



Australian Government

Department of Education, Employment and Workplace Relations

PSPREG508 Review and evaluate investigations

Release: 1

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Modification History

Release	TP Version	Comments
1	PSP12V1	Primary release. Content based on PUAPOL030B Review and evaluate investigations.

Unit Descriptor

This unit covers the competency to plan, document and allocate resources to manage and review investigations effectively, in accordance with commonwealth and/or jurisdictional law policy and procedures.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

This unit applies to people required to manage investigations. It involves planning and implementing strategies for the overall management of an investigation including establishing investigation aims/objectives, assessing risks and security, allocating tasks, selecting appropriate investigation methods and communication strategies, and establishing a case management system. It also requires the management of resources and information/records throughout the investigation and the review of outcomes to inform practice improvements. The work outlined in this unit would typically be undertaken by personnel involved in a designated investigation role.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

1) ELEMENTS

1. Monitor investigation progress

2. Assess, record and report on investigation status

3. Evaluate and document recommendations

2) PERFORMANCE CRITERIA

1.1 The progress of the investigation is regularly monitored to ensure tasks are completed and objectives met.

1.2 ***Deficiencies*** and areas requiring further action are identified and addressed.

1.3 Feedback on the progress of the investigation is regularly communicated to ***relevant personnel***, management, ***clients*** and ***stakeholders***.

2.1 The investigation is regularly assessed against competing investigations/demands to determine priorities and monitor resource and budgetary expenditure.

2.2 The investigation is strategically assessed at regular intervals to ensure that objectives are achievable within resource and legal constraints.

2.3 ***Critical decisions*** regarding the investigation are recorded and reported to relevant personnel.

3.1 Organisational responsibilities for resource/budgetary allocations are monitored and reviewed to facilitate achievement of objectives.

3.2 Communication and coordination between relevant parties is evaluated and modified where required.

3.3 Tasks are reviewed and modified as required.

3.4 Recommendations arising from review are documented and forwarded to relevant managers, clients and stakeholders.

3)

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

- oral communication and liaison skills (listening, establishing rapport, public relations, negotiation, conflict resolution, feedback)
- written communication in preparing investigation plans, tactical plans, resource bids etc.
- managing the organisation's computer and/or manual information management system
- ability to conduct investigations
- organisation and planning skills, in particular the skills to coordinate crucial and diverse clients, law enforcement providers and stakeholders
- resource management including budgetary, human and physical resources and allocation/access
- reasoning and logical analysis, problem solving and decision making
- high level presentations

Knowledge requirements

- the broad law enforcement context and the criminal justice system
- organisation's corporate goals and objectives
- legislation relevant to the jurisdiction/s involved in the investigation
- jurisdictional and organisational requirements of agencies, clients, and stakeholder
- organisation's operational priorities
- macro environmental impact upon investigations of serious crime, including government, policy, political, and community interests
- access and deployment mechanisms to ensure optimal economy and efficiency in the use of human, physical and financial resources
- opportunities, risks and constraint assessment which may hamper the investigation
- decision making processes and organisational chain of command
- evaluation and auditing processes

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Overview of evidence requirements	It is essential for this unit that competence is demonstrated in applying the process of continuous reviews and assessment of investigations to achieve planned and reviewed priorities
Resources required to carry out assessment	No special resources required.
Where and how to assess evidence	<p>Valid assessment of this unit requires:</p> <ul style="list-style-type: none">• a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered, including coping with difficulties, irregularities and breakdowns in routine <p>Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:</p> <ul style="list-style-type: none">• people with disabilities• people from culturally and linguistically diverse backgrounds• Aboriginal and Torres Strait Islander people• women• young people• older people• people in rural and remote locations <p>Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:</p> <ul style="list-style-type: none">• case studies• observation• portfolios• questioning• scenarios• simulation or role plays• authenticated evidence from the workplace and/or training courses
For consistency of assessment	Evidence must be gathered over time in a range of actual or simulated workplace environments, in order to ensure that the person can achieve the unit outcome and apply the competency in different situations or environments.

Range Statement

<p>The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in <i>bold italics</i> in the Performance Criteria is explained here.</p>	
<p><i>Deficiencies in the investigation</i> may occur because of:</p>	<ul style="list-style-type: none"> • budgetary/resource constraints • legal obligations • organisational policy requirements <p>Deficiencies and the remedial actions undertaken by the manager should be documented in the plan as the investigation progresses</p>
<p><i>Clients</i> may include:</p>	<ul style="list-style-type: none"> • the persons or organisations requesting investigations proceed on their behalf and be: <ul style="list-style-type: none"> • internal • external • individuals • groups • from various levels of management or an investigative group
<p><i>Stakeholders</i> are:</p>	<ul style="list-style-type: none"> • other people or organisations (not being the client) who may legitimately have an interest in the progress and results of the investigation • stakeholders may be internal or external
<p><i>Strategic assessment</i> involves:</p>	<ul style="list-style-type: none"> • identification of emerging issues • time frames • budgetary/resource/legal constraints • new methodologies for analysis of impact on investigation
<p><i>Critical decisions</i> may be influenced by:</p>	<ul style="list-style-type: none"> • financial and physical constraints • available resources • legal limitations • re-focus of organisational priorities <p>Decisions to terminate, re-prioritise, or change the focus of the investigation may be required as a result of the strategic assessment and should be documented in the investigation plan</p>
<p><i>Relevant personnel</i> may include:</p>	<ul style="list-style-type: none"> • those persons who can contribute to the investigation such as support services and technical services

Unit Sector(s)

Regulatory

Custom Content Section

Not applicable.