evidentiary law to categorised evidence.</td>
</tr>
<tr>
<td></td>
<td>1.5 Examine evidence to determine relevance and admissibility.</td>
</tr>
<tr>
<td></td>
<td>2.2 Apply determined methods to adduce evidence.</td>
</tr>
<tr>
<td></td>
<td>2.3 Re-evaluate inadmissible evidence to determine alternative methods for adducing evidence.</td>
</tr>
<tr>
<td></td>
<td>2.4 Conduct legal research to support alternative methods for adducing evidence.</td>
</tr>
<tr>
<td></td>
<td>2.5 Deliver submissions to elicit decisions from the court.</td>
</tr>
</tbody>
</table>

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.
Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

**Unit Mapping Information**

This unit supersedes and is equivalent to PUAPOLPR001A Utilise the Rules of Evidence.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLPRO004 Utilise the Rules of Evidence

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying evidentiary requirements
- analysing evidence
- conducting research to support evidence findings
- citing and presenting evidence

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current Commonwealth, national, state or territory legislation, jurisdictional policies and procedures that regulate the Rules of Evidence
- jurisdictional information management systems and legal databases
- current Commonwealth, national, state or territory legislation, jurisdictional policies and procedures which regulate the judicial process
- legal ethics
- legal research methodologies

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.
Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

**Links**

POLPRO005 Conduct hearings

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLPR006A Conduct a hearing.</td>
</tr>
</tbody>
</table>

- Content and formatting updated to comply with new standards
- Unit recoded POL
- Title updated
- Element 2 reworded
- Element 4 removed
- New element added
- PC 1.3 and 1.4 reordered
- PC 2.3 and 5.2 removed
- All PC in Element 3 revised
- New PC added to Element 5
- Element 6 and 7 merged and all PC reordered and revised

Application

This unit describes the skills required to review evidence, prepare a case concept, present a prosecution case, examine defence witnesses, make submissions and objections, and finalise a case. It includes performing prosecution duties in a professional, ethical and accountable manner that ensures public confidence in the police. It also includes reviewing evidence relating to the case and participating in court proceedings.

This unit applies to police prosecutors participating in court hearings.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to codes of ethics, codes of conduct, court proceedings and prosecution guidelines.
Those undertaking this unit would generally work autonomously within a court/justice system environment. They will be required to perform sophisticated tasks and demonstrate adaptability across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

**Competency Field**

Prosecution

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.</td>
</tr>
</tbody>
</table>
| 1. Review evidence | 1.1 Evaluate brief critically to determine applicable rules of evidence.  
1.2 Evaluate witness testimony prior to the hearing to determine evidence to be presented.  
1.3 Verify evidence is admissible and available for hearing.  
1.4 Communicate with stakeholders prior to the hearing to evaluate issues. |
| 2. Prepare case concepts | 2.1 Develop case concept utilising the information contained in the brief of evidence.  
2.2 Determine presentation of prosecution case in accordance with case concept.  
2.3 Identify legal principles to support the case concept. |
| 3. Present prosecution cases | 3.1 Present preliminary information to commence hearing.  
3.2 Call witnesses to provide evidence to court.  
3.3 Elicit evidence in chief from witnesses to cover elements of the offences.  
3.4 Tender exhibits to provide evidence to court.  
3.5 Record evidence presented by cross-examined witnesses for reference purposes.  
3.6 Evaluate evidence presented by cross-examined witnesses critically to determine necessity of re-examination and submissions.  
3.7 Re-examine witnesses to clarify witness responses in cross-examination. |
| 4. Examine defence | 4.1 Record evidence provided by defence witnesses for reference |
witnesses purposes.
4.2 Evaluate witness evidence critically to develop cross examination strategy.
4.3 Cross-examine defence witnesses to test credibility of witness and reliability of evidence.

5. Make submissions and objections
5.1 Prepare submissions utilising relevant facts, legislation and case law.
5.2 Evaluate evidence and/or questions critically to determine relevance and admissibility.
5.3 Deliver submissions and objections throughout the hearing.

6. Finalise cases
6.1 Analyse circumstances of the case to determine need for applications.
6.2 Submit applications to obtain court orders.
6.3 Record issues and court outcomes for future reference.
6.4 Process briefs for administrative purposes.
6.5 Communicate with stakeholders to inform them of outcomes.
6.6 Analyse conduct of prosecution case critically to identify areas for improvement.
6.7 Develop recommendations to inform continuous improvement.

Foundation Skills
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

| ACSF levels indicative of performance: | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
|--------------------------------------|--|--|--|--|--|---|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|
| Learning NA                         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Reading                              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Writing                              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Oral communication                   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Numeracy NA                         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Performance variables:

| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Support                          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Context                           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Text complexity                   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task complexity                   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.
Unit Mapping Information

This unit supersedes and is equivalent to PUAPOLPR006A Conduct a hearing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
Assessment Requirements for POLPRO005 Conduct hearings

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.</td>
</tr>
<tr>
<td></td>
<td>• Assessment Requirements created drawing upon specified assessment information from superseded unit</td>
</tr>
</tbody>
</table>

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance on at least one occasion.

• reviewing, analysing and managing briefs and evidence
• ensuring completeness of briefs and evidence prior to hearings
• communicating with stakeholders
• developing strategies to build argument, including sequencing and targeting of information
• identifying relevant law and legal precedent
• detailing and presenting case for the prosecution
• presenting evidence to the court
• examining evidence and witnesses
• preparing and delivering persuasive and judicial submissions
• making objections when appropriate
• recording actions and outcomes for future reference
• analysing court outcomes to inform future recommendations
• developing recommendations for continuous improvement
• completing administrative tasks associated with finalising briefs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

• current sentencing practices and principles
• legislation relating to sentencing
- cross examination of hostile/unfavourable and defence witnesses

**Assessment Conditions**

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to practical assessment for this unit. Refer to advice in the companion volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351
POLSAR007 Assess search and rescue requirements

Modification History

Release 2. Changes have been made to:
- PC’s 1.1, 1.2, 1.4, 2.1 and 2.4 reworded
- Element 2 minor change
- Performance Evidence minor changes
- Knowledge Evidence minor changes
- Assessment Conditions updated

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills and knowledge required to gather and assess information to inform a search and rescue (SAR) operation, including communicating with stakeholders and conducting appreciations. These skills would be applied when receiving a request to commence SAR operations.

This unit applies to those working as police officers involved in police SAR and incident management operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information management.

Those undertaking this unit would work autonomously and within teams while remaining responsible for reporting to senior staff. They would perform a range of complex tasks and demonstrate adaptability across a broad range of contexts, either in the field or within police station/office environments.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue
Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>

1 Gather information

1.1 Assess and collate information and intelligence about the incident

1.2 Identify points of contact from which to gather additional information

1.3 Evaluate whether situation is a SAR incident to determine response

1.4 Disseminate information about SAR operation to stakeholders

2 Assess SAR incident

2.1 Determine roles and responsibilities based on the assessment of the incident

2.2 Conduct appreciation of SAR incident to identify courses of action

2.3 Conduct urgency assessment to determine level of response

2.4 Communicate responsibilities to SAR members for coordination and control of SAR operation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

No equivalent unit.

Links

Assessment Requirements for POLSAR007 Assess search and rescue requirements

Modification History

Release 2. Changes have been made to:
- PC's 1.1, 1.2, 1.4, 2.1 and 2.4 reworded
- Element 2 minor change
- Performance Evidence minor changes
- Knowledge Evidence minor changes
- Assessment Conditions updated

Release 1. This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:
- gathering and evaluating information relating to potential search and rescue (SAR) operation
- assessing SAR incident
- undertaking risk and urgency assessments
- determining SAR requirements
- communicating with stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:
- Commonwealth, national, state and territory legislation and arrangements relating to SAR
- national manual relating to SAR
- jurisdictional policies and procedures relating to SAR
- jurisdictional SAR systems
- roles and responsibilities for responding to SAR incidents
- SAR terminology
- SAR emergency stages
- common characteristics of SAR incidents
- distress and emergency signals
- process for conducting urgency assessments
- information collection and dissemination techniques
- jurisdictional information management systems
• jurisdictional information sources
• resources to facilitate SAR responses.

**Assessment Conditions**

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

**Links**

POLSAR011 Conclude police search and rescue operations

Modification History
Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application
This unit describes the skills and knowledge required to conclude and report the outcomes of search and rescue (SAR) operations, including reviewing activities and communicating with stakeholders.

This unit applies to police officers undertaking police SAR coordination duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to resource procurement, stakeholder and family liaison and work health and safety (WHS).

Those undertaking this unit would work within multi-agency teams and often liaise with stakeholders. They would make decisions independently while giving consideration to financial and human resource management requirements. They would perform complex tasks in a range of contexts either in the field or within police station/office environments.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit
Not applicable.

Competency Field
Search and rescue

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 Conclude SAR operation

1.1 Determine when to conclude SAR operation based on medical advice, expiry of timeframe of survival or no likelihood of locating target

1.2 Review SAR activities in accordance with legislative and investigative requirements

1.3 Liaise with family prior to concluding SAR operation to maintain transparency

1.4 Consult with stakeholders prior to concluding operation to communicate intention to conclude SAR operation

1.5 Coordinate recall/stand down of assets in accordance with resource requirements

1.6 Ensure all assets are accounted for and prepared for redeployment

1.7 Review outcomes of operation through debrief of SAR members

2 Report outcomes of SAR operation

2.1 Record critical decisions for accountability and transparency purposes

2.2 Collate information/log for SAR records

2.3 Prepare jurisdictional reports for dissemination in accordance with reporting requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLSAR010 Conclude police search and rescue operation.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLSAR011 Conclude police search and rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- concluding search and rescue (SAR) operation
- evaluating conduct of SAR operation
- recalling and accounting for assets
- communicating with stakeholders
- documenting outcomes of SAR operation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth, national, state and territory legislation and arrangements relating to the conclusion of SAR operation
- jurisdictional policies and procedures relating to the conclusion of SAR operations
- jurisdictional reporting requirements for SAR operations
- jurisdictional policies and procedures relating to administration of SAR operation
- recovery searches
- incident scene management
- process for and requirements of coronial investigations
- jurisdictional re-supply guidelines
- judicial processes
- national manual relating to SAR.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the
time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLSAR012 Coordinate police search and rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application

This unit describes the skills and knowledge required to plan and implement search and rescue (SAR) operations, as well as coordinate SAR resources and employ media strategies.

