(CPP30619)
Certificate III in Investigative Services

RECOGNITION OF PRIOR LEARNING AND CURRENT
APPLICANT DETAILS

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| NAME |  |
| ADDRESS |  |
| DATE OF BIRTH |  |
| HOME TELEPHONE |  |
| MOBILE PHONE NO. |  |
| EMAIL ADDRESS |  |

(CPP30619)

Certificate III in Investigative Services

# RECOGNITION OF PRIOR LEARNING AND CURRENT COMPETENCY INSTRUCTIONS

Applicants can apply for exemptions from units in courses where they can demonstrate that they have the skills or knowledge already. These skills or knowledge may have been obtained from prior study (especially in similar courses) or even from life experiences. This type of recognition is also known as Recognition of Current Competencies (RCC). The Recognition of Prior Learning process is a way of recognising these skills and prior learning. Obviously the prior learning must be relevant to a course of study offered by ASSI. ASSI will recognise those qualifications that have been issued by another Registered Training Organisation.

You will have to provide documentary evidence of your prior learning for each module you claim exemption from, and be assessed by the instructors or a panel established by ASSI. This assessment can only be finalised after an enrolment is submitted and the application fee is paid.

All evidence should either be headed with the UNIT NAME AND NUMBER for which you are applying for RPL or a document number if the evidence will be used for exemption from more than one unit.

You must fill out the Table of Documents describing each form of documentary evidence, known as primary evidence eg.

* Document 1 – Letter of employment as a security officer and crowd controller for XYZ Security Company.
* Document 2 – Statement of Service Police Force.
* Document 3- Detective Course etc.

After you have written the explanation of your documentary evidence in the Table of Documents, you only need to write “Document 1 ” or “Document 2 ”etc. under the heading ‘Evidence’ against each competency.

The documents for each unit must clearly demonstrate that you have completed the elements of the unit in your previous study, work experience etc. Various units can refer to the same certificate or other evidence.

You must consider each time whether the evidence obviously satisfies the elements of each unit. If not, you must write an explanation of how the document satisfies the element or unit.

If the evidence is, for example, a certificate from TAFE from a course you have completed eg Diploma of Justice Studies, a certificate or diploma is not enough, as we do not know the contents of the course. In addition to the “Diploma” or “Certificate” or “Result of Assessment” sheet or “Statement of Attainment”, you must include a subject outline for all relevant subjects as well. You have to obtain this from the learning institution. These are known as primary documents.

If the evidence you are offering for having already attained the outcomes is by having completed a previous course you need a copy of your certificate or licence as well. Unless it is clearly obvious, you may need a letter explaining how a particular document shows that you have achieved the learning outcomes for each module.

You should always include a brief CV or resume as well. This is called secondary evidence and is used to “fill in the gaps” in some units. The resume or CV is again labelled “Document 3” etc. If you are from a police or military background, we need to know how long you served, what areas or units you served in and a general description of any relevant courses including recruit training.

**Layout**

The easiest applications for RPL are those that are done to the following format:

1. Number each letter or documentary form of evidence which can be related back to the Table of Documents;
2. Attach the evidence documents in order at the end of this application;
3. If possible place the application in a folder and each numbered document with a Divider;
4. Refer to the documents by number – it saves you a lot of writing eg “see document 1”;
5. Documents include: statements of service, pay slips, certificates, CV or resume, photographs, tax returns, copies of reports, statements, court reports/transcripts.

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| **NOTE:** Just think of the application from **our** point of view. We don’t know you, so will reading your CV and the proof of the RPL components with the documents etc satisfy us – would you then accept the application as proof of the applicant having satisfied the requirements for that module? |

# EXAMPLE OF EVIDENCE

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| CPPINV3031 Conduct interviews and take statements to support investigations |
| Elements included: | Evidence: |
| 1 Prepare to conduct interview | *Document 1: Statement of**Service Police Force**Document 2: XYZ Police Force Investigators Statement Taking Course.**Document 3: Resume* |
| 2 Conduct and record interview | Document 1, 2, 3 |
| 3 Take statement | 1, 2, 3 |
| 4 Finalise interview and secure evidence | 1, 2, 3 |

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| **NOTE:** Make sure you write a brief explanation of how the evidence demonstrates that you have satisfied the element – unless it is obvious on the face of the document. |

Notice how the first explanation has the most detail, the second time the documents are referred to you write “Document \* \* \* ” and the next time it is written it is only “ \* \* \* ”.

