



Australian Government

Assessment Requirements for CPPINV3035

Develop surveillance 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

Performance Evidence

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

- a surveillance physical injury report
- a surveillance psychological injury report
- a profit protection, theft or misappropriation surveillance report
- a brand protection surveillance report
- a public liability physical injury surveillance report
- an income protection physical or psychological surveillance injury report
- a general insurance physical injury surveillance report
- an asset protection or critical infrastructure surveillance report.

Each report must be supported by daily observation sheets, notes, photographs, video receipts and a final itemised invoice.

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 surveillance 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 covert surveillance
 - legislative restrictions on the use of recording devices
- continuity of evidence and rules of evidence requirements
- covert surveillance investigation techniques
- format, style and content requirements for surveillance investigation reports
- information technologies used to document and present surveillance investigation reports

- methods for accurately citing and referencing information contained in surveillance investigation reports
- methods for verifying the reliability and authenticity of information gathered through covert surveillance
- 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 covert surveillance investigation, information technologies and materials 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=7e15fa6a-68b8-4097-b099-030a5569b1ad>