This unit applies to police officers undertaking police SAR coordination duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to resource procurement, stakeholder and family liaison and work health and safety (WHS).

Those undertaking this unit would work within multi-agency teams and often liaise with stakeholders. They would make decisions independently while remaining accountable, as well as demonstrate the ability to display adaptability and situational awareness. They would perform complex tasks in a range of contexts, either in the field or within police station/office environments.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
1 Plan for SAR operations

1.1 Identify requirements for a coordination centre to facilitate effective management of SAR operation

1.2 Assess environmental factors to determine impact on SAR operation

1.3 Assess resources required to undertake SAR operations based on information about environmental factors

1.4 Identify role and capabilities of other SAR authorities to assist in SAR operation

1.5 Determine search patterns in accordance with environmental conditions/factors

1.6 Develop rescue plan to assist in managing SAR operation

1.7 Develop contingency plans to account for dynamic circumstances

1.8 Review feasibility of plan in accordance with resource availability/capability and SAR mission

1.9 Evaluate plan continually taking into account environmental context and nature of SAR incident

1.10 Assess resource requirements for extended operations

2 Implement SAR plan

2.1 Maintain critical decision records for accountability purposes

2.2 Modify SAR plan in accordance with changing circumstances

2.3 Evaluate SAR implementation continually to maximise probability of detection

2.4 Facilitate family liaison to ensure next of kin are briefed

2.5 Liaise with stakeholders to ensure effective coordination of resources

2.6 Apply search techniques to support SAR operation

2.7 Assess timeframe for survival of target based on specialist medical advice
2.8 Calculate probability of detection to assess effectiveness of the SAR plan

2.9 Continuously assess incident to determine if handover to another authority is required

2.10 Identify follow-on actions required for ongoing coordination of SAR operation

3 Coordinate resources

3.1 Coordinate assets through delegation of roles and responsibilities

3.2 Assess capabilities of assets to allocate taskings and search areas

3.3 Monitor completion of tasks to ensure safety and task compliance

3.4 Monitor welfare and support requirements of SAR members in accordance with health, safety and wellbeing practices

3.5 Facilitate resupply of resources to support SAR operations

4 Employ media strategies

4.1 Assess media requirements to progress SAR operation and inform media strategy

4.2 Provide information to the media to assist SAR operation in accordance with media policy

4.3 Liaise with media to manage accuracy and timeliness of information

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.
Unit Mapping Information

This unit replaces and is equivalent to POLSAR009 Coordinate police search and rescue operation.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLSAR012 Coordinate police search and rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- facilitating coordination of search and rescue (SAR) operation and allocation/deployment of resources
- evaluating factors impacting on SAR operation
- liaising with, and coordinating stakeholders to facilitate SAR operation
- displaying situational awareness within SAR operation context
- sourcing relevant information to inform SAR operation
- applying appropriate methods and techniques to facilitate SAR operation
- documenting progress of operation including critical decisions
- responding to media enquiries.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- national manual relating to SAR
- jurisdictional authorisation procedures for SAR operation
- search area allocation
- search patterns
- calculations relating to SAR operations
- methods for determining current location of target
- operating procedures for equipment
- SAR resources
- first aid capabilities of SAR resources
- jurisdictional policies and procedures relating to reporting requirements, handovers, media liaison, family liaison and command and control systems
- roles, responsibilities and capabilities of external stakeholders
- resource requirements for protracted searches
- jurisdictional legislation, policies and procedures and arrangements relating to work, health and safety (WHS)
• medical considerations for persons in distress
• communication technology and related legislative requirements
• electronic search tools
• environmental factors that may impact on SAR operation
• Commonwealth, national, state and territory legislation and arrangements relating to SAR
• media requirements for SAR operation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet -
POLSAR013 Manage and evaluate search and rescue exercises

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application

This unit describes the skills and knowledge required to design, plan, manage and evaluate search and rescue (SAR) exercises, including communicating and consulting with stakeholders.

This unit applies to police officers involved in police SAR exercises. This unit applies to SAR exercises at a local level.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to resource acquisitions and exercise authorisations.

Those undertaking this unit would work autonomously and supervise teams while reporting to senior staff. They would demonstrate adaptability while performing sophisticated tasks across a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue

