

<b>UNIT CODE</b>	<b>PSPINV002</b>
<b>UNIT TITLE</b>	<b>Conduct an investigation</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to conduct an investigation under commonwealth and/or jurisdictional law, in accordance with an established investigation plan.</p> <p>This unit applies to those working in a range of regulatory work environments. Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar or unpredictable.</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>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Investigation
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1.1 Locate information sources and record findings	1.1 Identify subjects and suspects involved in the matter under investigation and record details. 1.2 Obtain or verify authority to search, involving other organisations where necessary. 1.3 Collect and analyse information relevant to the investigation. 1.4 Identify and locate persons relevant to the investigation. 1.5 Access expert skills and knowledge to further assist staff in areas where they cannot, or are not authorised, to act. 1.6 Anticipate likely defences and include evidence to counter these.

2. Collect and manage information and exhibits	2.1 Collect, label, record and preserve evidence for use in proceedings. 2.2 Identify, secure and manage evidence from incoming information. 2.3 Maintain continuity, security and integrity of exhibits. 2.4 Handle, record, store and dispose of exhibits.
3. Review and adjust investigation process	3.1 Monitor and review evidence collection to address gaps and inadequacies. 3.2 Conduct briefings and debriefings of relevant personnel. 3.3 Conduct investigation with sufficient flexibility to allow for contingencies, modify process of investigation and implement solutions where practicable.

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> <li>select, read and interpret texts relevant to matter under investigation.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>produce factual reports using formal structures and language.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience.</li> </ul>
Initiative and enterprise skills to:	<ul style="list-style-type: none"> <li>organise, liaise, negotiate and problem-solve.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Release 1: This unit supersedes and is equivalent to PSPINV002 Conduct an investigation.
<b>LINKS</b>	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPINV002 Conduct an investigation
<b>PERFORMANCE EVIDENCE</b>	<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:</p> <ul style="list-style-type: none"> <li>communicate with people from diverse backgrounds</li> <li>make comparisons and exercise judgment about facts in written materials</li> <li>collect, label, record and preserve evidence for use in proceedings according to exhibit management principles, continuity of possession, legislation and standards.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ rules of evidence and legislation relevant to the jurisdiction, including privacy and confidentiality requirements</li> <li>■ legislation dealing with offence/s under investigation</li> <li>■ document management systems</li> <li>■ management principles</li> <li>■ agency procedures relating to public interest disclosures, protected disclosures or whistleblowing legislation</li> <li>■ organisational policies, guidelines and regulations</li> <li>■ legal and ethical considerations in investigations which involve juveniles and indigenous people.</li> </ul>
<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none"> <li>■ workplace environment or</li> <li>■ simulated environment.</li> </ul> <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"> <li>■ legislation, policy and procedures relating to conducting an investigation</li> <li>■ investigation standards.</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide