



Australian Government

PUAFIR610 Manage imaging and electronic data

Release: 1

PUAFIR610 Manage imaging and electronic data

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to electronically record evidence at a fire investigation scene. It includes the use, collection and selection of media and the analysis and management of associated data.

The unit focuses on developing and applying a systematic approach to electronically recording physical evidence at a fire investigation, using a range of media. Application of this unit is relevant to specialist fire investigators who are required to determine the origin and cause of fires.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Evaluate scene to

PERFORMANCE CRITERIA

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

1.1 Work, Health and Safety (WHS)/Occupational Health

determine data to be captured electronically		and Safety (OHS) procedures appropriate to the incident are followed
	1.2	Scene is assessed to identify and confirm data to be captured electronically
	1.3	Process for data capture is determined, in accordance with organisational procedures, guidelines and legislative requirements
2 Select and prepare equipment	2.1	Equipment and accessories are selected, in accordance with organisational procedures and the specific requirements of incident
	2.2	Personnel are briefed on capture processes and required quality and quantity of evidence
3 Capture evidence electronically	3.1	Electronic equipment is used to capture physical evidence, in accordance with organisational procedures
	3.2	Selected techniques for the capture of data are tested and modified, where necessary
	3.3	Electronic record of physical evidence is documented and labelled, in accordance with organisational procedures and legal requirements to ensure continuity, authenticity and integrity of evidence
	3.4	Evidence captured is protected from data corruption, in accordance with organisational procedures
	3.5	Data evidence log is completed and maintained, in accordance with organisational procedures
4 Analyse data to support conclusions	4.1	Data is assessed and analysed to support conclusions
	4.2	Data is collated and selected, in accordance with organisational procedures
	4.3	Selected evidence is prepared for use in reports and/or presentations
5 Manage electronic evidence	5.1	Processes for capturing evidence are maintained and audited, in accordance with organisational procedures
	5.2	Primary and working copies of data collected are created, stored and used, as required
	5.3	Data is disseminated, in accordance with organisational

procedures and legislative requirements

- 5.4 Data identified for disposal is eliminated, in accordance with organisational procedures and legal requirements
- 5.5 Data to be retained is documented and stored or archived to ensure continuity and non-contamination or degradation of evidence, in accordance with organisational procedures and legal requirements
- 5.6 Imaging and electronic data and equipment is stored securely, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR610A Manage imaging and electronic data.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAFIR610 Manage imaging and electronic data

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- analysing data to support conclusions
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- creating, storing and using primary and working copies of data including
 - copying data for ongoing data review and interpretation
 - database recording or linking digital data to physical evidence and specific incidents
 - enhancing, reformatting and recycling data
 - labelling and storing primary image data to secured electronic storage devices for archiving
 - statutory requirements for retention of evidence
- capturing evidence electronically
- evaluating scenes to determine data to be captured electronically
- labelling evidence
- maintaining data evidence log
- managing electronic data including data corruption processes
- presenting electronic data evidence
- selecting and preparing equipment and accessories
- using and maintaining digital cameras, videos, audio and data recording devices

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- data corruption and protection processes
- data evidence log requirements
- data or imaging techniques
- integrity of data in networked environments
- local, state and territory court requirements for investigation and recording of findings
- methods, techniques and equipment for handling and storing evidence to preserve and avoid

damage or contamination

- organisational protocols for recording, storing, archiving and releasing data files
- processes for the labelling of evidence including date, details of persons living evidence, digital evidence and location
- range of electronic equipment
- roles and functions for the recording, collecting, preserving and continuity of data
- types of accessories
- use and maintenance of equipment and accessories
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and personal protective clothing and equipment

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
 - range of electronic media
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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