



Australian Government

CPPINV3027 Develop investigation plans

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 9.0.

Supersedes and is equivalent to CPPSEC3027A Develop investigative plan.
Updated to meet the Standards for Training Packages

Application

This unit specifies the skills and knowledge required to develop and document an investigation plan. It includes scoping investigation parameters, selecting investigation methodologies based on factual and surveillance techniques, and ensuring legal compliance for investigative and evidence collection processes.

A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.

This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

None.

Unit Sector

Investigative services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

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|---------------------------------------|---|
| 1 Confirm investigation requirements. | 1.1 Review investigation brief and associated information to clarify investigation purpose, scope and timeframes. |
| | 1.2 Source additional information in consultation with relevant persons to clarify investigation requirements. |
| | 1.3 Review legal rights and responsibilities and confirm required authorisations to conduct investigation and |

collect evidence.

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| 2 Determine investigation methodology. | 2.1 Gather and assess information to support investigation and confirm validity of sources. |
| | 2.2 Select investigation methods that meet investigation brief and comply with legal requirements for collecting, preserving and presenting evidence. |
| | 2.3 Identify required resources and equipment and confirm their availability and efficiency in meeting investigation brief and budget. |
| | 2.4 Assess risk associated with investigation methods and apply contingency measures to ensure safety and regulatory compliance. |
| | 2.5 Identify limitations in conducting investigation and seek required assistance in consultation with relevant persons. |
| 3 Finalise investigation plan. | 3.1 Write investigation plan in accordance with workplace standards for style, format and accuracy. |
| | 3.2 Review investigation plan to confirm completeness and accuracy to meet investigation brief and make required modifications. |
| | 3.3 Securely store investigation information in a manner that facilitates future retrieval and maintains confidentiality. |

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- reading skills to interpret diverse or conflicting pieces of information when clarifying investigation requirements.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3027A Develop investigative plan.

Links

Companion volumes to this training package are available at the VETNet website -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPINV3027 Develop investigation plans

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by developing three different investigation plans:

- two factual investigation plans:
 - one for a general insurance investigation **or** one for a financial crime investigation
 - one for a workers compensation investigation **or** one internal discipline investigation
- one surveillance investigation plan.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when developing investigation plans:
 - authorities and legal rights of investigators
 - investigative actions that may result in breach of confidence, privacy or other offence under legislation
 - legislative restrictions on the use of recording devices
 - work health and safety requirements
- equipment and resources used to conduct investigations involving factual and surveillance investigative methods
- purpose, benefits and limitations of different investigation methods:
 - factual
 - surveillance
- sources of evidence and methods for:
 - collecting, preserving and presenting evidence during an investigation
 - ensuring continuity of evidence and chain of custody during investigations
- techniques for sourcing and validating information when planning investigations.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by an RTO for investigations licensing purposes must hold the licence for performing the investigations activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- investigation briefs and associated documentation, information technologies and materials required to achieve the performance evidence.

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