



Australian Government

Department of Education, Employment and Workplace Relations

CSCITL503 Produce and review standard intelligence products

Release: 1

CSCITL503 Produce and review standard intelligence products

Modification History

CSCITL503 Release 1: Primary release.

Unit Descriptor

This unit addresses the competencies required to translate client requirements into the most appropriate intelligence products. This unit includes implementation strategies and the review process to ensure the provision of a quality intelligence product.

Application of the Unit

This unit applies to a correctional services context where the production and review of intelligence products is a critical area of competency required by intelligence officers. This competency focuses on the integration of knowledge of intelligence products, analytical techniques and problem solving, communication and information technology skills in a process that supports effective intelligence reporting. Achievement of this unit requires skills in exercising consideration, discretion and judgment in relation to legislative and organisation requirements.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

- | | |
|--|---|
| 1 Establish most appropriate intelligence product | <ul style="list-style-type: none">1.1 Establish <i>client</i> needs and intelligence <i>product protocol</i>.1.2 Determine the most appropriate <i>intelligence product</i> to meet the needs of the client.1.3 Assess most appropriate format to meet the needs of the client. |
| 2 Apply relevant analytical techniques | <ul style="list-style-type: none">2.1 Research <i>analytical techniques</i> that are relevant to the intelligence product.2.2 Determine and apply relevant analytical techniques.2.3 Incorporate results of analytical technique into intelligence product. |
| 3 Develop intelligence product | <ul style="list-style-type: none">3.1 Determine the <i>purpose</i> for compiling the intelligence product with the client.3.2 Clearly state <i>findings</i>.3.3 Validate and clearly state assumptions.3.4 Report <i>analysis</i> on findings.3.5 Provide sufficient <i>supporting information</i> to rationalise analysis.3.6 Reference supporting information and include evaluation rating.3.7 Highlight potential risks.3.8 Identify intelligence gaps.3.9 Develop suitable <i>strategies</i> and make recommendations. |
| 4 Review intelligence product | <ul style="list-style-type: none">4.1 Actively seek feedback 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. |

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- applying information evaluation methodologies, e.g. 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
- compliance with 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

Required knowledge:

- legislation, policy and procedures relevant to the Correctional Services facility/organisation
- occupational health and safety guidelines relevant to activities undertaken in producing and reviewing standard intelligence products
- using software and operating equipment used in compiling intelligence products
- analysis and evaluation techniques
- intelligence products and product protocols
- risk assessment techniques

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential for this unit that competence be demonstrated in analysis that must be logical, valid, reliable and relevant

Assessment and evidence must confirm the ability to:

- determine client needs and the appropriate product to meet those needs
- use a variety of analytical techniques
- document and report findings clearly in writing and orally
- identify gaps in intelligence
- make risk assessment based on intelligence product
- activity seek feedback from clients to improve/adjust product and performance

Context of and specific resources for assessment

This unit contains knowledge that may be assessed off the job, for example in a structured learning process, and performance outcomes which can be assessed in a simulated or real workplace in routine activities and in conjunction with other units.

Method of assessment

The following assessment methods are acceptable methods of assessment for this unit:

- case studies
- completing workplace documents
- observation in workplace or simulated work environment
- portfolio of evidence
- practical exercises including simulation, demonstration and presentation
- use of project work
- role plays
- written and/or oral questioning to assess knowledge and understanding
- written reports

Guidance information for assessment

Assessment of this unit may be enhanced by clustering with:

- CSCITL501 Manage human sources
- CSCITL502 Analyse information

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Client may include:

- corporate/executive
- external organisation
- government agency
- intelligence personnel
- investigator
- law enforcement agency
- manager
- supervisor
- general staff

Product protocol may include:

- inclusion of the following elements:
 - body
 - date
 - caveat
 - cover sheet
 - executive summary
 - glossary of terms
 - introduction
 - security classification
 - table of contents
 - conclusion
 - recommendation
 - appendices
 - referenced sources
 - authorship
 - version control

Intelligence products may include:

- consideration of product audience
- intelligence assessment
- situation report
- post operational assessment
- problem profile
- strategic assessment
- tactical assessment
- target profile
- threat assessment
- intelligence bulletin

- Analytical techniques** may include:
- daily intelligence report
 - briefing paper
 - slideshow presentation
 - verbal briefing
 - escape risk assessment
 - communications analysis
 - comparative analysis
 - criminal business profile
 - financial analysis
 - geographic profiling
 - hypothesis development
 - incident analysis
 - link analysis
 - person of interest profile
 - network analysis
 - operational intelligence assessment
 - results analysis
 - risk analysis
 - social demographic trend analysis
 - statistical analysis
 - swot analysis
 - target profile analysis
 - temporal analysis
 - trend analysis
 - frequency charting
- Purpose** may include:
- Defining the needs to determine who the actual audience is. The document may have been requested by a single client for use at another meeting or presentation at another forum.
 - reason for compiling the product
 - identification of a problem
- Findings** may include:
- Result of analysis based on research relating to:
 - current problems
 - emerging trends
 - key dates for planning
 - new targets
- Analysis** may include:
- chain of reasoning
 - explanation of methodology
- Supporting information** may include:
- charts
 - criminal history information
 - graphs

- information reports
- intelligence holdings
- intelligence products
- modus operandi
- research
- statistics
- transcripts
- utility checks
- sourced from:
 - field contacts
 - open source
 - other government and non-government database information

Risks may include:

those related to:

- institutions
- community
- public authorities/government/organisation
- responses to issues
- security
- and could be:
 - physical
 - emotional
 - financial
 - organisational reputation
 - economic
 - public perception
 - technological
 - political
 - social

Strategies may include:

Choosing a course of action, recommended to combat the problems identified in the intelligence product.

Recommended strategies should be reasonable, achievable and cost effective and should relate to one of the following styles:

- prevention
- intelligence
- enforcement

Unit Sector(s)

Intelligence.