



Australian Government

PSPREG025 Manage investigations

Release: 1

PSPREG025 Manage investigations

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 PSPREG507 Manage investigations. • 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 plan, document and allocate resources to manage and review investigations effectively, in accordance with commonwealth and/or jurisdictional law policy and procedures. It includes planning investigations, preparing documentation to support the investigation, identifying, using and coordinating resources and reviewing investigations.

This unit applies to those working in regulatory roles within the public sector involving 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.

Those undertaking this unit would work autonomously, 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	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan investigations	1.1 Prepare a plan that reflects analysis of all available factors to set directions for the investigation. 1.2 Define an investigation's aims and objectives to provide operational focus. 1.3 Conduct risk assessments to identify investigational opportunities and limitations. 1.4 Formulate a security plan to address the investigation's security requirements. 1.5 Prioritise investigatory phases and tasks to inform the sequence of activities and provide for future review of the investigation process. 1.6 Select and authorise methods to achieve the investigation's aims and objectives. 1.7 Establish communication channels with appropriate personnel to facilitate contact in the conduct of the operation. 1.8 Initiate a case management system to facilitate the planning, resolution and review of the investigation. 1.9 Develop plans that are sufficiently flexible and adaptable to accommodate any unforeseen contingencies and/or issues that may arise.
2. Prepare documentation to support the investigation	2.1 Record all relevant information in a chronological and accurate manner. 2.2 Compile operational documentation to provide an ongoing reference for operatives and a formal record for evidentiary purposes. 2.3 Ensure recording procedures comply with security and evidentiary requirements.
3. Identify, use and coordinate resources	3.1 Identify and access available resource requirements to support the operation. 3.2 Identify contingency responses that address any resource limitations. 3.3 Manage resource usage to achieve the desired aim. 3.4 Monitor and control operational costs.
4. Review investigations	4.1 Review investigation outcomes against the aims and objectives specified in the investigation plan. 4.2 Review procedures for adherence to organisational policy and guidelines. 4.3 Complete post investigation procedures to finalise the investigation. 4.4 Disseminate review outcomes and use 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 PSPREG507 Manage investigations.

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 PSPREG025 Manage investigations

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.

- writing to prepare documents including investigation plans, tactical plans and resource bids
- managing resources including budgetary, human and physical resources and allocation/access
- investigating skills

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.

- government and policy environments
- different types of criminal activity and their elements
- available resources which may need to be deployed to support the investigation
- security issues and classifications
- all applicable laws, policy and procedures pertaining to the conduct of investigations within the officer's organisational environment
- investigation principles and case management systems and contexts in which these can be applied
- court procedures and evidentiary requirements

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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