



**Australian Government**

# **PSPREG025 Manage investigations**

**Release: 1**

## PSPREG025 Manage investigations

### Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPREG507 Manage investigations.</p> <ul style="list-style-type: none"><li>• Unit code updated</li><li>• Content and formatting updated to comply with the new standards</li><li>• All PC transitioned from passive to active voice</li></ul> |

### 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 |

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

## 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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