# TABLE OF DOCUMENTS

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| **CPP30619** | **Certificate III in Investigative Services**  |
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| ***The units required for licensing are as follows:***  |
| **CORE** |
| CPPINV3026 | Work effectively in investigative services |
| CPPINV3027 | Develop investigation plans |
| CPPINV3028 | Investigate and locate subjects |
| CPPINV3029 | Provide quality investigative services to clients |
| CPPSEC3124 | Prepare and present evidence in court |
| **ELECTIVE** |
| BSBESB305 | Address compliance requirements for new business ventures |
| CPPINV3030 | Conduct factual investigations |
| CPPINV3031 | Conduct interviews and take statements to support investigations |
| CPPINV3032 | Develop factual investigation reports |
| HLTWHS003 | Maintain work health and safety |
| PSPCRT007 | Compile and use official notes |
| PSPREG006 | Produce formal record of interview |
| PSPSEC009 | Handle sensitive information |
| CPPINV3033 | Conduct covert surveillance operations |
| CPPINV3034 | Organise and operate surveillance vehicles |
| CPPINV3035 | Develop surveillance investigation reports |

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| CPPINV3026 Work effectively in investigative services*This unit specifies the skills and knowledge required to work effectively in investigative services. It includes interpreting and applying legal and procedural requirements governing investigative services, understanding regulatory powers provided under the legislation and acts and omissions that comprise non-compliance or offences. It also includes contributing to positive workplace relationships with colleagues and clients, modelling high standards of performance and developing and maintaining competence in investigative services.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Interpret and apply legal and procedural requirements for investigative services.**

Performance Criteria* 1. Identify and review legal and procedural requirements governing investigative services in the jurisdiction of operation.
	2. Clarify regulatory powers provided under the legislation and the boundaries of those powers in consultation with relevant persons.
	3. Identify and confirm acts and omissions that comprise non-compliance or offences under the legislation.
	4. Apply legal and procedural requirements to work instructions to ensure compliance.
 |  |
| 1. **Contribute to positive workplace relationships.**

Performance Criteria* 1. Identify and use workplace networks to build positive relationships with colleagues and clients.
	2. Support colleagues to resolve work difficulties.
	3. Deal constructively with workplace conflict within established organisational processes.
	4. Regularly review workplace outcomes and implement improvements in consultation with relevant persons.
 |  |
| 1. **Model high standards of investigative performance.**

Performance Criteria* 1. Organise, prioritise and sequence investigative services tasks to ensure completion within agreed timeframes according to work instructions.
	2. Promptly identify factors affecting the achievement of work tasks and implement corrective actions in consultation with relevant persons.
	3. Identify and uphold ethical standards and industry codes of conduct in providing investigative services.
	4. Recognise and report breaches of industry codes of practice.
 |  |
| 1. **Develop and maintain investigative competence.**

Performance Criteria* 1. Use self-assessment, reflection and feedback to identify areas for improvement in own professional competence.
	2. Source, evaluate, select and use opportunities to develop and maintain professional competence.
	3. Participate in professional networks to improve knowledge of investigative practices, technologies and trends.
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| CPPINV3027 Develop investigation plans*This unit specifies the skills and knowledge required to develop and document an investigation plan. It includes scoping investigation parameters, selecting investigation methodologies based on factual and surveillance techniques, and ensuring legal compliance for investigative and evidence collection processes.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Confirm investigation requirements.**

Performance Criteria* 1. Review investigation brief and associated information to clarify investigation purpose, scope and timeframes.
	2. Source additional information in consultation with relevant persons to clarify investigation requirements.
	3. Review legal rights and responsibilities and confirm required authorisations to conduct investigation and collect evidence.
 |  |
| 1. **Determine investigation methodology.**

