



Australian Government

POLFOR056 Prepare and present forensic evidence

Release: 1

POLFOR056 Prepare and present forensic evidence

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 8.0

Application

This unit describes the skills required to plan, present, and review evidence, statements, and materials for the judicial system. This unit applies to police personnel and forensic 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 conducted. Jurisdictional policies and procedures must be consulted and adhered to, particularly those related to workplace health and safety. Candidates undertaking this role would work autonomously while retaining the responsibility to report to senior staff. They would demonstrate adaptability across a broad range of contexts while performing a variety of tasks.

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

Pre-requisite Unit

Not applicable

Competency Field

Not applicable

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes of the unit	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare forensic evidence for	1.1 Analyse case information to identify reporting requirements. 1.2 Review case materials to ensure accuracy, continuity, and integrity.

presentation	1.3 Review content to identify whether specialist reporting is required. 1.4 Liaise with stakeholders to determine role and involvement. 1.5 Participate in briefings to exchange information with stakeholders. 1.6 Document actions and decisions for accountability purposes. 1.7 Report examination outcomes to inform proceedings.
2. Present forensic evidence	2.1 Submit statements or reports in accordance with reporting requirements. 2.2 Communicate evidence in a clear, concise, and articulate manner. 2.3 Describe and explain exhibits to inform the judicial system.
3. Review presentation	3.1 Review own presentations to identify quality issues. 3.2 Report quality issues for continuous improvement purposes. 3.3 Evaluate involvement in judicial system to inform future practice.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance. Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed in the table below.

The ability to interpret messages and text, record observations and evidence, communicate with purpose to different communities and audiences, plan and schedule tasks according to estimated timeframes, continuously seek to learn through on-the-job observations, solve problems, work with others in a team, plan and organise activities and self-manage behaviour are core foundation skills relevant to the policing context.

Skill	Description
Reading	Read and comply with jurisdictional policies and procedures related to forensic examination, forensic presentation. Read, review and evaluate forensic evidence to ensure accuracy, continuity and integrity before presentation in proceedings. Read and evaluate forensic evidence in accordance with case requirements.
Writing	Prepare written forensic evidence, statements and submissions which are accurate, complete and legible.
Oral Communication	Participate in case briefings and evaluations of court proceedings with relevant personnel. Present evidence in a clear, concise and articulate manner. Communicate with stakeholders to facilitate presentation of evidence.

Range of Conditions

Not applicable

Unit Mapping Information

This unit replaces but is not equivalent to *POLFOR026 Prepare and present forensic evidence*.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for POLFOR056 Prepare and present forensic evidence

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Performance Evidence

The candidate must provide evidence on at least one occasion that they have met the elements and performance criteria and have demonstrated the ability to:

- evaluate forensic evidence in accordance with case requirements and jurisdictional quality systems
- identify where reporting requirements are beyond own role and responsibility or require specialist reporting
- prepare statements, reports, or materials which are accurate, complete, and legible
- communicate with stakeholders to facilitate presentation of evidence
- present forensic evidence
- review presentations and judicial involvement for quality purposes.

Knowledge Evidence

The candidate must provide demonstrated evidence that they have knowledge of:

- jurisdictional legislation, policies, and procedures relating to forensic examination and investigation, quality systems, reviews, conferences or briefings, information security and management systems, disclosure requirements, and the presentation of forensic evidence
- jurisdictional codes of conduct and ethics
- roles and responsibilities of stakeholders in the judicial process
- conduct and operation of court processes, including hearings
- legislative requirements of presenting evidence for the judicial system
- requirements for presenting evidence as exhibits, including documentation and continuity requirements
- roles and requirements of specialist forensic reporting in the judicial process.

Assessment Conditions

Assessment must occur in operational workplace situations or, where this is not available, in simulated situations that replicate workplace conditions. Assessors of this unit must satisfy relevant vocational education and training legislation, frameworks and/or standards.

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