



**Australian Government**

# **CPPINV3031 Conduct interviews and take statements to support investigations**

**Release: 1**

# 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

## Application

This unit specifies the skills and knowledge required to acquire information by interview and take statements to support an investigation. It includes following plans, protocols and procedures to conduct interviews, questioning interviewees to obtain and record facts and details of physical evidence presented, and taking statements in the required legal format.

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 Prepare to conduct interview.

1.1 Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when conducting interviews and taking statements.

1.2 Obtain, review and clarify background material and interview plan in consultation with relevant persons.

- 1.3 Identify special needs of interviewee and organise resources and equipment required for interview.
  - 1.4 Check recording equipment to confirm correct operation in accordance with manufacturers' instructions.
  - 1.5 Arrange interview location that is accessible and encourages safety and confidentiality for interview participants.
  - 1.6 Arrange interviewee and other required participants to be present at interview in accordance with legislative requirements.
- 2 Conduct and record interview.
  - 2.1 Seek consent to record interview and employ recording methods in accordance with legislative requirements and codes of conduct.
  - 2.2 Confirm interviewee identity and age and implement required legal procedures where interviewee is identified as a minor.
  - 2.3 Conduct oral interview following required protocols and procedures.
  - 2.4 Follow interview plan and make contingency adjustments required to address changing circumstances.
  - 2.5 Use questioning to clarify contradictions, ambiguities, uncertainties or misunderstandings during interview.
  - 2.6 Recognise physical evidence presented during interview and describe details in full.
- 3 Take statement.
  - 3.1 Confirm and follow required format and procedures for taking statements.
  - 3.2 Take statement in first person and accurately reflect interviewee's knowledge of interview subject matter, with interpreter when required.
  - 3.3 Record written affirmation from interviewee as to their understanding of the contents of the statement and conditions under which it was made.

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|-------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------|
|                                           | 3.4 | Arrange for statement to be signed, dated and witnessed in accordance with legislative requirements.                                   |
|                                           | 3.5 | Provide interviewee with a copy of the statement.                                                                                      |
| 4 Finalise interview and secure evidence. | 4.1 | Terminate interview in a sincere, courteous and friendly manner and take required action to ensure safe exit of interviewee.           |
|                                           | 4.2 | Complete, retain and secure interview documentation and records with due regard to confidentiality and evidence management principles. |
|                                           | 4.3 | Review and report interview results to relevant persons in accordance with work instructions.                                          |
|                                           | 4.4 | Provide interviewee with a receipted copy of interview records in accordance with legislative requirements.                            |

## Foundation Skills

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

- oral communication skills to:
  - ask questions to clarify and elicit information from interviewees
  - listen to oral responses to accurately comprehend spoken information
  - relate to people demonstrating sensitivity to individual social and cultural differences
- writing skills to:
  - accurately record factual details using plain English
  - record oral statements in the required legal format.

## Unit Mapping Information

Supersedes and equivalent to CPPSEC3033A Conduct interviews and take statements.

## 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>