Performance Criteria* 1. Gather and assess information to support investigation and confirm validity of sources.
	2. Select investigation methods that meet investigation brief and comply with legal requirements for collecting, preserving and presenting evidence.
	3. Identify required resources and equipment and confirm their availability and efficiency in meeting investigation brief and budget.
	4. Assess risk associated with investigation methods and apply contingency measures to ensure safety and regulatory compliance.
	5. Identify limitations in conducting investigation and seek required assistance in consultation with relevant persons.
 |  |
| 1. **Finalise investigation plan.**

Performance Criteria* 1. Write investigation plan in accordance with workplace standards for style, format and accuracy.
	2. Review investigation plan to confirm completeness and accuracy to meet investigation brief and make required modifications.
	3. Securely store investigation information in a manner that facilitates future retrieval and maintains confidentiality.
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| CPPINV3028 Investigate and locate subjects*This unit specifies the skills and knowledge required to locate subjects using investigative search techniques. It includes researching the subject’s background information and possible whereabouts, searching open source intelligence, databases, public records and documentation, and identifying and following leads to trace and locate the subject.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Plan investigation and profile subject.**

Performance Criteria* 1. Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when investigating and locating subjects.
	2. Clarify investigation and client requirements in consultation with relevant persons.
	3. Check validity of client intentions and information obtained as part of investigative brief to ensure compliance with ethical obligations.
	4. Conduct research to gather background information on subject and identify possible contacts and locations.
	5. Assess and verify the reliability of available data and plan investigation activities to meet required timeframes.
 |  |
| 1. **Conduct investigation to locate subject.**

Performance Criteria* 1. Make field calls to identify and follow leads to trace subject.
	2. Search open source intelligence and databases to identify and follow leads to trace subject.
	3. Examine public records and documentation to identify and follow leads to trace subject.
	4. Review search results to identify and follow alternative search avenues to locate subject.
 |  |
| 1. **Report investigation outcomes.**

Performance Criteria* 1. Document times, dates, occurrences, results and sources of investigation activities.
	2. Analyse investigation outcomes and recommend further actions to meet work instructions.
	3. Present report to relevant persons within agreed timeframes.
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| CPPINV3029 Provide quality investigative services to clients*This unit specifies the skills and knowledge required to provide quality investigative services to clients. It includes identifying client needs and preferences and negotiating to offer factual or surveillance investigation options to meet client requirements. It includes delivering and monitoring investigative services, gathering and organising investigative evidence, and implementing contingency measures to respond to problems and changing circumstances. The unit requires reviewing client satisfaction, handling complaints and using feedback as the basis for improved service delivery.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Identify client needs and service preferences.**

Performance Criteria* 1. Review workplace policies and procedures to ensure compliance with legal rights and responsibilities when providing services to clients.
	2. Use interpersonal techniques to clarify scope of investigation and client service preferences, needs and expectations.
	3. Discuss benefits and limitations of investigative options to meet client needs.
	4. Provide client with information about investigative services and methods to meet their specific needs, and assist client to select preferred option.
	5. Recognise personal limitations that may impede the provision of required client services and seek assistance from relevant persons.
 |  |
| 1. **Deliver quality client service.**

Performance Criteria* 1. Provide investigative services following work instructions and identified client needs.
	2. Identify client’s special requirements and adjust investigative services to meet their needs.
	3. Anticipate service problems or delays and promptly implement contingency arrangements to maintain client satisfaction.
	4. Maintain communication with client and monitor service provision to provide up-to-date information and respond to changing circumstances.
	5. Use negotiation to resolve conflict and client complaints, and record details according to workplace requirements.
	6. Gather and organise investigative evidence that meets work and client instructions and complies with legislative requirements.
 |  |
| 1. **Review and improve client service.**

