



Australian Government

CSCITL003 Produce and review standard intelligence products

Release: 3

CSCITL003 Produce and review standard intelligence products

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. This unit was released in CSC Correctional Services Training Package release 1.1 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to CSCITL503 Produce and review standard intelligence products.

Application

This unit describes the skills required to establish appropriate intelligence products, apply relevant analytical techniques, develop intelligence products and review products.

Intelligence products may be:

- intelligence assessments
- situation reports
- post operational assessments
- problem profiles
- strategic assessments
- tactical assessments
- target profiles
- threat assessments
- intelligence bulletins
- daily intelligence reports
- briefing papers
- slideshow presentations
- verbal briefings
- escape risk assessments

Products will be prepared for a range of clients such as internal staff, external organisations, government agencies and investigators/law enforcement agencies. A range of analytical techniques should be employed according to the requirements established during initial contact with clients.

This unit outlines the performance standards required for a person working as an intelligence officer in a correctional services environment. However, with contextualisation the unit may apply to intelligence officers working in other contexts.

The skills and knowledge described in this unit must be carried out within the legislative, regulatory and policy environment in which they are performed. Organisational policies and procedures must be consulted and adhered to, particularly those related to management of human

sources and source information.

A person undertaking this role works independently and in small teams under light supervision, making independent decisions based on a specified procedural framework.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Intelligence

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1 Establish most appropriate intelligence product

2 Apply relevant analytical techniques

3 Develop intelligence

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1.1 Establish client needs and intelligence product protocol.

1.2 Determine the most appropriate intelligence product to meet the needs of the client.

1.3 Apply most appropriate format to meet the needs of the client.

2.1 Determine and apply relevant analytical techniques.

2.2 Incorporate results of analytical technique into intelligence product.

3.1 State findings clearly.

product

- 3.2 Validate and state assumptions clearly.
- 3.3 Report analysis on findings.
- 3.4 Provide sufficient supporting information to rationalise analysis.
- 3.5 Reference supporting information and include evaluation rating.
- 3.6 Highlight potential risks.
- 3.7 Identify intelligence gaps.
- 3.8 Develop suitable strategies and make recommendations.
- 4 **Review intelligence product**
 - 4.1 Seek feedback actively from client to facilitate an improved product.
 - 4.2 Acknowledge and record client feedback to enable appropriate action/adjustments to be made.
 - 4.3 Review intelligence product against new intelligence received.
 - 4.4 Revise and amend intelligence product as necessary.
 - 4.5 Review recommended strategies for appropriateness and effectiveness and revise where necessary.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

Supersedes and is equivalent to CSCITL503 Produce and review standard intelligence products.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Assessment Requirements for CSCITL003 Produce and review standard intelligence products

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

Please refer to the advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- applying information evaluation methodologies, i.e. admiralty code
- using qualitative and quantitative analytical skills
- researching closed and open information sources
- interrogating information systems
- incorporating human source information while ensuring safety and security of source
- referencing source information appropriately
- communicating effectively with colleagues and human sources using a variety of techniques
- exercising consideration, discretion and judgement in relation to relevant legislative and organisational requirements
- engaging problem solving skills to resolve problems/issues
- writing skills to proof read and edit documents to ensure clarity of meaning, accuracy and consistency
- engaging in risk assessment in development of intelligence products
- using software applications required to produce reports, charts and other electronic products

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's policies and procedures related to intelligence practices
- work health and safety guidelines relevant to activities undertaken in producing and reviewing standard intelligence products
- software and operating equipment used in compiling intelligence products
- analysis and evaluation techniques

- intelligence products and product protocols
- risk assessment techniques

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>