



Australian Government

POLINV009 Manage information within investigations

Release: 2

POLINV009 Manage information within investigations

Modification History

Release 2. Modifications have been made to:

- Performance and Knowledge Evidence

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

- Content and formatting updated to comply with new standards
- Unit recoded POL
- Title updated
- Elements 7 and 8 removed
- New PC added to Elements 1 and 3
- Element 2 all PC revised
- Element 5 and 6 merged and all PC revised
- PC 1.4, 1.6 and 3.3 removed. PC 4.3 and 4.4 revised

Application

This unit describes the skills required to manage information within investigative contexts, including collecting, collating and evaluating information for analysis and interpretation.

This unit applies to those working as police officers, generally in a designated investigation role, responsible for managing information in a policing context.

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 information security, information management systems, and codes of conduct.

Those undertaking this unit would demonstrate strong autonomy, making independent decisions and accessing support from a broad range of policing services. They would be required to possess strong decision making and problem-solving skills, leadership abilities and robust communicative competence. The individual would perform sophisticated tasks that require strong adaptability across a broad range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Collect information

- 1.1** Identify avenues of enquiry to facilitate collection of information
- 1.2** Establish information channels to maximise the availability of information at all stages of the investigation
- 1.3** Communicate information requirements to stakeholders to facilitate collection
- 1.4** Select collection techniques to obtain required information
- 1.5** Record collected information for the purpose of accessibility and retrievability

2 Protect the integrity and security of information

- 2.1** Assess risk to identify whether information/sources could be compromised
- 2.2** Secure integrity of information to mitigate risk and prevent unauthorised access

3 Collate information

- 3.1** Use collation methods relevant to investigation to facilitate interpretation
- 3.2** Evaluate the effectiveness of collation methods
- 3.3** Amend collation methods to improve accessibility, interpretability and retrievability of information

4 Evaluate information

- 4.1** Assess origin of information to determine reliability and validity and identify associated risks

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| | 4.2 | Assess information continually to determine investigative relevance, reliability and validity |
| | 4.3 | Record information collected within investigation for archiving purposes |
| | 4.4 | Identify information gaps to collect further information |
| 5 Analyse and interpret information | 5.1 | Evaluate consistency of interpretations by comparing interpretations with available information |
| | 5.2 | Evaluate evidence to determine probative weight |
| | 5.3 | Interpret evidence and information to identify investigative activities |
| | 5.4 | Develop recommendations to provide direction to and further inform the investigation |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAPOLIV011A Manage information within specialised policing functions.

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 POLINV009 Manage information within investigations

Modification History

Release 2. Modifications have been made to:

- Performance and Knowledge Evidence

Release 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 in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- collating information to facilitate analysis through the application of collation methods
- collecting information through the application of collection techniques
- communicating with stakeholders to facilitate collection
- evaluating information to determine credibility, reliability, validity and relevance
- identifying information gaps, invalid or irrelevant information
- interpreting information to identify investigative actions and develop recommendations
- reading and analysing complex information from a range of sources including:
 - digital
 - physical
 - human
- recording information using information management systems, with consideration of security and risk.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- information analysis and interpretation techniques
- information collection techniques and methods
- information security and classifications
- jurisdictional information management systems, including digital evidence management
- jurisdictional policies and procedures related to information gathering, recording and dissemination
- right to information and privacy legislation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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