Performance Criteria* 1. Seek feedback from client to ascertain their satisfaction with service provision using interview and survey techniques.
	2. Analyse client feedback in consultation with relevant persons and identify improvements to future service provision.
	3. Record and implement agreed improvements to client service procedures.
	4. Securely maintain investigative and client records according to workplace and legislative requirements.
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| CPPSEC3124 Prepare and present evidence in court*This unit specifies the skills and knowledge required to prepare and present evidence in court.**It requires** *sourcing, organising and checking security information to be used as evidence in court proceedings, and checking compliance against rules of evidence and evidence management principles to ensure admissibility*
* *participating in oral briefing sessions, submitting evidence briefs and preparing documentation and exhibits*
* *adhering to court procedures and protocols such as those relating to personal presentation, manner and language*
* *presenting evidence in a clear, concise and unambiguous manner and providing specialist opinion on request.*

*It applies to people working independently or under limited supervision as members of a security team.**This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities.* |
| Elements Included: | Evidence: |
| 1. **Prepare evidence.**

Performance Criteria* 1. Review workplace policies and procedures to ensure compliance with legal rights and responsibilities when preparing and presenting evidence in court.
	2. Source, research and collate case summary and supporting information.
	3. Select information to be used as evidence in court and confirm its relevance, validity and admissibility in court.
	4. Organise evidence and check compliance against evidence management principles.
	5. Interpret requirements for recording and presenting evidence in court.
 |  |
| 1. **Prepare for court proceedings.**

Performance Criteria* 1. Participate in oral briefing session with relevant persons to confirm court arrangements, own role and involvement.
	2. Discuss information to be presented as evidence and clarify negotiation parameters with relevant persons.
	3. Submit briefs of evidence in a logical sequence and check compliance with rules of evidence to ensure admissibility in court proceeding.
	4. Conduct a thorough review of material to be used or referred to in court proceeding prior to presentation in court to ensure familiarity, completeness and availability.
	5. Prepare documentation and exhibits and review to confirm their acceptability for use in court.
 |  |
| 1. **Attend court proceeding and present evidence.**

Performance Criteria* 1. Attend court and adhere to court procedures and protocols including those for personal presentation, manner and language throughout proceeding.
	2. Present admissible evidence in a clear, concise and unambiguous manner and on request, provide specialist opinion within own area of competence and expertise in accordance with evidence requirements.
	3. Note, file and store outcomes of proceedings and associated documentation and evidence in accordance with evidence management principles.
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| BSBESB305 Address compliance requirements for new business ventures*This unit describes the skills and knowledge required to source advice and specialist services to assist in addressing business compliance relating to regulatory, taxation and insurance requirements.**The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.**No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| Elements Included: | Evidence: |
| 1. **Research compliance requirements of new business venture**

Performance Criteria* 1. Identify regulatory, taxation and insurance requirements relevant to new business venture
	2. Access information that assists in interpreting and explaining identified compliance requirements
	3. Research relationships between legislation, regulations, codes of practice, associated standards and accessed information to determine compliance requirements of the business venture
 |  |
| 1. **Seek specialist advice on compliance and risk minimisation**

Performance Criteria* 1. Identify sources of specialist advice and services relevant to identified compliance requirements and business venture profile
	2. Select and access identified specialist advice and services according to business needs, available resources, and workplace procedures
	3. Clarify and confirm compliance requirements and their appropriateness for business, and risk minimisation needs with advisors
	4. Review and document advice and procedures
 |  |
| 1. **Take action to support business compliance**

Performance Criteria* 1. Arrange insurance cover for the business according to business needs, available resources, and workplace procedures
	2. Implement compliance procedures according to specialist advice received
	3. Seek feedback on implemented compliance procedures from required personnel
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| CPPINV3030 Conduct factual investigations*This unit specifies the skills and knowledge required to conduct factual investigations. It includes conducting desk-based research and using communication skills to conduct interviews and meetings and take statements to record factual information. The unit requires evidence collection and compliance with evidence management principles.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Prepare for factual investigation.**

Performance Criteria* 1. Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when conducting factual investigation.
	2. Conduct preliminary research and enquiries to clarify investigation and client requirements in consultation with relevant persons.
	3. Identify possible information sources and select investigation methods that are valid, reliable and make efficient use of resources.
	4. Access required investigation equipment and resources and check to confirm correct operation.
	5. Plan and sequence factual investigation activities to meet work instructions and timeframes.
 |  |
| 1. **Undertake factual investigation and gather evidence.**

