



Australian Government

Assessment Requirements for CPPINV3031

Conduct interviews and take statements to support investigations

Release: 1

Assessment Requirements for CPPINV3031 Conduct interviews and take statements to support investigations

Modification History

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

Supersedes and is equivalent to CPPSEC3033A Conduct interviews and take statements. Updated to meet the Standards for Training Packages

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by conducting three different interviews to support an investigation:

- statements must be taken from three different people involved in the investigation:
- the person who made the complaint (complainant or plaintiff)
- the person who caused the complaint (respondent, employer or negligent party)
- a witness.
- for one interview, an interpreter must be engaged, and the interview conducted with the interpreter.

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 conducting interviews and taking statements:
 - codes of practice that ensure compliance with legislative responsibilities
 - legal and ethical obligations associated with conducting interviews and taking statements to support investigations
 - legislative restrictions on the use of recording devices
 - requirements for conducting interviews with, and taking statements from minors
 - work health and safety requirements
- difference between statements, affidavits and statutory declarations
- documentation required to be completed when conducting interviews and taking statements
- interview strategies and techniques used to gather information to support investigations
- legal format for taking statements including requirements for witnessing, signing and dating statements
- protocols and procedures to be followed when conducting interviews and taking statements

- signs and symptoms that a person may be considering suicide or self-harm and appropriate response actions
- sources of evidence when conducting interviews and taking statements and methods for:
 - collecting, preserving and presenting evidence
 - ensuring continuity of evidence
 - complying with evidence management principles
- types of recording equipment used to record interviews
- typical special needs of interviewees and requirements for conducting interviews and taking statements using interpreters
- ways that individual social and cultural differences may be expressed and methods for handling cultural sensitivities when conducting interviews and taking statements.
-

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:

- work instructions and associated documentation, equipment and resources required to achieve the performance evidence.

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>