



Australian Government

CPPINV3028 Investigate and locate subjects

Release: 1

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Modification History

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

Application

This unit specifies the skills and knowledge required to locate subjects using investigative search techniques. It includes researching the subject's background information and possible whereabouts, searching open source intelligence, databases, public records and documentation, and identifying and following leads to trace and locate the subject.

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.
1 Plan investigation and profile subject.	1.1 Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when investigating and locating subjects.
	1.2 Clarify investigation and client requirements in consultation with relevant persons.
	1.3 Check validity of client intentions and information obtained as part of investigative brief to ensure

		compliance with ethical obligations.
	1.4	Conduct research to gather background information on subject and identify possible contacts and locations.
	1.5	Assess and verify the reliability of available data and plan investigation activities to meet required timeframes.
2	Conduct investigation to locate subject.	
	2.1	Make field calls to identify and follow leads to trace subject.
	2.2	Search open source intelligence and databases to identify and follow leads to trace subject.
	2.3	Examine public records and documentation to identify and follow leads to trace subject.
	2.4	Review search results to identify and follow alternative search avenues to locate subject.
3	Report investigation outcomes.	
	3.1	Document times, dates, occurrences, results and sources of investigation activities.
	3.2	Analyse investigation outcomes and recommend further actions to meet work instructions.
	3.3	Present report to relevant persons within agreed timeframes.

Foundation Skills

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

- oral communication skills to use questioning and active listening during field calls
- reading skills to interpret information in diagrammatic and numerical formats such as photographs, maps, addresses and phone numbers.

Unit Mapping Information

No equivalent unit.

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 CPPINV3028 Investigate and locate subjects

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by investigating and locating three different subjects.

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 investigating and locating subjects:
 - authorities and legal rights of investigators
 - actions that may result in breach of confidence, privacy or other offence under legislation
 - duties of the investigator to follow instructions, act in person and act in the interests of the client
 - rights of subjects including privacy and protection of reputation
 - work health and safety requirements
- methods for verifying the validity and reliability of information gathered as part of an investigation
- search techniques used to locate subjects using:
 - internet browsers and search tools
 - investigator databases
 - open source intelligence including deep web research and social media analysis
 - public records including property documents, work and court records
 - interviews with known associates, colleagues and neighbours
- types of field calls used to investigate and locate subjects
- types of investigative behaviours that are unethical, illegal or represent misconduct.

Assessment Conditions

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

Assessors 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:

- work instructions and associated documentation, office equipment, technologies and consumables required to achieve the performance evidence.

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