



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUAPOLFC004B Evaluate and document cases and facilitate analyses**

**Revision Number: 3**

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### **Modification History**

PUAPOLFC004B Release 3: Unit Descriptor revised.

PUAPOLFC004B Release 2: Layout adjusted. No changes to content.

PUAPOLFC004B Release 1: Primary release.

### **Unit Descriptor**

This unit covers the competency required to evaluate and document cases submitted for forensic examination, and to facilitate analysis.

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

### **Application of the Unit**

This unit may be applied in a forensic examinations context and will enable analysis of cases. Analysing and assessing skills, documenting information related to cases, and liaison and communication skills will be applied within the context of this unit.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Evaluate cases

- 1.1 ***Physical evidence*** being presented for examination is checked to ensure the ***integrity of the exhibit*** has not been compromised.
- 1.2 Information about the case is assessed to determine client needs.
- 1.3 Case is evaluated to gauge the appropriateness of proceeding in light of laboratory policy and resource limitations.

#### 2. Document cases

- 2.1 Physical evidence is received and processed according to organisational guidelines and legislative requirements.
- 2.2 Documentation is completed in accordance with evidentiary requirements and organisational guidelines.
- 2.3 Relevant information is accurately entered into the ***case management system*** in accordance with organisational procedures.
- 2.4 Physical evidence is stored according to organisational guidelines to ensure its continuity, integrity and security.

#### 3. Facilitate examination by appropriate forensic practitioners

- 3.1 Evidence is assessed and identified for examination by appropriate forensic practitioners.
- 3.2 ***Liaison with clients/investigators*** is conducted to ensure ***relevance of examinations***.
- 3.3 ***Logistics*** of the examination are discussed and documented with other forensic practitioners as required.
- 3.4 ***Movement of exhibits*** for examination is undertaken in accordance with organisational procedures to ensure continuity, security and integrity.

## **Required Skills and Knowledge**

This describes the essential skills and knowledge and their level, required for this unit.

### **Required Skills**

- analyse situations, make decisions and solve problems in responding to a range of forensic investigation contexts
- apply occupational health and safety (OH&S) principles
- communicate in writing (clearly and unambiguously)
- communicate orally (listen, establish rapport, negotiate, resolve conflict)
- handle exhibits and preserve continuity of evidence
- manage resources including allocation/access (budgetary, human, physical resources)
- manage time effectively
- work effectively with a range of practitioners

### **Required Knowledge**

- legislative, policy, procedural and quality system requirements for the collection, preservation, security, continuity, receipt and disposal of exhibits
- OH&S practices to be followed when handling physical evidence
- organisational and quality system requirements relating to the evaluation of cases
- preparation and submission of forensic documentation
- range of services available to assist laboratory examination and interpretation of physical evidence
- role and functions of forensic discipline specialists in the laboratory examination of physical evidence

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Assessment must confirm the ability to:

- appropriately handle physical evidence submitted with cases
- determine appropriate sites for the examination of evidence

### **Consistency in performance**

Competency should be demonstrated over time and across a range of workplace or simulated situations.

### **Context of and specific resources for assessment**

#### **Context of assessment**

Competency should be assessed on-the-job or in a simulated work environment.

#### **Specific resources for assessment**

There are no specific resource requirements for this unit.

### **Method of assessment**

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

## Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Physical evidence</i></b> may include:               | <ul style="list-style-type: none"><li>• Any and all objects</li><li>• Liquid or gas including the relationship between all such objects</li><li>• Living or inanimate objects</li><li>• Objects gross or microscopic in size</li><li>• Solid</li><li>• Tyremarks, shoemarks, toolmarks, fingerprints, fibres, biological tissue, blood stain analysis, vehicle examinations, paint, clothing, fire debris and documents</li></ul>                          |
| <b><i>Integrity of the exhibit</i></b> incorporates:       | <ul style="list-style-type: none"><li>• Assessment of the circumstances surrounding the collection and preservation of the evidence to determine any potential contamination of the exhibit</li><li>• Assessment of the package in which the evidence is contained</li><li>• Package must be sealed and labelled in accordance with agency guidelines (agency guidelines may include methods and procedures manuals quality system requirements)</li></ul> |
| <b><i>Case management system</i></b> may include:          | <ul style="list-style-type: none"><li>• Electronic case management database system</li><li>• Hard copy case files and associated filing/retrieval system</li></ul>                                                                                                                                                                                                                                                                                         |
| <b><i>Liaison with clients/investigators</i></b> includes: | <ul style="list-style-type: none"><li>• Face-to-face or by phone</li><li>• Formal and informal meetings</li><li>• Transmission of documentation electronically</li></ul>                                                                                                                                                                                                                                                                                   |
| <b><i>Relevance of examinations</i></b> may include:       | <ul style="list-style-type: none"><li>• Appropriateness</li><li>• Sequence and timeliness of examinations in the context of investigation directions/timeframes</li></ul>                                                                                                                                                                                                                                                                                  |
| <b><i>Logistics</i></b> includes:                          | <ul style="list-style-type: none"><li>• Delivery of exhibits</li><li>• Cost</li><li>• Timeframes and security</li></ul>                                                                                                                                                                                                                                                                                                                                    |
| <b><i>Movement of exhibits</i></b> encompasses:            | <ul style="list-style-type: none"><li>• Transportation of evidence between forensic disciplines, external agencies and professionals</li></ul>                                                                                                                                                                                                                                                                                                             |

## **Unit Sector(s)**

Not applicable.