PUAPOL033B Manage intelligence information processes

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

PUAPOL033B Manage intelligence information processes

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor	This unit covers the competency to manage the collection, collation, and evaluation of information within the intelligence process in accordance with legislation and organisational requirements.

Application of the Unit

Application of the Unit	The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.
	This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s	Nil

Employability Skills Information

Employability Skills   This unit contains employability skills.

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. **Develop an information collection plan**	1.1 The type and quality of information required is identified to inform the *collection plan*
	1.2 The most suitable *information source*(*s*) is identified and briefed as to information required
	1.3 Potential information channels are identified to assist selection of the most suitable collection channel
	1.4 A clear, concise, and accessible information collection plan is written to inform operatives and users
2. **Collect information**	2.1 The type and quality of information required is identified and communicated clearly to information sources and collectors to facilitate desired outcomes
	2.2 *Information* is collected according to the methods outlined in the information collection plans
	2.3 Information is graded registered, recorded and stored according to organisational guidelines
	2.4 The Information Collection Plan is continually reviewed and amended as required to ensure a sound collection process
3. **Collate information**	3.1 Information is collated using methods which facilitate accessibility and rapid retrievability
	3.2 Gaps in gathered information are identified and steps taken to gather further pertinent information and give a better understanding of events
	3.3 The *collation* process is evaluated to determine what improvements can be made, and those improvements implemented
4. **Evaluate information**	4.1 The source of the *information is evaluated* to determine its reliability and value
	4.2 Previously collected information is *re-evaluated* in light of the most recently collected information to confirm a picture of events
	4.3 Invalid and/or irrelevant information is removed from further processing and retained to facilitate future reference

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

oral communication (listening, establishing rapport, negotiation, conflict resolution)

written communication in preparing intelligence documentation and collection plans

resource management including budgetary, human and physical resources and allocation/access

analyse and evaluation information

organise and manage time

decision making and problem solving, including lateral thinking and perseverance

operational safety as reflected in Unit APS 001 Maintain Operational Safety (General)

Required Knowledge

government and policy environments within which operations will be managed and political considerations which may impact

correct interpretation of all applicable laws, policy and procedures. Applicable law, policy and procedures for all the jurisdictions are detailed in the comprehensive legislation appendix at the close of the police standards submission,

available resources which may be deployed to support the intelligence operation. As an example, the provision of surveillance, technical support

security issues and classifications

Informant/source cultivation and handling/management procedures

information management and collection techniques, in the context of intelligence processes and legal requirements regarding information storage and retrieval

police information/database systems

different types of criminal activity and their elements eg general crime, theft, burglary, assault, drugs, fraud, embezzlement, homicide etc

intelligence principles and a practical knowledge of case management systems and the range of contexts in which these can be applied

evidentiary requirements

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in the management of intelligence information consistent with the project plan
	Consistency in performance
	Evidence of competency in this Unit will need to be gathered over time and from across a range of simulated and/or actual workplace activities
Context of and specific resources for assessment	**Context of assessment**
	Evidence should be gathered over a period of time in a range of actual or simulated workplace environments
	Specific resources for assessment
	No special requirements
Guidance information for assessment	Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

The information collection plan may include	time frames for the collection of the information. Such timeframes may be affected by the work involved in preparing the jobs, turn around time, and translation times,
	appropriate methods of information transfer which could include: (modem, facsimile, post, courier, oral, and/or by hand
	assessment of risks to the source, individual or organisation)
The unpredictable nature of subjects' activities mean	that new entities come to notice when intelligence officers and officers are providing tactical and operational support. Therefore, the Information Collection Plan must be monitored for current relevance and brought up to date from time to time to keep up with operational developments. The plan would be classified appropriately
Information sources may include	other law enforcement officers in the agency
	existing holdings with the agency
	other law enforcement agencies
	government departments
	private sector
	public domain, libraries
	informants
	regulatory bodies and professional associations
	academic and research institutes
Collection techniques may include	library searches
	interviews
	surveillance (physical and electronic)
	observation posts
	overt and covert means
	surveys

RANGE STATEMENT

	hearings
Information may include	data
	facts
	anecdotal evidence
	allegations and processed intelligence
	pictures
	video recordings
	audio recordings
	transcripts
	narration
	objects or things
Information may be	in hard copy or electronic form
	It can be obtained by overt or covert means, and apply to unclassified through to highly classified material
Collation methods may include	Indexing
	cross referencing
	linking
	sorting
	comparing
	categorising
	integrating
	using appropriate
	available software programs
	filing systems
The information is evaluated according to its	credibility
	validity
	reliability
	accuracy
	pertinence
Re-evaluation means	subjecting existing information to evaluation processes in the light of new information received

RANGE STATEMENT

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil

Government Skills Australia