



Australian Government

PSPREG014 Conduct surveillance

Release: 1

PSPREG014 Conduct surveillance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG414A Conduct surveillance. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to gather information through surveillance operations. It includes planning, carrying out and completing surveillance operations which may be overt or covert and undertaken under different operational conditions.

This unit applies to those working in public sector roles conducting regulatory activities.

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.

Those undertaking this unit would work independently as a part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Plan surveillance	1.1 Establish the purpose and outcomes of surveillance in consultation with stakeholders, and obtain authority to conduct surveillance. 1.2 Determine locations and timeframes in accordance with the purpose and required outcomes. 1.3 Determine resource requirements and arrange in accordance with surveillance plan and budgetary constraints. 1.4 Determine requirements for technical specialists. 1.5 Prepare surveillance plans detailing key activities, roles, responsibilities, risk management and contingency planning, and take into account the overt or covert nature of the operations and security requirements for those involved.
2. Carry out surveillance	2.1 Confirm identities of surveillance subject and conduct surveillance operations in accordance with surveillance plans. 2.2 Identify factors affecting achievement of surveillance outcomes promptly and authorise variations to surveillance plans to cater for the unexpected. 2.3 Implement alternative plans in cases where operational integrity is threatened or compromised and provide a report on the reasons and justification for the decision. 2.4 Conduct surveillance operations. 2.5 Maintain personal conduct and manner in accordance with code of conduct.
3. Complete surveillance operations	3.1 Obtain and document surveillance information in accordance with organisational or client requirements and the surveillance plan. 3.2 Secure and maintain information and other materials. 3.3 Store equipment, images and audio in accordance with technical requirements and security procedures. 3.4 Present outcomes in the required medium, format, style and structure suitable for review and interpretation to meet organisational requirements. 3.5 Document and report operational inadequacies in the surveillance process to inform future practice.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG414A Conduct surveillance.

Links

Companion Volume implementation guides are found in VETNet -

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

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Assessment Requirements for PSPREG014 Conduct surveillance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector 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 must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- planning surveillance
- undertaking contingency planning
- undertaking risk assessment in the context of surveillance
- operating technical equipment
- using information technology to record information and prepare reports
- completing reports using formality of language and structure
- exchanging often complex oral information in a form to suit diverse audiences

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- international treaties and protocols
- cross jurisdictional protocols
- link between surveillance operation, organisational strategic objectives and national strategic objectives
- security constraints

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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