Qualification CPP3xx19

Certificate III in Investigative Services

# Qualification description

This is a qualification for investigators, responsible for factual investigation and inquiry work or covert surveillance operations. Investigators operate under limited supervision and use discretion and judgement to search for information about a person’s character, actions or work and gather evidence that may be used in court.

Occupational titles may include:

* inquiry agent
* investigation agent
* private investigator.

This qualification provides occupational specialisations in factual investigation and surveillance, and a pathway to further learning and work in security management.

Investigators undertaking surveillance operations are required to operate a surveillance vehicle in compliance with road and traffic laws.

Legislative, regulatory or certification requirements apply to investigative services in some states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

# Packaging rules

To achieve this qualification, competency must be demonstrated in 14 units of competency, consisting of 6 core and 8 elective units. Electives are to be chosen as follows:

* all 5 units in Group A **or** all 5 units in Group B
* up to 3 units from Groups A, B or C not already selected
* up to 1 unit may be selected from any training package, as long as it contributes to a valid, industry-supported vocational outcome and does not diminish the AQF level of this qualification.

## Core

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| CPPSEC3026 | Work effectively in investigative services |
| CPPSEC3027 | Develop investigation plans |
| CPPSEC3XXX | Investigate and locate subjects |
| CPPSEC3105 | Coordinate provision of quality security services to clients |
| CPPSEC3108 | Store, protect and dispose of security information |
| CPPSEC3124 | Prepare and present evidence in court |

## Elective

**Group A: Factual Investigation**

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| --- | --- |
| BSBWOR301 | Organise personal work priorities and development |
| CPPSEC3032 | Conduct factual investigations |
| CPPSEC3033 | Conduct interviews and take statements to support investigations |
| CPPSEC3XXX | Develop factual investigation reports |
| HLTWHS003 | Maintain work health and safety |

**Group B: Surveillance**

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| BSBWOR301 | Organise personal work priorities and development |
| CPPSEC3030 | Conduct covert surveillance operations |
| CPPSEC3031 | Organise and operate surveillance vehicles |
| CPPSEC3XXX | Develop surveillance investigation reports |
| HLTWHS003 | Maintain work health and safety |

**Group C: General**

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| BSBLEG417 | Apply the principles of evidence law |
| BSBSMB401 | Establish legal and risk management requirements of small business |
| FNSCUS402 | Resolve disputes |
| FNSISV405 | Analyse insurance claims |
| FNSISV406 | Use specialist terminology in insurance claims |
| FNSMCA303 | Serve legal process |
| PSPCRT007 | Compile and use official notes |
| PSPREG006 | Produce formal record of interview |
| PSPSEC009 | Handle sensitive information |

# Qualification Mapping Information

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| --- | --- | --- | --- |
| Code and title | CPP07 Property Services Training Package | Comments | Anticipated equivalency statement |
| CPP3XX19Certificate III in Investigative Services | CPP30607Certificate III in Investigative Services | Supersedes and is equivalent to CPP30607 Certificate III in Investigative Services.Changed packaging arrangements including reduction in total number of units and changed core and elective requirements.Streaming introduced to align occupational specialisations with industry requirements. | E |

# Links

An Implementation Guide to this Training Package is available at: