



Australian Government

POLCOV007 Manage intelligence briefings or presentations

Release: 1

POLCOV007 Manage intelligence briefings or presentations

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PUAPOLIN004A Manage classified intelligence briefing or presentation. • Content and formatting updated to comply with the new standards • Unit recoded POL • Title updated • All Elements and PC rewritten with operational outcome of the unit maintained

Application

This unit describes the skills required to plan, manage and review intelligence briefings or presentations within policing.

This unit applies to intelligence practitioners working in the policing environment and responsible for supporting intelligence projects and operations.

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 related to the management of information, the use of information technologies, inter-agency communications and the selection of stakeholder audiences for briefings and presentations.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions about information collection, its management, dissemination and review to a range of relevant intelligence stakeholders with different levels of authority. They would complete complex tasks in a broad range of contexts.

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

Competency Field

Covert

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. Plan delivery of intelligence briefings/presentations	1.1 Prepare delivery of intelligence briefings/presentations in accordance with the communication requirements of the intelligence project. 1.2 Determine security level of information to inform delivery of briefings/presentations. 1.3 Identify stakeholders to attend the briefings/presentations. 1.4 Design briefings/presentations plan to coordinate the dissemination of information to stakeholders.
2. Produce intelligence briefings/presentations	2.1 Identify key information, considerations and/or recommendations from complex intelligence products to inform content of briefings/presentations. 2.2 Develop reasoned and logical arguments to support understanding of key information, considerations and/or recommendations. 2.3 Organise information in a logical and sequential format for stakeholder analysis and review. 2.4 Use tools and techniques to further understand key intelligence information, considerations and/or recommendations. 2.5 Provide security for intelligence products to protect source of information.
3. Organise intelligence briefings/presentations	3.1 Coordinate arrangements and resources to deliver briefings/presentations. 3.2 Confirm that participants comply with security protocols to protect intelligence product integrity. 3.3 Distribute resources and documents for briefings/presentations in accordance with security protocols. 3.4 Deliver briefings/presentations.
4. Review intelligence briefings/presentations	4.1 Seek stakeholders' evaluation of briefings/presentations to determine understanding of key information, considerations and/or recommendations. 4.2 Record stakeholder evaluations of briefings/presentations for subsequent review. 4.3 Conduct a review of stakeholder evaluations of briefings/presentations to inform continuous improvement processes. 4.4 Address evaluation feedback by revising original

	briefings/presentations resources and documents.
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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					Reading					Writing					Oral communication					Numeracy				

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

This unit supersedes and is equivalent to PUAPOLIN004A Manage classified intelligence briefing or presentation.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

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Assessment Requirements for POLCOV007 Manage intelligence briefings or presentations

Modification History

Release	Comments
1	These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

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.

- collating information from multiple intelligence products or sources
- analysing collated information for key content messages, themes or findings
- organising key information into concise, logical, sequential and reasoned format
- identifying stakeholders with an interest in briefings/presentations content
- employing information technologies to enhance design of briefings/presentations
- planning security compliance measures required of intelligence products
- designing intelligence briefings/presentations for multiple stakeholders' participation
- arranging for stakeholder engagement in briefings/presentations
- co-ordinating arrangements for delivery of briefings/presentations
- delivering briefings/presentations to selected stakeholders
- obtaining participants' evaluations of effectiveness of briefings/presentations
- demonstrating learning benefits from review of participants' evaluations of briefings/presentations
- presenting and questioning to convey, clarify and confirm understanding of essential information

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.

- communication principles and concepts as applied to briefing/presentation contexts
- information security protocols and management procedures

- motivation and learning engagement theory applied to multiple stakeholders
- information technologies as communication tools for effective briefing/presentation
- evaluation methodology for gathering stakeholder views of briefing/presentation
- intelligence products and related processes and procedures
- stakeholder identification concepts and techniques
- preparation of reasoned, logical and sequential arguments to diverse audiences

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Consideration must be given to holistic assessment for this unit. Refer to advice in the companion volumes.

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

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