



Australian Government

CPPINV3032 Develop factual investigation reports

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 CPPSEC3028A Compile investigative report.
Updated to meet the Standards for Training Packages

Application

This unit specifies the skills and knowledge required to document and present comprehensive information gathered through factual investigation. It includes compiling and presenting information and evidence in the required format and verifying its accuracy and reliability according to chain of custody and rules of evidence requirements.

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 Organise and assess factual investigation information.

1.1 Obtain and collate information gathered through factual investigation.

1.2 Assess gathered information for completeness in accordance with investigative brief and client requirements.

1.3 Assess gathered information to verify sources, validity and relevance, and compliance with chain of custody of

evidence.

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| 2 Document and review report contents. | 2.1 Use information technologies to write factual investigation report in accordance with workplace requirements for content, format and style. |
| | 2.2 Identify in body of report, witnesses and sources of evidence that are relied upon. |
| | 2.3 Identify and list enquiries that failed to gather evidence and stipulate reasons why. |
| | 2.4 Edit report to ensure content is accurate and sufficient and source additional information to address identified omissions. |
| | 2.5 Check report to ensure information is supported by verifiable evidence and make required redactions. |
| | 2.6 Include required attachments and confirm these are referenced correctly in the report. |
| | 2.7 Check citations and references are accurate and in the required format. |
| 3 Finalise factual investigation report. | 3.1 Finalise report in the required format in accordance with workplace and client requirements. |
| | 3.2 Forward report and attachments safely and securely to relevant persons in compliance with evidence management principles. |
| | 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 edit text to identify inaccuracies and omissions
- writing skills to prepare reports using plain English and factual information.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3028A Compile investigative report.

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 CPPINV3032 Develop factual investigation reports

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by developing three reports presenting information gathered by different factual investigations:

- one workers compensation investigation
- one general insurance investigation
- one type of investigation selected from the following list:
 - a financial crime investigation
 - an internal discipline investigation
 - a compulsory third party liability investigation.

One report must detail enquiries conducted which failed to lead to evidence being gathered.

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 factual investigation reports:
 - investigative reporting that may result in breach of confidence, privacy or other offence under legislation
 - legal and ethical obligations associated with gathering and distributing information gained through factual investigation
 - legislative restrictions on the use of recording devices
- chain of custody and rules of evidence requirements associated with factual investigations
- factual investigation techniques
- format, style and content requirements for factual investigation reports
- information technologies used to document and present factual investigation reports
- methods for accurately citing and referencing information contained in factual investigation reports including online sources
- methods for redacting unverified information from investigation reports

- methods for verifying the source, reliability and authenticity of information gathered through factual investigation
- types of evidence:
 - circumstantial
 - direct
 - documentary
 - hearsay
 - opinion
 - physical.

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:

- information gathered through factual investigation and information technologies and materials required to achieve the performance evidence.

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