



Australian Government

POLINV011 Conduct investigative interviews

Release: 1

POLINV011 Conduct investigative interviews

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to conduct investigative interviews with diverse participants, including the planning, conducting and recording of interviews and undertaking the post-interview process.

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.

Pre-requisite Unit

Not applicable.

Competency Field

Investigation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

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 in accordance with jurisdictional policies and procedures
- 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, as required
4	Undertake post-interview process	
	4.1	Record interview information for storage and archiving purposes
	4.2	Review interview conducted for quality assurance purposes
	4.3	Evaluate interview information to progress 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 POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to POLINV004 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>

Assessment Requirements for POLINV011 Conduct investigative interviews

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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:

- assessing health, wellbeing 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 in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- 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

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 or, where this is not available, in simulated workplace operational situations that replicate 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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