



Australian Government

CPPINV3035 Develop surveillance investigation reports

Release: 1

CPPINV3035 Develop surveillance investigation reports

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 covert surveillance. It includes compiling and presenting information and evidence in the required format and verifying its accuracy and reliability according to continuity of evidence 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

Nil.

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.

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|---|-----|--|
| 1 Organise and assess surveillance investigation information. | 1.1 | Obtain and collate information gathered through covert surveillance. |
| | 1.2 | Assess surveillance information for completeness in accordance with investigative brief and client requirements. |
| | 1.3 | Assess surveillance timeline of events and recorded observations to verify validity and relevance, and |

compliance with continuity of evidence requirements.

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|---|-----|---|
| 2 Document and review report contents. | 2.1 | Use information technologies to write surveillance investigation report in accordance with workplace requirements for content, format and style. |
| | 2.2 | Edit report to ensure content is accurate and sufficient and source additional information to address identified omissions. |
| | 2.3 | Check that observations are chronologically sequenced and accurately described according to verifiable evidence. |
| | 2.4 | Include surveillance point locations and exhibits and ensure attachments are numbered and labelled and referenced in the body of the report. |
| | 2.5 | Check citations and references are accurate and in the required format. |
| | 2.6 | Include details of problems encountered or indications that the surveillance operation may be compromised. |
| 3 Finalise surveillance investigation report. | 3.1 | Finalise report in a format that is free from inconsistencies, and uses a standard of English expression and layout that meets client and workplace 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=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPPINV3035 Develop surveillance 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 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.

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