



Australian Government

DEFFOR002 Conduct initial electronic investigation

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to gather and collate information and obvious and accessible electronic evidence from the scene of an incident and identify potential witnesses. In the context of this unit, electronic evidence may include computer hard drives, recording media, flash drives, tape drives or digital and analogue recording and communications equipment. It includes maintaining the chain of evidential record.

This unit applies to those working in the gathering and analysis of electronic information.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those relating to WHS, recording details of witnesses, and the search and seizure of electronic evidence.

Those undertaking this unit would work independently or as part of a team, under indirect supervision, while performing complex tasks in a broad range of contexts. They must be able to use discretion and judgement and take responsibility for the quality of their outputs.

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

Competency Field

Electronic Forensics

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	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. Conduct initial assessment of scene	1.1 Assess the scene. 1.2 Establish communication with the senior investigating officer and maintain liaison throughout the investigation.

	1.3 Ascertain the circumstances surrounding the scene through visual assessment and reports from other personnel. 1.4 Define/redefine the scene boundaries as required to preserve physical evidence for collection. 1.5 Locate obvious and accessible electronic evidence and, where appropriate, protect from possible contamination.
2. Control integrity of scene	2.1 Establish and maintain appropriate arrangements for scene access and egress. 2.2 Identify and access additional resources required to secure incident scene.
3. Examine scene	3.1 Instigate an appropriate search pattern to ensure all electronic evidence is located and preserved. 3.2 Record details of the scene and types of electronic equipment and media. 3.3 Locate, collect, package, label and store electronic evidence to ensure preservation for further examination. 3.4 Maintain a log of all evidence.
4. Identify potential witnesses and record initial statements	4.1 Identify and record names and contact details of potential witnesses. 4.2 Record initial statement using appropriate recording practices.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning N/A					Reading					Writing					Oral communication					Numeracy N/A				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Companion Volume implementation guides are found in VETNet -

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Assessment Requirements for DEFFOR002 Conduct initial electronic investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

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 one occasion.

- conducting the initial assessment of the scene
- identifying witnesses
- recording and compiling records of interview and statements accurately
- maximising the potential evidentiary value of the electronic evidence
- paying attention to detail
- implementing a methodical and systematic approach
- questioning potential witnesses
- using recording and specialised evidence collection equipment
- working with a variety of professionals
- taking and compiling statements
- collecting and recording electronic evidence
- protecting from contamination evidence including at least one of computer hard drives, recording media, flash drives, and digital and analogue recording and communications equipment
- managing access and egress by establishing:
 - clear brief as to who has control of access
 - physical barriers
 - roster guards
 - limited entry to essential personnel
 - delegation of authority to control entry
 - record of all persons who enter or depart the scene

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.

- legislative, policy and quality system context and requirements
- details of scene features and use of a variety of specialised equipment
- functions and roles of other professionals and experts
- incident scene protection and preservation
- indicators of need for specialised investigations
- policies and procedures relating to recording details of persons
- public safety and duty of care at incident scene

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations, with access to electronic devices with content suitable for forensic extraction including mobile devices, computers or communications equipment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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