Australian Government

Department of Education, Employment and Workplace Relations

PUADEFIN001A Process information into intelligence

Revision Number: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PUADEFIN001A Process information into intelligence

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor   This unit covers the competency required to evaluate and analyse information to produce intelligence.

Application of the Unit

Application of the Unit This unit is applicable to workers within the intelligence environment. These workers need to be able to complete this activity independently with limited supervision.

This unit of competency is linked to the skills of collection and dissemination, which are covered in other units.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills   This unit contains employability skills.

Pre-requisite Unit/s   Nil

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.	Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Organise information**	1.1 Instructions to conduct the ***processing activity*** are received and details are confirmed with supervisor as necessary
	1.2 Intelligence outputs are identified in accordance with user and client requirements
	1.3 Security requirements are maintained throughout the process in accordance with ***standard procedures***
	1.4 Work timelines are confirmed to ensure that outputs will be available; if not advice is sought from supervisor
	1.5 ***Information or data*** is converted for use in the analytical process
	1.6 Collected information is ***evaluated*** in accordance with standard procedures
	1.7 Information gaps are identified and reported to supervisor
	1.8 Benchmarks and ***evaluation criteria*** appropriate to the intelligence requirement are identified
	1.9 Occupational health and safety (OH&S) requirements, and safety precautions are applied throughout the process
	1.10 ***Legal requirements*** for activities are identified and applied during the process

ELEMENT	PERFORMANCE CRITERIA
2. **Analyse and interpret information**	2.1 Appropriate *thinking process* is used to interpret the information
	2.2 Assumptions that have been made about the processing of information are stated in a way that is clear, justified and consistent with work objectives
	2.3 *Analytical and diagnostic techniques* are selected that are reliable and appropriate to the intelligence requirement
	2.4 Trends are identified and analysed in light of environmental and cultural factors relevant to the particular situation
	2.5 Analysed information is interpreted to identify relevance to the operation
	2.6 Interpretations are made based on the factual, quantitative, and qualitative information
	2.7 Possible interpretations are tested, refined and consolidated to review credibility and consistency with new information
3. **Develop inferences**	3.1 Assumptions in arguments leading to inferences are clearly stated to inform clients and users
	3.2 Inferences are formulated from tested interpretations and facts
	3.3 Chain of reasoning in formulating inferences is clear to ensure transparency to clients and users
	3.4 Inferences are reviewed to identify and address any fallacies in reasoning
	3.5 Recommendations on intelligence analysis outcomes are developed and reported to inform clients and users

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ELEMENT	PERFORMANCE CRITERIA
4. **Review analysis processes**	4.1 Results and conclusions are reviewed with relevant person/s wherever possible
	4.2 Analysis processes and outcomes are evaluated in accordance with client and user requirements
	4.3 Processes are managed and adjusted in accordance with evaluation and feedback from clients and users
	4.4 Information and detail related to analysis and evaluation is reported to appropriate parties in accordance with standard procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- develop instructions from given orders
- extract and interpret geospatial data from maps and charts
- give and receive workplace feedback
- maintain security
- manage own professional performance
- operate computer packages
- present logical and structured arguments
- write reports
- work as part of a team
- work independently

Required Knowledge

- data storage systems
- databases
- evaluation criteria
- intelligence assessments and reports
- intelligence community
- legal responsibilities
- organisational operational considerations
- relevant legislation and procedures in relation to environmental requirements and rules of engagement
- relevant OH&S regulations/requirements, equipment, material and personal safety requirements
- risk assessment techniques
- security of classified information
- workplace communication strategies
- workplace equity and diversity
- workplace safety procedures

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to collect raw information or data and then to evaluate, process and convert this information into a useful intelligence product in accordance with specific client and user requirements.
	Consistency in performance
	Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts.
Context of and specific resources for assessment	**Context of assessment**
	Competency should be assessed in the workplace or in a simulated workplace environment.
	Specific resources for assessment
	Accessis required to:
	• computer and relevant software
	• legislation, guidelines, procedures and protocols relating to test and evaluation processes
	• plans
	• workplace documentation.
Guidance information for assessment	Competence is demonstrated individually and assessed via examination of intelligence product.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below.

Processing activity may include	Assessment
	Collection and sorting
	Evaluation
	Integration
	Interpretation
	Registration
Standard procedures may include	Australian Quality Training Framework
	Australian Standards
	Defence instructions
	Doctrine pamphlets
	Industry practices
	Job guides and other publications
	Maintenance schedules
	Manufacturers' specifications, procedures and technical instructions
	OH&S requirements and regulations
	Organisational instructions and journals
	Organisational policies and procedures
	Quality control
	Regulatory requirements
	Relevant local government by-laws
	Routine orders
	Security instructions and procedures
	Standard Operating Procedures
	Standing orders
	Workplace agreements
	Written and verbal orders
Information or data	Decrypted information

RANGE STATEMENT

may include	Information broken down into data elements
	Re-formatted information
	Translated information
Evaluating collected information may include	Relevance
	Reliability
	Timeliness
	Utility
	Validity
Evaluation criteria may include	Information requirements
	Organisational guidance
	Terms of reference
Legal requirements may include	Geneva conventions and protocols
	International laws
	Laws of Armed Conflict
	National laws
	Rules of Engagement
	State/territory laws
Thinking process may include	Assessment
	Comprehension
	Deductive reasoning
	Inductive reasoning
	Inference
	Interpretation
	Logic
Analytical and diagnostic techniques may include	Association matrices
	Data sorting
	Link analysis
	Qualitative analysis
	Quantitative analysis
	Statistical analysis
	Trend analysis

RANGE STATEMENT

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil

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