

Draft 0.1

This is our work-in-progress update to CPPSEC3028A Compile investigative report:
<https://training.gov.au/Training/Details/ CPPSEC3028A>.

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

Unit split into two units – this unit to cover reporting of surveillance investigations and the other to cover factual investigation reporting

New title

Elements and performance criteria redeveloped to better articulate revised unit outcome

Required knowledge updated to focus on surveillance investigations and rationalised to add specificity and relevance

Draft 2:

Code changed to CPPINV3035

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 CPPINV3035

Develop surveillance investigation reports

Application

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.

Prerequisite Unit

None.

Elements and Performance Criteria

1. Organise and assess surveillance investigation information.	1.1	Obtain and collate information gathered through covert surveillance.
	1.2	Assess surveillance information for completeness in accordance with investigative brief and client requirements.
	1.3	Assess surveillance timeline of events and recorded observations to verify validity and relevance, and compliance with continuity of evidence requirements.
2. Document and review report contents.	2.1	Use information technologies to write surveillance investigation report in accordance with workplace requirements for content, format and style.
	2.2	Edit report to ensure content is accurate and sufficient and source additional information to address identified omissions.
	2.3	Check that observations are chronologically sequenced and accurately described according to verifiable evidence.
	2.4	Include surveillance point locations and exhibits and ensure attachments are numbered and labelled and referenced in the body of the report.
	2.5	Check citations and references are accurate and in the required format.
	2.6	Include details of problems encountered or indications that the surveillance operation may be compromised.
3. Finalise surveillance investigation report.	3.1	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.
	3.2	Forward report and attachments safely and securely to relevant persons in compliance with evidence management principles.
	3.3	Securely store investigation information in a manner that facilitates future retrieval and maintains confidentiality.

Foundation skills

Candidates require:

- reading skills to edit text to identify inaccuracies and omissions
- writing skills to prepare reports using plain English and factual information.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3028A Compile investigative report.

Links

Companion Volume Implementation Guide:

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

Assessment Requirements for CPPINV3035

Develop surveillance investigation reports

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by developing three reports presenting information gathered by different covert surveillance investigations from the following list:

- a surveillance physical injury report
- a surveillance psychological injury report
- a profit protection, theft or misappropriation surveillance report
- a brand protection surveillance report
- a public liability physical injury surveillance report
- an income protection physical or psychological surveillance injury report
- a general insurance physical injury surveillance report
- an asset protection or critical infrastructure surveillance report.

Each report must be supported by daily observation sheets, notes, photographs, video receipts and a final itemised invoice.

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 developing surveillance investigation reports:
 - investigative reporting that may result in breach of confidence, privacy or other offence under legislation
 - legal and ethical obligations associated with gathering and distributing information gained through covert surveillance
 - legislative restrictions on the use of recording devices
- continuity of evidence and rules of evidence requirements
- covert surveillance investigation techniques
- format, style and content requirements for surveillance investigation reports
- information technologies used to document and present surveillance investigation reports
- methods for accurately citing and referencing information contained in surveillance investigation reports
- methods for verifying the reliability and authenticity of information gathered through covert surveillance
- types of evidence:
 - circumstantial
 - direct
 - documentary
 - hearsay
 - opinion
 - physical.

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:

- information gathered through covert surveillance investigation, information technologies and materials required to achieve the performance evidence.

Links

Companion Volume Implementation Guide:

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