

Draft 0.1

This is our work-in-progress update to CPPSEC3030A Conduct surveillance:
<https://training.gov.au/Training/Details/ CPPSEC3030A>.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here:
<http://www.artibus.com.au/project-stage>.

Summary of changes from current endorsed unit

Title change

Elements and performance criteria redeveloped to simplify and better articulate unit structure

Required knowledge updated and rationalised to add specificity and relevance

Client service wording removed to accommodate investigators working within an organisation who are not dealing directly with clients

Draft 2:

Code changed to CPPINV3033

Modified licensing statement

Changed performance evidence requirements

General edits to tighten language and clarify knowledge evidence

Companion volume links added

Assessment Conditions: replacement statement referring to security trainers licence requirements (from security operations) and included new wording focused on licensing for investigations training/assessment.

Post EE:

Minor edits

Foundation skills modified to clarify requirements

Unit of Competency CPPINV3033

Conduct covert surveillance operations

Application

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.

Prerequisite Unit

None.

Elements and Performance Criteria

1. Prepare for covert surveillance operation.	<ul style="list-style-type: none">1.1 Review work instructions, procedures and workplace policies to ensure required authorisations and compliance with legal rights and responsibilities when conducting covert surveillance.1.2 Check validity of client intentions and information obtained as part of investigative brief to ensure compliance with ethical obligations.1.3 Conduct research to profile the subject and their possible whereabouts in consultation with relevant persons.1.4 Select surveillance methods and identify likely surveillance sites and routes.1.5 Inspect surveillance sites and routes to identify factors that may impact surveillance operation and possible contingency options.1.6 Organise surveillance equipment and check to confirm correct operation.1.7 Collate and document gathered information to support surveillance operation.
2. Undertake covert surveillance and gather evidence.	<ul style="list-style-type: none">2.1 Notify relevant persons of intention to conduct surveillance operation.2.2 Position and operate surveillance equipment following manufacturers' specifications and work health and safety requirements.2.3 Undertake covert surveillance procedures to meet work instructions and comply with legal requirements.2.4 Implement contingency options where surveillance integrity is compromised and report status to relevant persons.2.5 Gather and record surveillance evidence and check to confirm its relevance, validity and admissibility in court.

3. Finalise covert surveillance operation.	<p>3.1 Present facts and observations in a documented surveillance report that complies with workplace standards for style, format and accuracy.</p> <p>3.2 Present report to relevant persons within agreed timeframes.</p> <p>3.3 Check, clean and store surveillance equipment following manufacturers' instructions.</p> <p>3.4 Securely store surveillance records and evidence in accordance with evidence management principles.</p>
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Foundation skills

Candidates require:

- reading skills to interpret information in diagrammatic formats, such as photographs maps when operating global positioning systems
- writing skills to describe surveillance observations using plain English and factual information.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3030A Conduct surveillance.

Links

Companion Volume Implementation Guide:

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPINV3033

Conduct covert surveillance operations

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by conducting three different covert surveillance operations, involving at least:

- one mobile or static surveillance operation using a vehicle
- one mobile or static surveillance operation on foot.

For each covert surveillance operation, the candidate must submit a daily observation sheet in the required format, and document details of:

- a circumstance where anti-surveillance techniques were identified and contingency action taken
- an unplanned contact that could have compromised the surveillance and how this was handled using previously planned pretext in accordance with legal requirements
- strategies implemented to gain and maintain personal endurance necessary for prolonged surveillance shift responsibilities to comply with work health and safety (WHS) requirements in two different operating environments while working alone
- two choices of observation posts selected to meet surveillance work instructions
- a description of the subject.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when conducting covert surveillance operations:
 - actions that may result in breach of confidence, privacy or other offence under legislation
 - authorities and legal rights of investigators
 - duties of the investigator to follow instructions, act in person and act in the interests of the client
 - legislative restrictions on the use of recording devices
 - requirements to notify authorities or property owners of surveillance operations
 - rights of subjects including privacy and protection of reputation
 - WHS requirements
- codes of conduct and types of investigative behaviours that are unethical, illegal or represent misconduct
- covert observation techniques
- methods for verifying the validity and reliability of information gathered by covert surveillance
- signs that surveillance operation has been compromised
- sources of surveillance evidence and methods for:
 - collecting, preserving and presenting evidence
 - ensuring continuity of evidence

- complying with evidence management principles
- techniques for skip tracing and sourcing background information on subjects
- types and purpose of equipment used when conducting covert surveillance operations:
 - binoculars
 - cameras
 - communications equipment
 - global positioning system
 - laptop computers
 - listening devices
 - mirrors
 - monopods or tripods
 - personal protective equipment (PPE)
 - power inverters
 - recording devices
 - telephoto lenses
 - vehicles
 - video cameras
- types of evidence:
 - circumstantial
 - direct
 - documentary
 - hearsay
 - opinion
 - physical
- typical hazards associated with covert surveillance and WHS control measures for each:
 - prolonged static physical immobility: deep vein thrombosis, muscle strain, cramps, physical and mental fatigue and dehydration
 - hot and cold environments.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by an RTO for investigations licensing purposes must hold the licence for performing the investigations activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- work instructions and associated documentation, PPE and surveillance equipment required to achieve the performance evidence.

Links

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