



Australian Government

POLINV004 Conduct investigative interviews

Release: 1

POLINV004 Conduct investigative interviews

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 PUAPOLIV004A Conduct investigative interviews. • Content and formatting updated to comply with new standards • Unit recoded POL • Element 1 all PC reordered and revised • Element 2, 4 and 6 merged and all PC reordered and revised • Element 5 removed • PC 3.4 removed • PC 3.5 and 3.5 revised

Application

This unit describes the skills required to complete investigative interviews with diverse participants, including the planning, conducting and recording of interviews.

This unit applies to those working as police officers, generally in a designated investigation role, to obtain complete, accurate and reliable information related to investigations.

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 interview techniques, recording processes, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, accessing and evaluating support from a broad range of services. They would be required to possess strong decision making and problem solving skills, investigative interviewing abilities and robust interpersonal skills. They also require complex task organisation and analysis skills in broad and unpredictable contexts.

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

Competency Field

Investigation

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 interviews	1.1 Select interview approach in accordance with purpose of interview and individual being interviewed. 1.2 Analyse information and exhibits relevant to the interview to inform interview plan. 1.3 Identify elements of offences and defences to inform interview plan. 1.4 Identify evidence, exhibits and resources required to conduct interview. 1.5 Draft interview plan to achieve investigative objectives.
2. Conduct interview	2.1 Brief stakeholders on roles and responsibilities during interview. 2.2 Implement interview plan. 2.3 Assess information obtained continually to identify impact on interview and investigation. 2.4 Manage exhibits to support interview process and ensure continuity and integrity of evidence. 2.5 Confirm information gathered during interviews with interviewees to ensure accurate understanding. 2.6 Record characteristics, responses and behaviour of interviewees during interviews. 2.7 Adjust recording method in accordance with changing circumstances and factors.
3. Use interview techniques	3.1 Establish rapport with interviewees to facilitate flow of information. 3.2 Employ a range of interview techniques and communication methods to engage interviewees. 3.3 Modify interview strategies to adapt to changing circumstances and requirements. 3.4 Negate defences raised during interviews. 3.5 Engage internal/specialist resources to support interview process.

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 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

This unit supersedes and is equivalent to PUAPOLIV004A Conduct investigative interviews.

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 POLINV004 Conduct investigative interviews

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.

- assessing health, welfare and competency of interviewee to determine fairness of interview
- developing interview plan that accounts for evidence, exhibits, resources, elements of offence and potential defences
- communicating with stakeholders and interviewee to develop common understanding
- analysing information and behaviour
- demonstrating flexibility in interview process
- handling exhibits
- applying investigative interview techniques to gather information and negate defences
- finalising interview process completing notes and records in accordance with jurisdictional procedures

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 strategic objectives
- recording methods and operating procedures of recording equipment
- government and policy environments within which interviews will be managed and factors that may impact on interviews
- relationship between intelligence and interviewing
- interview techniques and points of proof

- legal and ethical considerations in conducting interviews that involve vulnerable persons
- post-interview procedures
- jurisdictional policies and procedures related to the use of interpreters, post-interview actions, security, statement collection and interview conduct
- awareness of cultural, religious and linguistic diversity
- human source management, process and procedures
- information disclosure 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 practical 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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