Australian Government

Department of Education, Employment and Workplace Relations

PUAPOL033B Manage intelligence information processes

Revision Number: 3

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PUAPOL033B Manage intelligence information processes

Modification History

PUAPOL033B Release 3:   Unit Descriptor and Application revised.
PUAPOL033B Release 2:   Layout adjusted. No changes to content.
PUAPOL033B Release 1:   Primary release.

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

Application of the Unit

The application for this unit has not been fully developed. It will be reviewed as part of the process of implementing the Design Model for Streamlined Training Package Material.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 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

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
- 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

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.

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 • hearings
Information may include:	• data • facts • anecdotal evidence • allegations and processed intelligence • pictures • video recordings

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	• 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

Unit Sector(s)

Not applicable.