



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOL035B Disseminate outputs from the intelligence process

Revision Number: 4

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Modification History

PUAPOL035B Release 3: Unit Descriptor and Application revised.
PUAPOL035B Release 2: Layout adjusted. No changes to content.
PUAPOL035B Release 1: Primary release.

Unit Descriptor

This unit covers the competency to develop, deliver and disseminate intelligence outputs to assist decision making.

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. Write reports	<ul style="list-style-type: none">1.1 The client's expectation of an appropriate <i>written report protocol</i> is determined1.2 The written report <i>format</i>, tone and language are specific to the audience and/or operational circumstances1.3 The report content is accurate and written in a concise and logical manner1.4 The written report conforms to acceptable writing conventions and is presented in a <i>professional manner</i>1.5 The written report is disseminated to the intended recipients in a timely manner
2. Conduct briefings	<ul style="list-style-type: none">2.1 The briefing is planned so that all essential information is included and logically arranged2.2 Briefing content is developed and delivered in a concise and logical manner2.3 Briefing content is structured to facilitate audience comprehension
3. Provide electronic products	<ul style="list-style-type: none">3.1 Intended recipients are identified and contacted to establish needs and expectations3.2 Caveats are determined and applied to ensure that limitations on release of the product are understood3.3 <i>Electronic products</i> are designed to be compatible with intended recipient needs/systems and/or operational circumstances3.4 Electronic products are selected and presented to ensure conciseness and enhance delivery and recipient understanding of the message3.5 Electronic products are disseminated to the intended recipient in a form and timeframe to meet client needs and expectations
4. Obtain feedback from clients	<ul style="list-style-type: none">4.1 Lines of communication are established and maintained to elicit feedback from clients4.2 <i>Feedback</i> on products and dissemination methods is actively sought from clients to facilitate an improved product4.3 Client feedback is acknowledged and recorded to enable <i>appropriate action</i>/adjustments to the intelligence product to be made

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, presentations)
- written communication in preparing intelligence analysis reports etc
- analysing, synthesising and evaluating
- deductive and inductive reasoning
- constructing sound inductive arguments
- computer and information system usage
- resource management including budgetary, human and physical resources and allocation/access
- operational safety

Required Knowledge

- government and policy environments within which operations will be managed
- different types of criminal activity and their elements eg general crime, theft, burglary, assault, drugs, fraud, embezzlement, homicide etc
- 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
- briefing and report writing techniques
- available resources/equipment required to support intelligence reporting and briefing processes (in a range of formats)
- security issues and classifications
- electronic presentation techniques
- client feedback mechanisms
- intelligence dissemination protocols, including appropriate caveats and releasability of information

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 provision of intelligence information that is useable.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

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.

- Written report*** protocol:
- will generally include a cover page
 - caveat
 - probability rating
 - table of contents
 - glossary of terms
 - executive summary
 - introduction (aim, objective, methodology, limitations)
 - body
 - conclusion
 - recommendation
 - appendices
 - security classification
 - referenced sources and agencies
 - time frame reference
 - authorship
- Types of written report*** may include:
- briefing papers
 - tactical
 - strategic
 - threat assessment
 - information report
 - operational
 - ministerial
 - the written report may be disseminated to addressees on the Information Collection Plan list, organisational management, and team members
- Professional manner*** include:
- using correct grammar and syntax
 - correct spelling
 - appropriate paragraphing
 - page layout
 - justification
 - use of colour
 - graphics
 - paper quality
- Style*** includes:
- briefing 'on the run'
 - formal/informal
 - structured/unstructured

- planned or impromptu
- questions/no questions

- Format*** may be:
- interactive or didactic
- Logistics*** may include:
- presenter
 - invitations
 - suitable locations
 - time
 - duration
- Resources*** may include:
- public address system
 - overhead projector and screen
 - handouts
 - video
 - electronic aids
 - human resources
- Notification*** may be:
- by written
 - oral
 - electronic means
- Briefing protocols*** generally:
- introductions
 - security classifications
 - briefing formats
 - statement of purpose, statement of duration
 - presentation of major findings, supporting data, conclusions, recommendations
 - provision of questioning time
 - closing of briefing
- Communication skills*** include:
- visual aids
 - speech
 - presence and language
 - as well as interpersonal skills such as empathy and fairness and being perceptive of all forms - verbal and non-verbal - of feedback from the audience
- Presentation*** include:
- both the body of the presentation and the answering of questions
- Electronic products*** may include:
- computer databases
 - software
 - modem communication
 - video or audio tape
 - e-mail and electronic versions of oral briefings or written reports
- Feedback*** may be:
- formal
 - informal
 - written
 - oral

Appropriate action may include:

- electronic
- no action
- amend present and future products and dissemination methods
- responding to feedback

Unit Sector(s)

Not applicable.