



Australian Government

PSPREG041 Conduct surveillance

Release: 1

PSPREG041 Conduct surveillance

Modification History

Supersedes and is equivalent to PSPREG014 Conduct surveillance.

Application

This unit describes the performance outcomes, skills and knowledge required to gather information through overt or covert surveillance operations under different operational conditions.

This unit applies to those working in roles conducting regulatory activities. Those undertaking this unit work independently as a part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Regulatory

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

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

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 coordinate 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 in accordance with surveillance plan.
 - 2.2. Identify factors affecting achievement of surveillance outcomes promptly and authorise variations to surveillance plan to cater for a change in circumstances.
 - 2.3. Implement an alternative plan where operational integrity is threatened or compromised and provide a report on the reasons and justification for the decision.
 - 2.4. Maintain personal conduct and manner in accordance with organisational code of conduct.
3. Complete surveillance operations.
 - 3.1. Gather and document surveillance information in accordance with organisational or client requirements and the surveillance plan.
 - 3.2. Secure and maintain information and other materials in accordance with legislative and organisational requirements.
 - 3.3. Store equipment, images and audio recording in accordance with technical requirements, security procedures and organisational policies and 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 essential to performance in this unit, but not explicit in the performance

criteria are listed here, along with a brief context statement.

SKILLS**DESCRIPTION**

- | | |
|-------------------------------|---|
| Writing skills to: | • complete reports using formal language and structure. |
| Oral communication skills to: | • exchange often complex information to suit diverse audiences. |
| Technology skills to: | • use main features and functions of digital surveillance tools to complete work tasks. |

Unit Mapping Information

Supersedes and is equivalent to PSPREG014 Conduct surveillance.

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 PSPREG041 Conduct surveillance

Modification History

Supersedes and is equivalent to PSPREG014 Conduct surveillance.

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 one occasion:

- plan surveillance
- undertake contingency planning
- undertake risk assessment in the context of surveillance
- operate technical equipment
- use information technology to record information and prepare reports.

Knowledge Evidence

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

- legislation and standards relating to surveillance
- policies, procedures and organisational guidelines relating to surveillance
- international treaties and protocols
- cross jurisdictional protocols
- links between:
 - surveillance operation
 - organisational strategic objectives
 - national strategic objectives
- security constraints
- work, health and safety considerations for surveillance operations.

Assessment Conditions

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

Assessment must ensure access to:

- legislation, standards, policy, procedures and organisational guidelines relating to surveillance
- resources and equipment required to conduct the surveillance activities.

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

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