



Australian Government

POLINV029 Manage information within investigations

Release: 1

POLINV029 Manage information within investigations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package release 9.0.

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 staff, 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 in 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 this 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 Performance criteria describe the performance needed to

outcomes of the unit	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
	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

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.

Skills	Description
Learning	Develop an understanding of best methods of collection and collation of information.
Reading	Read and evaluate information to determine credibility, reliability, validity and relevance. Read and assess information continually to determine investigative relevance, reliability and validity. Interpret information to identify investigative actions and develop recommendations. Read and evaluate consistency of interpretations by comparing to available information.
Writing	Use written communication to convey information requirements to stakeholders. Record information using information management systems, with consideration of security and risk. Develop written recommendations to provide direction to and further inform the investigation.
Oral Communication	Interact orally with a wide range of stakeholders to elicit and provide relevant information.

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 supersedes and is equivalent to POLINV009 Manage information within investigations

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 POLINV029 Manage information within investigations

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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:

- collect information through the application of collection techniques
- collate information to facilitate analysis through the application of collation methods
- communicate with stakeholders to facilitate collection
- evaluate information to determine credibility, reliability, validity and relevance
- identify information gaps, invalid or irrelevant information
- interpret information to identify investigative actions and develop recommendations
- read and analyse complex information from a range of sources including:
 - digital
 - physical
 - human
- record information using information management systems, with consideration of security and risk

Knowledge Evidence

The candidate must provide demonstrated evidence that they have 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

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

Links

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