



Australian Government

PSPREG046 Manage investigations

Release: 1

PSPREG046 Manage investigations

Modification History

Supersedes and is not equivalent to PSPREG025 Manage investigations.

Application

This unit describes the performance outcomes, skills and knowledge required to plan, document and allocate resources to manage and review investigations in accordance with commonwealth and jurisdictional law, policy and procedures.

This unit applies to those working in regulatory roles involving investigations. Those undertaking this unit work autonomously, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Regulatory

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. Plan investigations.
 - 1.1. Prepare a plan that reflects analysis of available factors to set directions for the investigation.
 - 1.2. Define investigation aims and objectives to provide operational focus.
 - 1.3. Conduct risk assessments to identify investigational opportunities and limitations and formulate a security plan.
 - 1.4. Prioritise investigatory phases and tasks to inform the sequence of activities and provide for future review of the investigation process.
 - 1.5. Select and authorise methods to achieve the investigation aims and objectives.
 - 1.6. Establish communication channels with appropriate personnel to facilitate contact during the operation.
 - 1.7. Initiate a case management system to facilitate the planning, resolution and review of the investigation.
 - 1.8. Develop plans that are sufficiently flexible and adaptable to accommodate any unforeseen contingencies or issues that may arise.
2. Prepare documentation to support the investigation.
 - 2.1. Record all relevant information in a chronological and accurate manner.
 - 2.2. Compile operational documentation to provide an ongoing reference for operatives and a formal record for evidentiary purposes.
 - 2.3. Ensure recording procedures comply with security and evidentiary requirements.
3. Identify, use and coordinate resources.
 - 3.1. Identify and access available resource requirements to support the operation.
 - 3.2. Identify contingency responses that address any resource limitations.
 - 3.3. Manage resource usage to achieve the desired aim(s).
 - 3.4. Monitor and control operational costs.
4. Review investigations.
 - 4.1. Review investigation outcomes against the aims and objectives specified in the investigation plan.
 - 4.2. Review procedures for adherence to organisational policies and guidelines.
 - 4.3. Complete post-investigation procedures to finalise the investigation.
 - 4.4. Disseminate review outcomes and use to inform future

practice.

Foundation Skills

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

Unit Mapping Information

Supersedes and is not equivalent to PSPREG025 Manage investigations.

Links

Companion Volume implementation guides are found in VETNet -

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