



Australian Government

DEFIN001A Process information into intelligence

Release 2

DEFIN001A Process information into intelligence

Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to evaluate and analyse information to produce intelligence.

Application of the Unit

This unit is applicable to workers within the intelligence environment. These workers need to be able to complete this activity independently with limited supervision.

This unit of competency is linked to the skills of collection and dissemination, which are covered in other units.

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

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Organise information | 1.1 Instructions to conduct the <i>processing activity</i> are received and details are confirmed with supervisor as necessary
1.2 Intelligence outputs are identified in accordance with user and client requirements
1.3 Security requirements are maintained throughout the process in accordance with <i>standard procedures</i>
1.4 Work timelines are confirmed to ensure that outputs will be available; if not advice is sought from supervisor
1.5 <i>Information or data</i> is converted for use in the analytical process
1.6 Collected information is <i>evaluated</i> in accordance with standard procedures
1.7 Information gaps are identified and reported to supervisor
1.8 Benchmarks and <i>evaluation criteria</i> appropriate to the intelligence requirement are identified
1.9 Work health and safety (WHS) requirements, and safety precautions are applied throughout the process
1.10 <i>Legal requirements</i> for activities are identified and applied during the process |
| 2. Analyse and interpret information | 2.1 Appropriate <i>thinking process</i> is used to interpret the information
2.2 Assumptions that have been made about the processing of information are stated in a way that is clear, justified and consistent with work objectives
2.3 <i>Analytical and diagnostic techniques</i> are selected that are reliable and appropriate to the intelligence requirement
2.4 Trends are identified and analysed in light of environmental and cultural factors relevant to the particular situation
2.5 Analysed information is interpreted to identify relevance to the operation
2.6 Interpretations are made based on the factual, quantitative, and qualitative information
2.7 Possible interpretations are tested, refined and consolidated to review credibility and consistency with new information |
| 3. Develop inferences | 3.1 Assumptions in arguments leading to inferences are |

ELEMENT**PERFORMANCE CRITERIA**

- clearly stated to inform clients and users
- 3.2 Inferences are formulated from tested interpretations and facts
- 3.3 Chain of reasoning in formulating inferences is clear to ensure transparency to clients and users
- 3.4 Inferences are reviewed to identify and address any fallacies in reasoning
- 3.5 Recommendations on intelligence analysis outcomes are developed and reported to inform clients and users
- 4. Review analysis processes**
- 4.1 Results and conclusions are reviewed with relevant person/s wherever possible
- 4.2 Analysis processes and outcomes are evaluated in accordance with client and user requirements
- 4.3 Processes are managed and adjusted in accordance with evaluation and feedback from clients and users
- 4.4 Information and detail related to analysis and evaluation is reported to appropriate parties in accordance with standard procedures

Required Skills and Knowledge

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

Required Skills

- develop instructions from given orders
- extract and interpret geospatial data from maps and charts
- give and receive workplace feedback
- maintain security
- manage own professional performance
- operate computer packages
- present logical and structured arguments
- write reports
- work as part of a team
- work independently

Required Knowledge

- data storage systems
- databases
- evaluation criteria
- intelligence assessments and reports
- intelligence community
- legal responsibilities
- organisational operational considerations
- relevant legislation and procedures in relation to environmental requirements and rules of engagement
- relevant WHS regulations/requirements, equipment, material and personal safety requirements
- risk assessment techniques
- security of classified information
- workplace communication strategies
- workplace equity and diversity
- workplace safety procedures

Evidence Guide

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

Assessment must confirm the ability to collect raw information or data and then to evaluate, process and convert this information into a useful intelligence product in accordance with specific client and user requirements.

Consistency in performance

Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

Access is required to:

- computer and relevant software
- legislation, guidelines, procedures and protocols relating to test and evaluation processes
- plans
- workplace documentation

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.

<i>Processing activity</i> may include:	• Assessment • Collection and sorting • Evaluation • Integration • Interpretation • Registration
<i>Standard procedures</i> may include:	• Australian Quality Training Framework • Australian Standards • Defence instructions • Doctrine pamphlets • Industry practices • Job guides and other publications • Maintenance schedules • Manufacturers' specifications, procedures and technical instructions • WHS requirements and regulations • Organisational instructions and journals • Organisational policies and procedures • Quality control • Regulatory requirements • Relevant local government by-laws • Routine orders • Security instructions and procedures • Standard Operating Procedures • Standing orders • Workplace agreements • Written and verbal orders
<i>Information or data</i> may include:	• Decrypted information • Information broken down into data elements • Re-formatted information • Translated information
<i>Evaluating collected information</i> may include:	• Relevance • Reliability • Timeliness • Utility • Validity

<i>Evaluation criteria</i> may include:	• Information requirements • Organisational guidance • Terms of reference
<i>Legal requirements</i> may include:	• Geneva conventions and protocols • International laws • Laws of Armed Conflict • National laws • Rules of Engagement • State/territory laws
<i>Thinking process</i> may include:	• Assessment • Comprehension • Deductive reasoning • Inductive reasoning • Inference • Interpretation • Logic
<i>Analytical and diagnostic techniques</i> may include:	• Association matrices • Data sorting • Link analysis • Qualitative analysis • Quantitative analysis • Statistical analysis • Trend analysis

Unit Sector(s)

Not applicable.