



Australian Government

POLINV030 Conduct investigative interviews

Release: 1

POLINV030 Conduct investigative interviews

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 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 staff, 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 in 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 would also be required to demonstrate complex task organisation and analysis skills in broad and unpredictable 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 outcomes of the unit

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
- 1.6** Identify needs of interview participants and plan approaches to engage appropriately

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** Continually assess information obtained 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 objectives
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

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
Reading	Read and analyse information relevant to the interview to inform interview plan. Assess written information obtained continually to identify impact on interview and investigation. Assess available evidence against information obtained to verify or amend investigation directions.
Writing	Draft a written interview plan to achieve investigative objectives. Record characteristics, responses and behaviour of interviewees during interviews. Complete required post-interview documents to comply with jurisdictional, legal, judicial and security requirements.
Oral Communication	Brief stakeholders on roles and responsibilities during interview. Conduct interviews. Confirm information gathered during interviews with interviewees to ensure accurate understanding. Establish rapport with interviewees to facilitate flow of information. Employ a range of interview techniques and communication methods to engage interviewee.

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 supersedes and is equivalent to POLINV011 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 POLINV030 Conduct investigative interviews

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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:

- assess health, wellbeing and competency of interviewee to determine fairness of interview
- develop interview plan that accounts for evidence, exhibits, resources, elements of offence and potential defences
- communicate with participants and interviewee to develop common understanding
- analyse information and behaviour
- demonstrate flexibility in interview process
- handle exhibits
- apply investigative interview techniques to gather information and negate defences
- finalise interview process, complete notes and records in accordance with jurisdictional procedures

Knowledge Evidence

The candidate must provide demonstrated evidence that they have 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 and/or persons requiring special consideration
- awareness of cultural, religious, gender and linguistic diversity
- post-interview procedures
- jurisdictional policies and procedures related to the use of interpreters, post-interview actions, security, statement collection and interview conduct
- human source management, process and procedures
- disclosure obligations

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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