Unit Sector

Not applicable.
## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Design SAR exercise</td>
<td>1.1 Determine the purpose of SAR exercise in consultation with stakeholders and based on analysis of training needs</td>
</tr>
<tr>
<td></td>
<td>1.2 Develop exercise plan with identified objectives and components of the exercise program in consultation with stakeholders</td>
</tr>
<tr>
<td></td>
<td>1.3 Identify stakeholders required to facilitate SAR exercise</td>
</tr>
<tr>
<td></td>
<td>1.4 Evaluate feasibility of exercise plan in accordance with resource availability</td>
</tr>
<tr>
<td></td>
<td>1.5 Conduct a risk assessment to identify risk and safety factors</td>
</tr>
<tr>
<td></td>
<td>1.6 Determine the exercise style and activities based on the risk assessment and SAR objectives</td>
</tr>
<tr>
<td>2 Plan resource allocation</td>
<td>2.1 Identify resources to support the SAR exercise</td>
</tr>
<tr>
<td></td>
<td>2.2 Obtain required authorisations to utilise resources in accordance with the exercise plan</td>
</tr>
<tr>
<td></td>
<td>2.3 Negotiate availability and timeframes for use of resources with stakeholders</td>
</tr>
<tr>
<td>3 Manage police SAR exercise activities</td>
<td>3.1 Communicate with personnel involved in the exercise to facilitate flow of information</td>
</tr>
<tr>
<td></td>
<td>3.2 Prepare exercise site in accordance with the exercise plan</td>
</tr>
<tr>
<td></td>
<td>3.3 Deliver briefings to stakeholders reflecting SAR objectives and activities</td>
</tr>
<tr>
<td></td>
<td>3.4 Confirm and manage logistics requirements required to undertake exercise activities</td>
</tr>
<tr>
<td></td>
<td>3.5 Manage risk throughout the police SAR exercise</td>
</tr>
<tr>
<td>4 Evaluate outcomes against SAR exercise</td>
<td>4.1 Conduct post-exercise debriefings to gather feedback</td>
</tr>
</tbody>
</table>
objectives

4.2 Collate exercise feedback for recording purposes
4.3 Analyse exercise feedback to identify issues
4.4 Develop an exercise report including recommendations for review and continuous improvement purposes

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLSAR001 Manage and evaluate search and rescue exercises.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLSAR013 Manage and evaluate search and rescue exercises

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

• analysing training needs
• establishing search and rescue (SAR) exercise style, activities, objectives and resource requirements
• developing exercise plan
• evaluating risk levels and feasibility of exercise plan
• managing risk
• acquiring resources
• managing logistics requirements
• communicating and negotiating with stakeholders
• collecting, analysing and documenting feedback
• developing recommendations for continuous improvement purposes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

• exercise management concepts and principles
• processes to analyse training needs
• educational principles underpinning the design of objectives and linking those to activities
• emergency and incident management principles (noting Incident Command and Control System [ICCS plus])
• resource acquisitions and exercise authorisations
• legislative and regulatory arrangements relevant to using resources including land, buildings, equipment and volunteers
• problem solving and decision-making techniques
• risk and safety management principles
• logistics management principles
• relevant organisational policies and procedures
• national manual relating to SAR
• briefings and debriefings.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

• a range of relevant exercises, case studies and/or other simulations
• relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
• applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLSAR014 Manage resources for police search and rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application

This unit describes the skills and knowledge required to liaise with stakeholders to acquire and manage resources required for police search and rescue (SAR) operations.

This unit applies to police officers involved in police SAR operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to resource acquisitions and financial delegations.

Those undertaking this unit may work autonomously and supervise teams while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing complex tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 Initiate coordination

1.1 Action the management function within a SAR coordination centre

1.2 Identify coordination structure appropriate to the nature and complexity of the SAR operation

1.3 Integrate coordination structure with the control and command activities

1.4 Modify coordination structure in response to changes within the SAR operation

1.5 Facilitate flow of information to stakeholders to communicate needs of the SAR operation

2 Manage resource requirements

2.1 Identify resources required to respond to SAR incident

2.2 Assess resources to meet the requirements of SAR plan including personnel support activities

2.3 Assess financial requirements and associated authorisations to facilitate resource management

2.4 Review and supply resources to meet operational requirements within negotiated timeframes

2.5 Monitor allocation of resources to ensure operational effectiveness and to identify additional requirements

2.6 Assess resource requirements for protracted operations

2.7 Liaise with stakeholders to facilitate resupply and negotiation for ongoing resource requirements

3 Conclude coordination activities

3.1 Analyse use of resources to ensure cost effectiveness and efficiency using an audit methodology

3.2 Facilitate the return of resources released from SAR operation to providers

3.3 Manage financial arrangements arising from SAR operations

4 Review coordination

4.1 Evaluate coordination effectiveness through debriefings and peer reviews

4.2 Review actions taken, costings, and policies and procedures to identify opportunities for continuous
4.3 Develop reports to account for the SAR operation costings and the use of resources

4.4 Manage resource availability and preparedness for future SAR operations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLSAR002 Manage resources for police search and rescue operations.

Links

Assessment Requirements for POLSAR014 Manage resources for police search and rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- establishing and managing coordination function within search and rescue (SAR) operation
- communicating with stakeholders
- acquiring, allocating, returning and replenishing resources
- managing and reviewing financial processes during SAR operation
- evaluating resource requirements in accordance with SAR incident
- reviewing management of resources during SAR operation
- developing recommendations for continuous improvement purposes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- control and organisation command structure
- other organisations’ and external authorities’ operational capabilities and limitations
- jurisdictional financial delegations and arrangements
- jurisdictional legislation, policies and procedures relating to health, safety and wellbeing
- equipment and resources for SAR operations
- communication technologies and interoperability
- security and confidentiality of material
- resources including operational and non-operational personnel, animals, materials, equipment and consumables
- national manual relating to SAR
- debriefings and reviews
- report writing
- audit methodologies.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training
Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet - -
POLSAR015 Manage search and rescue media requirements

Modification History
Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application
This unit describes the skills and knowledge required to assess media requirements in line with the nature of the search and rescue (SAR) incident and SAR operation, and to facilitate media presence.

