

UNIT CODE	PSPREG025
UNIT TITLE	Manage investigations
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to plan, document and allocate resources to manage and review investigations, in accordance with commonwealth and/or jurisdictional law policy and procedures.</p> <p>This unit applies to those working in regulatory roles involving investigations. Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar and unfamiliar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Regulatory
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

1. Plan investigations	<p>1.1 Prepare a plan that reflects analysis of available factors to set directions for the investigation.</p> <p>1.2 Define investigation aims and objectives to provide operational focus.</p> <p>1.3 Conduct risk assessments to identify investigational opportunities and limitations and formulate a security plan.</p> <p>1.4 Prioritise investigatory phases and tasks to inform the sequence of activities and provide for future review of the investigation process.</p> <p>1.5 Select and authorise methods to achieve the investigation's aims and objectives.</p> <p>1.6 Establish communication channels with appropriate personnel to facilitate contact during the operation.</p> <p>1.7 Initiate a case management system to facilitate the planning, resolution and review of the investigation.</p> <p>1.8 Develop plans that are sufficiently flexible and adaptable to accommodate any unforeseen contingencies and/or issues that may arise.</p>
2. Prepare documentation to support the investigation	<p>2.1 Record all relevant information in a chronological and accurate manner.</p> <p>2.2 Compile operational documentation to provide an ongoing reference for operatives and a formal record for evidentiary purposes.</p> <p>2.3 Ensure recording procedures comply with security and evidentiary requirements.</p>
3. Identify, use and coordinate resources	<p>3.1 Identify and access available resource requirements to support the operation.</p> <p>3.2 Identify contingency responses that address any resource limitations.</p> <p>3.3 Manage resource usage to achieve the desired aim.</p> <p>3.4 Monitor and control operational costs.</p>
4. Review investigations	<p>4.1 Review investigation outcomes against the aims and objectives specified in the investigation plan.</p> <p>4.2 Review procedures for adherence to organisational policy and guidelines.</p> <p>4.3 Complete post investigation procedures to finalise the investigation.</p> <p>4.4 Disseminate review outcomes and use to inform future practice.</p>

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPREG025 Manage investigations
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPREG025 Manage investigations
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion, each of the following:</p> <ul style="list-style-type: none"> ■ write preparatory documents including <ul style="list-style-type: none"> ○ investigation plans ○ tactical plans and ○ resource bids ■ manage budgetary, human and physical resources and their allocation and access according to organisation policies and procedures ■ investigation skills.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ government and policy environments ■ different types of criminal activity and their elements ■ 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 investigations within the organisational environment of the job role ■ investigation principles and case management systems and contexts in which these can be applied ■ court procedures and evidentiary requirements.
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ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment. <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ applicable legislation, policies and procedures ■ vehicles, equipment and materials generally present in an operational environment. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
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LINKS	Companion Volume Implementation Guide
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