



**Australian Government**

# **PSPINV004 Conduct an investigation**

**Release: 1**

# PSPINV004 Conduct an investigation

## Modification History

Supersedes and is equivalent to PSPINV002 Conduct an investigation.

## Application

This unit describes the performance outcomes, skills and knowledge required to conduct an investigation under commonwealth or jurisdictional law, in accordance with an established investigation plan.

This unit applies to those working in a range of regulatory work environments. Those undertaking this unit work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar or unpredictable.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

## Pre-requisite Unit

Nil

## Competency Field

Investigation

## 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. Locate information sources and record findings.   | 1.1. Identify subjects and suspects involved in the matter under investigation and record details.<br>1.2. Obtain or verify authority to search, involving other organisations where necessary.<br>1.3. Collect and analyse information relevant to the investigation.<br>1.4. Identify and locate persons relevant to the investigation.<br>1.5. Access expert skills and knowledge to further assist staff in areas where they cannot, or are not authorised, to act.<br>1.6. Anticipate likely defences and include evidence to counter these. |
| 2. Collect and manage information and exhibits.      | 2.1. Collect, label, record and preserve evidence for use in proceedings.<br>2.2. Identify, secure and manage evidence from incoming information.<br>2.3. Maintain continuity, security and integrity of exhibits.<br>2.4. Handle, record, store and dispose of exhibits in accordance with required procedures.  |
| 3. Review, adjust and conduct investigation process. | 3.1. Monitor and review evidence collection to address gaps and inadequacies.<br>3.2. Conduct briefings and debriefings of relevant personnel.<br>3.3. Conduct investigation, incorporating legislative, legal and ethical consideration with sufficient flexibility to allow for contingencies.<br>3.4. Monitor investigation process, modify and implement solutions where practicable.   |

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

### SKILLS

### DESCRIPTION

- |                    |  |
|--------------------|--|
| Reading skills to: | <ul style="list-style-type: none"> <li>• select and interpret information relevant to matter under investigation from diverse and unfamiliar sources.</li> </ul> |
| Writing skills to: | <ul style="list-style-type: none"> <li>• produce factual reports using formal structures and language.</li> </ul>  |

- Oral communication skills to:
- participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
  - liaise and negotiate with others linked to the investigation.
- Initiative and enterprise skills to:
- adjust process and problem solve within defined parameters
  - identify and refer issues requiring expert skills and knowledge.

## Unit Mapping Information

Supersedes and is equivalent to PSPINV002 Conduct an investigation.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>