Performance Criteria* 1. Seek permission to record interviews and meetings in accordance with legislative requirements and codes of conduct.
	2. Conduct and record oral interviews and meetings to gather factual evidence.
	3. Take comprehensive statements and collect physical evidence to support available facts.
	4. Assess gathered evidence to check sufficiency and accuracy and source additional required information to meet work instructions.
	5. Collate factual evidence and check to confirm its relevance, validity and admissibility in court.
 |  |
| 1. **Finalise factual investigation.**

Performance Criteria* 1. Present factual information in a documented report that addresses work instructions and complies with workplace standards for style, format and accuracy.
	2. Present report to relevant persons within agreed timeframes.
	3. Securely store factual investigation records and evidence in accordance with evidence management principles.
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| CPPINV3031 Conduct interviews and take statements to support investigations*This unit specifies the skills and knowledge required to acquire information by interview and take statements to support an investigation. It includes following plans, protocols and procedures to conduct interviews, questioning interviewees to obtain and record facts and details of physical evidence presented, and taking statements in the required legal format.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Prepare to conduct interview.**

Performance Criteria* 1. Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when conducting interviews and taking statements.
	2. Obtain, review and clarify background material and interview plan in consultation with relevant persons.
	3. Identify special needs of interviewee and organise resources and equipment required for interview.
	4. Check recording equipment to confirm correct operation in accordance with manufacturers’ instructions.
	5. Arrange interview location that is accessible and encourages safety and confidentiality for interview participants.
	6. Arrange interviewee and other required participants to be present at interview in accordance with legislative requirements.
 |  |
| 1. **Conduct and record interview.**

Performance Criteria* 1. Seek consent to record interview and employ recording methods in accordance with legislative requirements and codes of conduct.
	2. Confirm interviewee identity and age and implement required legal procedures where interviewee is identified as a minor.
	3. Conduct oral interview following required protocols and procedures.
	4. Follow interview plan and make contingency adjustments required to address changing circumstances.
	5. Use questioning to clarify contradictions, ambiguities, uncertainties or misunderstandings during interview.
	6. Recognise physical evidence presented during interview and describe details in full.
 |  |
| 1. **Take statement.**

Performance Criteria* 1. Confirm and follow required format and procedures for taking statements.
	2. Take statement in first person and accurately reflect interviewee’s knowledge of interview subject matter, with interpreter when required.
	3. Record written affirmation from interviewee as to their understanding of the contents of the statement and conditions under which it was made.
	4. Arrange for statement to be signed, dated and witnessed in accordance with legislative requirements.
	5. Provide interviewee with a copy of the statement.
 |  |
| 1. **Finalise interview and secure evidence.**

Performance Criteria* 1. Terminate interview in a sincere, courteous and friendly manner and take required action to ensure safe exit of interviewee.
	2. Complete, retain and secure interview documentation and records with due regard to confidentiality and evidence management principles.
	3. Review and report interview results to relevant persons in accordance with work instructions.
	4. Provide interviewee with a receipted copy of interview records in accordance with legislative requirements.
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| CPPINV3032 Develop factual investigation reports*This unit specifies the skills and knowledge required to document and present comprehensive information gathered through factual investigation. It includes compiling and presenting information and evidence in the required format and verifying its accuracy and reliability according to chain of custody and rules of evidence requirements.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Organise and assess factual investigation information.**

Performance Criteria* 1. Obtain and collate information gathered through factual investigation.
	2. Assess gathered information for completeness in accordance with investigative brief and client requirements.
	3. Assess gathered information to verify sources, validity and relevance, and compliance with chain of custody of evidence.
 |  |
| 1. **Document and review report contents.**

