



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOLFC005B Prepare and submit forensic documentation

Revision Number: 3

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Modification History

PUAPOLFC005B Release 3: Unit Descriptor revised.
PUAPOLFC005B Release 2: Layout adjusted. No changes to content.
PUAPOLFC005B Release 1: Primary release.

Unit Descriptor

This unit covers the competency required to prepare and submit documentation relating to forensic examinations.

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

Application of the Unit

This unit will be applied within a forensic environment and is relevant for preparing and documenting forensic documentation.

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. Maintain and complete case notes and associated records	1.1 <i>Case notes and associated records</i> are completed and maintained in accordance with procedural and quality system requirements. 1.2 Accuracy, completeness, legibility and clarity of case file content is ensured in accordance with organisational guidelines.
2. Report results	2.1 Results are documented in the established format to ensure quality and consistency in accordance with organisational policies and procedures. 2.2 Information provided in the report is accurate and succinct, and conveys outcomes of the examination/s. 2.3 Reports are submitted in accordance with quality control procedures. 2.4 Reports are submitted in a manner that ensures security of the information and timeliness of results.

Required Skills and Knowledge

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

Required Skills

- apply techniques for information collection, recording, collating, analysing and re-evaluating
- communicate clearly and unambiguously in writing when preparing statements, reports, case files, and other documentation
- manage time
- organise work effectively
- use computers and information technology

Required Knowledge

- organisational policy and procedural requirements for the reporting of findings to clients/stakeholders
- quality system requirements relating to the taking of case notes and preparation of case files and reports
- various approved formats of forms, case files and reports

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:

- prepare documentation that complies with the requirements of the quality system

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.

Case notes include

- Case file logs
- Handwritten notes
- Photographs
- Reports
- Sketch plans
- Statements
- Scale plans
- Video/audio tapes

Associated records may include

- Database and case management system entries
- Exhibit registers
- External reports
- Photocopies of published research/supporting materials
- Procedural and quality system requirements, which may include compliance with:
 - legislative requirements
 - organisational guidelines
 - procedures/methods manuals
 - accreditation criteria
- Reports including statements, statutory declarations, affidavits

Unit Sector(s)

Not applicable.