



Australian Government

POLFOR026 Prepare and present forensic evidence

Release: 1

POLFOR026 Prepare and present forensic evidence

Modification History

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

Application

This unit describes the skills required to prepare and present evidence, statements and submissions in order to contribute to forensic investigations. This includes the stages of planning, presenting and reviewing evidence.

This unit applies to those working as police staff involved in forensic investigation.

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 work health and safety (WHS).

Those undertaking this role would work autonomously while remaining responsible for reporting to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a range of routine tasks.

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

Competency Field

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. Prepare forensic documentation	1.1 Document results to ensure quality and consistency. 1.2 Provide information in reports that conveys outcomes of examinations. 1.3 Identify whether content of report is within own role and responsibility.

	1.4 Submit reports to ensure timeliness of results.
2. Prepare for proceedings	2.1 Confirm arrangements for role and involvement in proceedings. 2.2 Assess case requirements to prepare evidence for presentation. 2.3 Review forensic evidence to ensure accuracy, continuity and integrity before presentation in proceedings. 2.4 Participate in case briefings with relevant personnel.
3. Present evidence	3.1 Communicate evidence in a clear, concise and articulate manner. 3.2 Describe and explain exhibits to inform proceedings.
4. Review provision of forensic evidence	4.1 Participate in evaluation of court proceedings to identify issues. 4.2 Communicate issues for quality assurance purposes. 4.3 Evaluate involvement in judicial proceedings to inform future practice.

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 NA					Reading					Writing					Oral communication					Numeracy NA				

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=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

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Assessment Requirements for POLFOR026 Prepare and present forensic evidence

Modification History

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1	These Assessment Requirements were released in POL Police 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.

- preparing forensic evidence, statements and submissions which are accurate, complete and legible
- referring the presentation of forensic evidence when it is beyond own role and responsibility
- communicating with stakeholders to facilitate presentation of evidence
- evaluating forensic evidence in accordance with case requirements and jurisdictional quality systems
- presenting forensic evidence
- reviewing outcomes of proceedings for quality purposes

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.

- jurisdictional legislation, policies and procedures relating to forensic examination, workplace health and safety, and quality systems
- jurisdictional policies and procedures relating to information security and disclosure requirements
- jurisdictional policies and procedures relating to the presentation of forensic evidence
- jurisdictional codes of conduct and ethics
- roles and responsibilities of stakeholders in the judicial process
- conduct and operation of hearings
- legislative requirements of presenting evidence
- exhibit registers and continuity requirements

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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