Performance Criteria* 1. Use information technologies to write factual investigation report in accordance with workplace requirements for content, format and style.
	2. Identify in body of report, witnesses and sources of evidence that are relied upon.
	3. Identify and list enquiries that failed to gather evidence and stipulate reasons why.
	4. Edit report to ensure content is accurate and sufficient and source additional information to address identified omissions.
	5. Check report to ensure information is supported by verifiable evidence and make required redactions.
	6. Include required attachments and confirm these are referenced correctly in the report.
	7. Check citations and references are accurate and in the required format.
 |  |
| 1. **Finalise factual investigation report.**

Performance Criteria* 1. Finalise report in the required format in accordance with workplace and client requirements.
	2. Forward report and attachments safely and securely to relevant persons in compliance with evidence management principles.
	3. Securely store investigation information in a manner that facilitates future retrieval and maintains confidentiality.
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| HLTWHS003 Maintain work health and safety*This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.**This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other workers.**The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.* |
| Elements Included: | Evidence: |
| 1. **Contribute to workplace procedures for identifying hazards and controlling risks**

Performance Criteria* 1. Identify existing and potential hazards and record them according to workplace procedures
	2. Contribute to the development of strategies for implementing risk controls in line with workplace procedures and policies
	3. Implement risk controls in line with the hierarchy of risk control and workplace and legislative requirements
	4. Identify and report issues with risk controls, including residual risk, in line with workplace and legislative requirements
 |  |
| 1. **Implement policies and procedures into work team processes**

Performance Criteria* 1. Regularly provide information about WHS policies and procedures to the work team
	2. Provide information about identified hazards and the outcomes of risk assessment and risk controls to the work team
	3. Monitor housekeeping practices to ensure that WHS policies and procedures are followed
	4. Maintain WHS incident records in the work area according to workplace procedures and legislative requirements
 |  |
| 1. **Support consultation, cooperation and communication**

Performance Criteria* 1. Support workplace consultative procedures by encouraging work team participation in consultative activities
	2. Report health and safety issues in line with workplace procedures and legislative requirements
	3. Encourage and assist work team members to contribute to WHS
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| PSPCRT007 Compile and use official notes*This unit describes the skills required to keep notes and use them to give evidence in court, prepare statements and compile reports, including incident reports. It includes applying knowledge of the essential elements of note taking, statement and report preparation; and legislative and organisational requirements for the structure and content of official reports.**This unit applies to those working within the court system operating under procedures set by the court.**The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those set by the court.**Those undertaking this unit would generally work independently with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar and unfamiliar contexts.**No licensing, legislative or certification requirements apply to unit at the time of publication.* |
| Elements Included: | Evidence: |
| 1. **Record and retain original notes**

Performance Criteria* 1. Use official notebooks to record original notes relating to incidents and occurrences in appropriate format and timeframe.
	2. Make notes that meet content and sequencing requirements within required timeframes.
	3. Record identifying information retain and secure for the length of time required by law.
 |  |
| 1. **Use notes to make statements**

Performance Criteria* 1. Use notes to refresh memory and provide factual basis for statements.
	2. Maintain receipts and bank records.
	3. Format details for statements.
 |  |
| 1. **Use notes to give evidence**

Performance Criteria* 1. Use notes to refresh memory prior to giving evidence, enabling concise and factual answers.
	2. Request authority of presiding official to refer to notes while giving evidence in court.
	3. Present factual, correctly sequenced evidence that reflects information in notes.
	4. Employ presentation standards.
 |  |
| 1. **Compile reports**

Performance Criteria* 1. Collect, analyse and organise information for reports into a logical sequence according to the purpose and audience of each report.
	2. Format reports to meet organisational requirements for structure, style and content.
	3. Complete incident reports containing all required information and outcomes.
	4. Produce reports required for information management systems.
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| PSPREG006 Produce formal record of interview*This unit describes the skills required to produce formal records of interview. It includes preparing for, conducting and record interviews.**This unit applies to those working in public sector roles conducting regulatory activities.**The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of conducting interviews.**Those undertaking this unit would work independently, performing routine tasks, in a range of contexts including some that are unfamiliar or unpredictable.**No licensing, legislative or certification requirements apply to unit at the time of publication.* |
| Elements Included: | Evidence: |
| 1. **Prepare for interview**

