



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOLFC012A Coordinate multi-discipline forensic investigations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency to coordinate a major or complex investigation involving multi-discipline forensic personnel.

Application of the Unit

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The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Pre-requisite Unit/s

Nil

Employability Skills Information

Employability Skills

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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. **Develop a plan for the coordination of a multi-discipline forensic investigation**

- 1.1 Aims, objectives and issues regarding the investigation are identified and documented
- 1.2 Disciplines required for the investigation are identified and the scope of their involvement determined
- 1.3 **Cross-discipline** and organisational issues are identified and incorporated into the plan
- 1.4 The investigation plan developed is flexible to accommodate new information and evidence issues which may arise

2. **Coordinate resources**

- 2.1 Resource requirements from each discipline are identified and negotiated to facilitate the formation of a team
- 2.2 Negotiated tasks from the investigation plan are **formally** allocated to each area and or personnel
- 2.3 Expenditure and resource usage is monitored through the investigation to ensure accountability and optimum use of resources

3. **Co-ordinate disciplines during the investigation**

- 3.1 Formal communication channels with disciplines are introduced to facilitate effective information flow
- 3.2 Regular **briefings** are conducted and documented to monitor progress of the investigation
- 3.3 Feedback from the disciplines is encouraged, assessed and acted upon, and where necessary, the direction of the investigation changed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

oral communication and liaison (listening, establishing rapport, public relations, negotiation, conflict resolution, feedback)

written communication

organisation and planning

resource management including budgetary, human and physical resources and allocation/access

logical analysis, problem solving and decision making

Required Knowledge

government and policy environments within which operations will be managed

different types of criminal activity and their elements eg. general crime, theft, burglary, assault, drugs, fraud, embezzlement, homicide etc.

available resources which may need to be deployed to support the investigation

security issues and classifications all applicable laws, policy and procedures pertaining to the conduct of forensic investigations with the organisational environment

forensic investigation principles and case management systems and the range of contexts in which these can be applied

potential application and limitations of forensic investigative techniques

court procedures and evidentiary requirements

Evidence Guide

Not applicable.

Range Statement

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.

Multi-discipline include	disciplines internal to the agency and disciplines external to the agency such as fire gas and electricity authorities external analytical laboratories and other agencies providing forensic services
Formally means	documented request which places responsibility for the task and taskings on that area or person
Briefings may be	formal or informal and may be written or verbal

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s	Nil
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