



Australian Government

PSPINV004 Conduct an investigation

Release: 1

PSPINV004 Conduct an investigation

Modification History

Supersedes and is equivalent to PSPINV002 Conduct an investigation.

Application

This unit describes the performance outcomes, skills and knowledge required to conduct an investigation under commonwealth or jurisdictional law, in accordance with an established investigation plan.

This unit applies to those working in a range of regulatory work environments. Those undertaking this unit work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar or unpredictable.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Investigation

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

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

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| 1. Locate information sources and record findings. | <ul style="list-style-type: none">1.1. Identify subjects and suspects involved in the matter under investigation and record details.1.2. Obtain or verify authority to search, involving other organisations where necessary.1.3. Collect and analyse information relevant to the investigation.1.4. Identify and locate persons relevant to the investigation.1.5. Access expert skills and knowledge to further assist staff in areas where they cannot, or are not authorised, to act.1.6. Anticipate likely defences and include evidence to counter these. |
| 2. Collect and manage information and exhibits. | <ul style="list-style-type: none">2.1. Collect, label, record and preserve evidence for use in proceedings.2.2. Identify, secure and manage evidence from incoming information.2.3. Maintain continuity, security and integrity of exhibits.2.4. Handle, record, store and dispose of exhibits in accordance with required procedures. |
| 3. Review, adjust and conduct investigation process. | <ul style="list-style-type: none">3.1. Monitor and review evidence collection to address gaps and inadequacies.3.2. Conduct briefings and debriefings of relevant personnel.3.3. Conduct investigation, incorporating legislative, legal and ethical consideration with sufficient flexibility to allow for contingencies.3.4. Monitor investigation process, modify and implement solutions where practicable. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

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|--------------------|--|
| Reading skills to: | <ul style="list-style-type: none">• select and interpret information relevant to matter under investigation from diverse and unfamiliar sources. |
| Writing skills to: | <ul style="list-style-type: none">• produce factual reports using formal structures and language. |

- Oral communication skills to:
- participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
 - liaise and negotiate with others linked to the investigation.
- Initiative and enterprise skills to:
- adjust process and problem solve within defined parameters
 - identify and refer issues requiring expert skills and knowledge.

Unit Mapping Information

Supersedes and is equivalent to PSPINV002 Conduct an investigation.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPINV004 Conduct an investigation

Modification History

Supersedes and is equivalent to PSPINV002 Conduct an investigation.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least two occasions:

- communicate with people from diverse backgrounds
- make comparisons and exercise judgment about facts in written materials
- collect, label, record and preserve identified and corroboratory evidence for use in proceedings according to exhibit management principles, continuity of possession, legislation and standards.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- rules of evidence and legislation relevant to the jurisdiction
- legislation dealing with offence(s) under investigation
- document management systems
- principles of exhibit management
- organisational policies, procedures and guidelines
- legal and ethical considerations in investigations which involve juveniles and Indigenous people.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- rules of evidence and legislation relevant to the jurisdiction
- legislation dealing with offence(s) under investigation
- organisational policies, procedures and guidelines
- an established investigation plan
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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