Performance Criteria* 1. Develop interview plan.
	2. Determine venue, equipment and personnel to be involved in or excluded from the interview.
	3. Identify exhibits to be used in the interview and make readily available for reference.
	4. Asses risks associated with the interview and instigate procedures for ensuring the safety of self and others.
 |  |
| 1. **Conduct and record interview**

Performance Criteria* 1. Provide interviewee with preliminary advice and question to ensure their understanding of the interview process and their rights.
	2. Use questioning techniques to gather information, and test and confirm its relevance, reliability and sufficiency, prior to concluding the interview.
	3. Introduce and fully describe exhibits.
	4. Conduct, record and conclude interview in accordance with the rules of evidence so that outcomes are admissible in evidence.
	5. Produce a true record of interview and complete post-interview procedures.
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| PSPSEC009 Handle sensitive information*This unit describes the skills required to receive, deal with, maintain and dispose of sensitive information.**This unit applies to those working in a security role where they would receive, deal with and maintain sensitive information.**The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.**Those undertaking this unit would generally work independently, as part of a team and with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar and unfamiliar contexts.**No licensing, legislative or certification requirements apply to unit at the time of publication.* |
| Elements Included: | Evidence: |
| 1. **Receive sensitive information**

Performance Criteria* 1. Receive and check sensitive information to ensure transmission protocols have been exercised.
	2. Take action if protocols have not been adhered to.
	3. Record sensitive information.
 |  |
| 1. **Deal with sensitive information**

Performance Criteria* 1. Review sensitive information to ensure classification meets the security policy for protection of information.
	2. Review aggregated sensitive information to ensure that it is classified.
	3. Check classification requirement to ensure it is warranted, and the level of protection is assigned in accordance with the consequences that might result from any compromise of the information’s confidentiality, integrity and availability.
	4. Contact originators of information responsible for classifying the documents to discuss reclassification or declassification where necessary.
	5. Transmit sensitive information.
	6. Obtain expert advice as required.
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| 1. **Maintain sensitive information**

Performance Criteria* 1. Secure and account for sensitive information.
	2. Dispose of sensitive information.
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| CPPINV3033 Conduct covert surveillance operations*This unit specifies the skills and knowledge required to conduct covert surveillance operations using mobile or static surveillance techniques on foot and while operating a vehicle. It includes selecting surveillance methods, equipment, sites and routes, and applying contingency options where surveillance integrity is compromised. The unit requires evidence collection and compliance with evidence management principles.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Prepare for covert surveillance operation.**

Performance Criteria* 1. Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when conducting covert surveillance.
	2. Check validity of client intentions and information obtained as part of investigative brief to ensure compliance with ethical obligations.
	3. Conduct research to profile the subject and their possible whereabouts in consultation with relevant persons.
	4. Select surveillance methods and identify likely surveillance sites and routes.
	5. Inspect surveillance sites and routes to identify factors that may impact surveillance operation and possible contingency options.
	6. Organise surveillance equipment and check to confirm correct operation.
	7. Collate and document gathered information to support surveillance operation.
 |  |
| 1. **Undertake covert surveillance and gather evidence.**

Performance Criteria* 1. Notify relevant persons of intention to conduct surveillance operation.
	2. Position and operate surveillance equipment following manufacturers’ specifications and work health and safety requirements.
	3. Undertake covert surveillance procedures to meet work instructions and comply with legal requirements.
	4. Implement contingency options where surveillance integrity is compromised and report status to relevant persons.
	5. Gather and record surveillance evidence and check to confirm its relevance, validity and admissibility in court.
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| 1. **Finalise covert surveillance operation.**

Performance Criteria* 1. Present facts and observations in a documented surveillance report that complies with workplace standards for style, format and accuracy.
	2. Present report to relevant persons within agreed timeframes.
	3. Check, clean and store surveillance equipment following manufacturers’ instructions.
	4. Securely store surveillance records and evidence in accordance with evidence management principles.
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| CPPINV3034 Organise and operate surveillance vehicles*This unit specifies the skills and knowledge required to conduct covert surveillance operations using mobile or static surveillance techniques that may include operating a surveillance vehicle. It includes selecting surveillance methods, equipment, sites and routes, and applying contingency options where surveillance integrity is compromised. The unit requires collection of evidence and compliance with admissibility rules.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Organise and maintain surveillance vehicle.**