This unit applies to police officers involved in police SAR operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to information security and media engagement.

Those undertaking this unit may work autonomously and supervise teams while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing complex tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit
Not applicable.

Competency Field
Search and rescue

Unit Sector
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential outcomes.</td>
<td>Performance criteria describe the performance needed to demonstrate achievement of the element.</td>
</tr>
</tbody>
</table>
1 **Assess SAR incident media requirements**

1.1 Define restricted and/or special access areas for media personnel to safeguard the operation

1.2 Coordinate media involvement through the appointment of a media liaison

1.3 Balance operational responsibilities with the provision of information to media

1.4 Liaise with stakeholders to negotiate consistent key messaging and to communicate media strategy

1.5 Identify opportunities for media to support SAR operations

2 **Facilitate and manage media presence at SAR incident**

2.1 Identify logistical arrangements to support the safety of media when attending a SAR incident

2.2 Manage information flow to media representatives in support of SAR operation

2.3 Identify and allocate resources required to set up media briefing area

2.4 Identify and allocate spokesperson to provide current and accurate information to public

2.5 Determine information for release to media to suit operational demands and/or level of incident

2.6 Identify opportunities for media briefing sessions and tours in accordance with operational responsibilities and media requirements

2.7 Record media enquiries and interviews for accountability purposes

**Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLSAR003 Manage search and rescue media requirements.

Links

Assessment Requirements for POLSAR015 Manage search and rescue media requirements

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- determining media areas in accordance with search and rescue (SAR) operation requirements
- assessing media requirements
- facilitating and managing media access and safety
- communicating with stakeholders
- contributing to media strategies in accordance with operational demands and/or level of incident
- scheduling media briefing sessions and tours
- maintaining records.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- jurisdictional policies, procedures and arrangements for media liaison
- newsworthiness of information
- organisational procedures for information security, confidentiality and privacy requirements
- restrictions relating to the release of information
- relevant organisational policies and procedures
- requirements of different media platforms
- suitability of information to target audiences
- role of media in disseminating information
- risk and safety management principles
- jurisdictional information management systems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.
Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet -
POLSAR016 Manage search and rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application

This unit describes the skills and knowledge required to plan for and manage police search and rescue (SAR) requirements, including communicating with stakeholders, analysing resources and evaluating activities.

This unit applies to police officers involved in police SAR operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to human resource management and reporting requirements.

Those undertaking this role may work autonomously and supervise teams while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing complex tasks.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential Performance criteria describe the performance needed to
<table>
<thead>
<tr>
<th><strong>outcomes.</strong></th>
<th><strong>demonstrate achievement of the element.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Plan SAR operations</strong></td>
<td>1.1 Review information relating to the incident to plan an operation</td>
</tr>
<tr>
<td></td>
<td>1.2 Assess resources required to complete SAR operations based on available information</td>
</tr>
<tr>
<td></td>
<td>1.3 Evaluate plan to determine feasibility and likelihood of success</td>
</tr>
<tr>
<td><strong>2 Manage SAR teams</strong></td>
<td>2.1 Communicate nature of the operation to SAR stakeholders</td>
</tr>
<tr>
<td></td>
<td>2.2 Assess roles, responsibilities and activities to brief SAR teams</td>
</tr>
<tr>
<td></td>
<td>2.3 Assess tasks to identify the allocation to team members</td>
</tr>
<tr>
<td></td>
<td>2.4 Monitor performance, health, safety and wellbeing of team members and adjust plans as required</td>
</tr>
<tr>
<td></td>
<td>2.5 Evaluate and disseminate feedback from teams and stakeholders to inform SAR operations</td>
</tr>
<tr>
<td><strong>3 Liaise with internal and external stakeholders</strong></td>
<td>3.1 Develop briefings for external stakeholders to ensure consistency of information</td>
</tr>
<tr>
<td></td>
<td>3.2 Monitor resources to determine changing circumstances</td>
</tr>
<tr>
<td></td>
<td>3.3 Negotiate with stakeholders to acquire resources for SAR operations</td>
</tr>
<tr>
<td></td>
<td>3.4 Provide guidance and support to stakeholders to improve SAR effectiveness</td>
</tr>
<tr>
<td><strong>4 Manage SAR reporting requirements</strong></td>
<td>4.1 Collate information from internal and external sources to maintain comprehensive records</td>
</tr>
<tr>
<td></td>
<td>4.2 Evaluate information to determine relevance</td>
</tr>
<tr>
<td></td>
<td>4.3 Analyse available information to identify trends</td>
</tr>
<tr>
<td></td>
<td>4.4 Develop recommendations for continuous improvement purposes</td>
</tr>
</tbody>
</table>
Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLSAR004 Manage search and rescue operations.

Links

Assessment Requirements for POLSAR016 Manage search and rescue operations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- evaluating incidents to determine search and rescue (SAR) responses
- communicating, liaising and negotiating with stakeholders
- allocating and monitoring resources
- managing SAR teams
- gathering and evaluating information to identify trends
- developing, documenting and communicating recommendations for continuous improvement purposes.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- management techniques
- health, safety and wellbeing requirements
- resources relevant to SAR operations
- jurisdictional procedures and arrangements for SAR operations
- roles and responsibilities of stakeholders involved in SAR
- capabilities of external stakeholders
- jurisdictional policies and procedures relating to reporting requirements
- evaluation processes to inform continuous improvement
- risk management techniques and processes
- communication and negotiation techniques
- national manual relating to SAR.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.
Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:
- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet -
POLSAR017 Undertake initial search and rescue actions

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application

This unit describes the skills and knowledge required to conduct initial search and rescue (SAR) actions, including identifying search areas and conducting briefings when commencing a SAR operation.

This unit applies to those working as police officers involved in police SAR and incident management operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to resource deployment, conducting briefings and debriefings and work health and safety (WHS).

Those undertaking this unit would work autonomously and within teams while remaining responsible for reporting to senior staff. They would perform a range of complex tasks and demonstrate adaptability across a broad range of contexts, either in the field or within police station/office environments.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
POLSAR017 Undertake initial search and rescue actions

Date this document was generated: 6 December 2022

Approved

Page 526 of 545

© Commonwealth of Australia, 2022

Australian Industry Standards

outcomes. demonstrate achievement of the element.

1 Plan initial SAR actions 1.1 Identify mission to prosecute SAR operation
1.2 Assess resources required to facilitate SAR operation
1.3 Determine initial actions and resource deployment in accordance with nature of SAR incident
1.4 Facilitate sharing of information with stakeholders to progress SAR operation

2 Identify search area 2.1 Identify last known position of the target to inform search area
2.2 Define and calculate the initial search area using maps/charts to commence initial SAR operations
2.3 Apply search planning models to the search area
2.4 Determine probability of detection and coverage for allocation of resources

3 Conduct initial SAR activities 3.1 Deploy resources to carry out initial actions
3.2 Adapt response based on assessment and monitoring of SAR operation
3.3 Negotiate resource acquisition to facilitate SAR operation
3.4 Prioritise tasks to maximise efficiency and effectiveness of resources

4 Conduct briefings 4.1 Identify relevant stakeholders to inform of the incident
4.2 Assess and collate information to develop briefings
4.3 Deliver briefing to facilitate flow of information
4.4 Communicate required follow-on actions for ongoing coordination of SAR operation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLSAR008 Undertake initial search and rescue actions.

Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLSAR017 Undertake initial search and rescue actions

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- establishing mission and deploying resources to commence search and rescue (SAR) operation
- evaluating information to commence SAR operation
- coordinating initial SAR
- communicating with stakeholders
- reading and interpreting maps/charts
- performing calculations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- contextual considerations which impact on SAR operation
- resources available to respond to SAR incident
- capabilities of assets and resources
- jurisdictional procurement processes and arrangements relating to external agencies and resources
- communication search tools
- information technology systems to support SAR operation
- jurisdictional communication systems
- jurisdictional briefing and debriefing requirements
- media requirements for SAR operation
- jurisdictional legislation, policies and procedures relating to work, health and safety (WHS)
- Commonwealth, national, state and territory legislation and arrangements relating to SAR
- national manual relating to SAR
- jurisdictional policies, procedures and arrangements relating to SAR
- SAR terminology.
Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet -
POLSAR018 Undertake land search and rescue duties

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application

This unit describes the skills and knowledge required to prepare land search and rescue (SAR) responses, determine current location and destination of target, plan safe routes/courses, and plan land SAR operations.

This unit applies to those working as police officers involved in police land SAR operations. It may be applied in the field and within an office environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work within multi-agency teams and often liaise with stakeholders, while completing complex tasks in a broad range of contexts. They would make decisions independently while giving consideration to financial and human resource management requirements.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements describe the essential</td>
<td>Performance criteria describe the performance needed to</td>
</tr>
</tbody>
</table>
outcomes. demonstrate achievement of the element.

1 **Prepare for land SAR response**

   1.1 Identify a command and control structure to facilitate land SAR operations

   1.2 Conduct urgency assessment to determine level of response

   1.3 Assess requirements of the SAR incident to establish forward command post

   1.4 Facilitate flow of information to stakeholders to progress SAR operation

   1.5 Assess characteristics of target and environment to inform SAR operations

   1.6 Assess information obtained from jurisdictional information management systems to inform SAR operations

2 **Determine current location, destination and resources**

   2.1 Identify maps to source information

   2.2 Interpret information from maps to ensure accurate parameters of search area

   2.3 Analyse data to plot incident location

   2.4 Calculate incident distance and location from distinct features

   2.5 Plot probable and possible search areas to determine resource allocation and asset deployment

   2.6 Evaluate terrain to identify impacts on land SAR operations

   2.7 Identify safe routes and potential access restrictions to determine access to search area

   2.8 Identify specialist resources to facilitate land SAR operations

3 **Provide navigational references to SAR operations teams**

   3.1 Calculate grid references using magnetic bearings, and/or latitude and longitude and/or incident location details provided by callers

   3.2 Communicate navigational references to SAR operations
team to inform search area

3.3 Communicate navigational references to field personnel for use in portable navigation aids

3.4 Communicate directional information to operations team on request

4 Perform land SAR response

4.1 Determine size of search area to establish cordons

4.2 Assess land search strategies to develop an accurate search area

4.3 Select land search patterns in accordance with conditions and terrain

4.4 Determine taskings for assets to facilitate land SAR operations

4.5 Deploy portable navigation aids to search coordinator, where available, to provide timely information

4.6 Analyse information from portable navigation aids to determine areas searched by teams

4.7 Modify land search patterns using on scene intelligence

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLSAR006 Undertake land search and rescue duties.
Links

Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLSAR018 Undertake land search and rescue duties

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing land search and rescue (SAR) requirements
- facilitating the coordination of land SAR operations
- collecting and assessing information on land SAR requirements
- evaluating terrain and weather conditions to inform SAR operations
- determining target locations, distances and destinations
- communicating with and coordinating stakeholders within land SAR context
- applying appropriate land SAR tools, techniques and strategies
- identifying, interpreting and analysing maps.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- principles of land navigation
- map types
- map interpretation
- jurisdictional legislation, policies and procedures relating to SAR operations
- weather patterns
- terrain types and land environments
- obstacles to land searches
- land navigation references, tools, aids and equipment
- limitations and/or regulations which impact on land searches
- common land SAR scenarios
- land search resources and their limitations
- land search strategies
- national manual relating to SAR
- specialist resources
- jurisdictional information management systems.
Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

POLSAR019 Undertake marine search and rescue duties

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package Release 5.0

Application

This unit describes the skills and knowledge required to prepare marine search and rescue (SAR) responses, determine current location and destination of target, plan safe routes/courses, and plan marine SAR operations.

This unit applies to those working as police officers involved in police marine SAR operations. It may be applied in the field and within an office environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to work health and safety (WHS).

Those undertaking this unit would work within multi-agency teams and often liaise with stakeholders, while completing complex tasks in a broad range of contexts. They would make decisions independently while giving consideration to resource management requirements.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Search and rescue

Unit Sector

Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
</thead>
</table>

© Commonwealth of Australia, 2022
Australian Industry Standards
## Elements describe the essential outcomes.

<table>
<thead>
<tr>
<th>Element</th>
<th>Performance criteria describe the performance needed to demonstrate achievement of the element.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Prepare for marine SAR response</td>
<td>1.1 Identify a SAR coordination centre from which to facilitate marine SAR operations</td>
</tr>
<tr>
<td></td>
<td>1.2 Facilitate flow of information to stakeholders to progress SAR operation</td>
</tr>
<tr>
<td></td>
<td>1.3 Identify jurisdictional information management systems required to gather information in relation to target</td>
</tr>
<tr>
<td></td>
<td>1.4 Assess characteristics of target to inform SAR response</td>
</tr>
<tr>
<td>2 Determine current location, destination and resources</td>
<td>2.1 Assess information gathered relating to the location and details of incident</td>
</tr>
<tr>
<td></td>
<td>2.2 Identify charts, electronic navigation aids and navigation equipment to source information</td>
</tr>
<tr>
<td></td>
<td>2.3 Interpret information from charts for planning purposes</td>
</tr>
<tr>
<td></td>
<td>2.4 Evaluate sea state, currents and tidal patterns to identify impacts on marine SAR operations</td>
</tr>
<tr>
<td></td>
<td>2.5 Plot current location and estimated destination of target in distress on a chart using marine navigation techniques</td>
</tr>
<tr>
<td>3 Determine and plan a safe route/course</td>
<td>3.1 Evaluate information, including initial search areas and chart work to compile operational plan</td>
</tr>
<tr>
<td></td>
<td>3.2 Use overlays and allow for variables and prevailing conditions to record plots and search areas on charts</td>
</tr>
<tr>
<td></td>
<td>3.3 Estimate rescue asset’s speeds, search time, investigation time and endurance within prevailing conditions to provide an estimated search time</td>
</tr>
<tr>
<td></td>
<td>3.4 Identify potential obstacles and hazards to determine safe route/course</td>
</tr>
<tr>
<td>4 Perform marine SAR response</td>
<td>4.1 Determine datum of target using wind and currents</td>
</tr>
<tr>
<td></td>
<td>4.2 Assess search strategies to inform marine SAR operations</td>
</tr>
<tr>
<td></td>
<td>4.3 Select marine search patterns in accordance with</td>
</tr>
</tbody>
</table>
prevailing conditions

4.4 Identify specialist marine resources to facilitate marine SAR operations

4.5 Determine taskings for specialist marine resources to facilitate marine SAR operations

4.6 Modify marine search strategies using on scene intelligence

Foundation Skills
Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions
Range is restricted to essential operating conditions and any other variables essential to the work environment.
Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information
This unit replaces and is equivalent to POLSAR005 Undertake marine search and rescue duties.