Performance Criteria* 1. Review work instructions, procedures and workplace policies and obtain required authorisations to organise and operate a surveillance vehicle.
	2. Confirm legal rights and responsibilities and comply with regulatory requirements for organising and operating a surveillance vehicle.
	3. Assess surveillance requirements, area and distance of operation and select suitable vehicle.
	4. Inspect vehicle and maintenance records and conduct pre-operational checks to verify correct and safe operation.
	5. Take required actions to rectify faults or malfunctions or seek replacement parts to ensure vehicle is operational in accordance with manufacturers’ instructions.
	6. Obtain required vehicle consumables, spare parts and personal protective equipment to allow for contingencies during surveillance vehicle operation.
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| 1. **Equip surveillance vehicle.**

Performance Criteria* 1. Obtain surveillance equipment and stores to equip vehicle according to work instructions.
	2. Arrange internal layout of vehicle to support full use of surveillance equipment and stores.
	3. Safely secure surveillance equipment and stores to maximise accessibility and personal comfort and minimise risk in accordance with work health and safety requirements.
 |  |
| 1. **Safely operate vehicle for surveillance activities.**

Performance Criteria* 1. Follow road and traffic laws to navigate vehicle in front of, or behind another vehicle and anticipating its movement.
	2. Anticipate, identify and control driving hazards by applying safe and defensive driving techniques.
	3. Drive vehicle in a safe and controlled manner to avoid damage to persons, property and the environment.
	4. Position vehicle to enable surveillance of subject and evidence collection in accordance with work instructions.
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| CPPINV3035 Develop surveillance investigation reports*This unit specifies the skills and knowledge required to document and present comprehensive information gathered through covert surveillance. It includes compiling and presenting information and evidence in the required format and verifying its accuracy and reliability according to continuity of evidence and rules of evidence requirements.**A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.**This unit forms part of the licensing requirements for people engaged in investigative services in some states and territories. For further information, check with the relevant regulatory authority.* |
| Elements Included: | Evidence: |
| 1. **Organise and assess surveillance investigation information.**

Performance Criteria* 1. Obtain and collate information gathered through covert surveillance.
	2. Assess surveillance information for completeness in accordance with investigative brief and client requirements.
	3. Assess surveillance timeline of events and recorded observations to verify validity and relevance, and compliance with continuity of evidence requirements.
 |  |
| 1. **Document and review report contents.**

Performance Criteria* 1. Use information technologies to write surveillance investigation report in accordance with workplace requirements for content, format and style.
	2. Edit report to ensure content is accurate and sufficient and source additional information to address identified omissions.
	3. Check that observations are chronologically sequenced and accurately described according to verifiable evidence.
	4. Include surveillance point locations and exhibits and ensure attachments are numbered and labelled and referenced in the body of the report.
	5. Check citations and references are accurate and in the required format.
	6. Include details of problems encountered or indications that the surveillance operation may be compromised.
 |  |
| 1. **Finalise surveillance investigation report.**

Performance Criteria* 1. Finalise report in a format that is free from inconsistencies, and uses a standard of English expression and layout that meets client and workplace requirements.
	2. Forward report and attachments safely and securely to relevant persons in compliance with evidence management principles.
	3. Securely store investigation information in a manner that facilitates future retrieval and maintains confidentiality.
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Once you have completed the above documentation it should be forwarded with any attachments to our Head office at the following address;

ASSI International

PO Box 154

Kalamunda Western Australia 6926

The material will be assessed by a qualified assessor and if there are any queries we will contact you to discuss these matters.

It will assist with the assessment if all documents can be presented in a clear logical format and can be fixed or loosely bound.

Applications will be retained by the school for audit purposes.

Applications for RPL/RCC generally take about 7 - 10 days to process. Any queries should be forwarded to adrian@assi.com.au