Links
Companion Volume Implementation Guides can be found on VETNet - -
Assessment Requirements for POLSAR019 Undertake marine search and rescue duties

Modification History
Release 1. This is the first release of this unit of competency in the POL Police Training Package release 5.0

Performance Evidence
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- assessing marine search and rescue (SAR) requirements
- facilitating coordination of marine SAR operations
- collecting and assessing information on marine SAR requirements
- evaluating marine and weather conditions to inform SAR operations
- determining target locations, distances and destinations
- communicating and coordinating with stakeholders within marine SAR context
- applying appropriate marine SAR tools, techniques and strategies
- documenting progress and outcomes of marine SAR.

Knowledge Evidence
Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Commonwealth, national, state and territory legislation and arrangements relating to SAR
- international treaties relating to maritime safety
- principles of marine navigation
- SAR datum planning
- jurisdictional legislation, policies and procedures relating to SAR operations
- weather patterns
- currents
- sea state
- drift patterns
- variation and deviation
- obstacles to marine navigation
- marine navigation references, tools, charts, aids and equipment
- formulas relating to marine SAR
- local marine environment
- common marine SAR scenarios
Assessment Requirements for POLSAR019 Undertake marine search and rescue duties

- limitations/regulations which impact marine search
- national manual relating to SAR
- specialist marine resources
- jurisdictional information management systems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides can be found on VETNet -  
POL Police Training Package

Modification History

<table>
<thead>
<tr>
<th>Version</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Primary release of POL TP complying with the new standards. Units and qualifications based on Police material from PUA12 V2.1.</td>
</tr>
</tbody>
</table>

Credit Arrangements

<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>Qualification Title</th>
<th>Credit Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL21115</td>
<td>Certificate II in Community Engagement</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL31115</td>
<td>Certificate III in Aboriginal Community Policing</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL31215</td>
<td>Certificate III in Police Liaison</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL41115</td>
<td>Certificate IV in Aboriginal Community Policing</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL41215</td>
<td>Certificate IV in Protective Services</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL50115</td>
<td>Diploma of Policing</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL52115</td>
<td>Diploma of Police Intelligence Practice</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL54115</td>
<td>Diploma of Forensic Investigation</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>Code</td>
<td>Title</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>POL58115</td>
<td>Diploma of Police Search and Rescue Coordination</td>
<td></td>
</tr>
<tr>
<td>POL60115</td>
<td>Advanced Diploma of Police Supervision</td>
<td></td>
</tr>
<tr>
<td>POL62115</td>
<td>Advanced Diploma of Human Source Management</td>
<td></td>
</tr>
<tr>
<td>POL62215</td>
<td>Advanced Diploma of Police Intelligence Operations</td>
<td></td>
</tr>
<tr>
<td>POL62315</td>
<td>Advanced Diploma of Police Witness Protection</td>
<td></td>
</tr>
<tr>
<td>POL62415</td>
<td>Advanced Diploma of Surveillance</td>
<td></td>
</tr>
<tr>
<td>POL62515</td>
<td>Advanced Diploma of Undercover Operations (Operative/Controller)</td>
<td></td>
</tr>
<tr>
<td>POL62615</td>
<td>Advanced Diploma of Police Close Personal Protection</td>
<td></td>
</tr>
<tr>
<td>POL64115</td>
<td>Advanced Diploma of Forensic Investigation</td>
<td></td>
</tr>
<tr>
<td>POL65115</td>
<td>Advanced Diploma of Police Investigation</td>
<td></td>
</tr>
<tr>
<td>POL66115</td>
<td>Advanced Diploma of Police Negotiation</td>
<td></td>
</tr>
<tr>
<td>POL68115</td>
<td>Advanced Diploma of Police Search and Rescue Management</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Course Description</td>
<td>Credit Arrangements</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>POL80115</td>
<td>Graduate Certificate in Police Management</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL84115</td>
<td>Graduate Certificate in Forensic Firearm Examination</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL84215</td>
<td>Graduate Certificate in Forensic Fingerprint Investigation</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL84315</td>
<td>Graduate Certificate in Crime Scene Investigation</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
<tr>
<td>POL87115</td>
<td>Graduate Certificate in Police Prosecution</td>
<td>At the time of endorsement of this training package no credit arrangements exist.</td>
</tr>
</tbody>
</table>

**Links**

POLSS00002 Police Intelligence (team leader)

Modification History

Release 2. This is the second release of this skill set in the POL Police Training Package. POLGEN003 Facilitate community engagement for policing purposes superseded by POLGEN028 Facilitate community and stakeholder engagement for policing purposes.

Release 1. This is the first release of this skill set in the POL Police Training Package.

Description

This skill set applies to people working as part of the intelligence process within a policing environment.

This skill set provides the abilities to engage with stakeholders and lead teams within a policing intelligence context, including the mentoring and coaching of less experienced intelligence practitioners.

Pathways Information

This skill set is stand alone and does not lead to a specific policing qualification.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

A total of 2 units of competency must be attained.

- POLGEN001 Develop high performing teams within policing
- POLGEN028 Facilitate community and stakeholder engagement for policing purposes

Target Group

Not applicable.

Suggested words for Statement of Attainment

These competencies meet the industry standard for leading teams as part of the intelligence
process in a policing environment.