



Australian Government

Department of Education, Employment and Workplace Relations

PSPREG418A Advise on progress of investigations

Revision Number: 1

PSPREG418A Advise on progress of investigations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit covers ongoing review of activities throughout an investigation to ensure the effective outcome of the investigation. It includes summarising and reporting on the progress of an investigation, identifying and analysing problems and recommending further action.

In practice, advising on the progress of investigations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, etc.

There is multi unit equivalence between this unit and *PSPFRAU405A Evaluate progress of investigation* which has been split into two units and is no longer restricted to fraud investigations:

PSPREG418A Advise on progress of investigations +
PSPREG419A Finalise and report on investigations
= PSPFRAU405A Evaluate progress of investigation

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Summarise and report on progress of investigation	<p>1.1 Ongoing monitoring of the investigation, changes in direction and resource implications are recorded and reported</p> <p>1.2 <i>Progress</i>, problems and resource usage are reviewed in accordance with the investigation plan</p> <p>1.3 Progress reports/<i>briefings</i> are prepared and disseminated in accordance with organisational requirements</p> <p>1.4 Records and systems are <i>secured</i> and updated regularly in accordance with organisational policy and procedures</p>
2. Identify and analyse problems	<p>2.1 Problems are recorded and suggestions made for resolving or referring them</p> <p>2.2 <i>Modifications</i> to the process of investigation are suggested and solutions are implemented where practicable</p> <p>2.3 Referral of the investigation to another agency is recommended where jurisdiction/resources make this the preferred option under organisational policy and procedures</p> <p>2.4 If no further action is to be taken on an investigation, reasons and supporting documentation are recorded in accordance with organisational policy and procedures</p> <p>2.5 If an investigation is terminated, recommendations for referral to another organisation are made if appropriate and are documented for the organisation's information in future similar cases</p>
3. Recommend further action	<p>3.1 Any <i>areas of potential risk</i> identified by/affecting the investigation are notified in accordance with organisational policy and procedures, together with suggestions for early intervention measures</p> <p>3.2 Suggestions are made regarding further avenues of enquiry</p> <p>3.3 <i>Follow-up tasks</i> are identified and actioned in accordance with organisational policy and procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- undertaking analysis and problem-solving
- engaging in exchanges of sometimes complex oral information
- varying style and language during briefings to suit a range of audiences
- responding to diversity, including gender and disability
- writing summaries, briefing papers and reports requiring clarity, accuracy and formality of structure and language
- applying public sector standards and legislation such as occupational health and safety and environment in the context of investigations

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to the offences under investigation
- procedures for investigation
- administrative legislation relating to the organisation
- organisational guidelines for reporting and information management
- legal and organisational requirements for documentation
- ethical standards
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment relating to the conduct of investigations

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

PSPETHC401A Uphold and support the values and principles of public service

PSPLEGN401A Encourage compliance with legislation in the public sector

PSPGOV422A Apply government processes

PSPREG401C Exercise regulatory powers

PSPREG404C Investigate non-compliance

PSPREG412A Gather and manage evidence

PSPREG419A Finalise and report on investigations

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- advice on the progress of investigations in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to investigations
- case studies and workplace scenarios to capture the range of situations likely to be encountered when advising on the progress of an investigation

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when advising on the progress of investigations,

EVIDENCE GUIDE

including coping with difficulties, irregularities and breakdowns in routine

- advice on the progress of investigations in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

RANGE STATEMENT

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *italics* in the Performance Criteria is explained here.

- Progress in an investigation requires*
- effective administrative processes for all aspects of the investigation
 - appropriate resource allocation
 - correct evidence collection and management
 - availability of witnesses and evidence
 - authorisations (eg from an authorised justice)
- Briefings may include*
- written
 - oral
 - formal
 - informal
- Securing records and systems may include*
- standard security procedures
 - security classification of records
 - restricting access to records
 - restricting electronic access to systems
 - restricting physical access to systems and records
- Modifications may include*
- re-evaluating the resources of the investigation
 - referring the matter to another organisation
- Areas of potential risk may include*
- those affecting the investigation:
 - public interest in investigation
 - hostile witness/es
 - ill-health of witness
 - flight risk of those being investigated
 - those identified by the investigation:
 - potential for fraud/corruption elsewhere in an organisation or other organisations
 - inadequate security arrangements uncovered
 - likelihood of other potential perpetrators
- Follow-up tasks may include*
- referrals to prosecution organisations
 - completion of documentation
 - referral for recovery action, which may be accompanied by liquidity analysis
 - reporting results to superiors

RANGE STATEMENT

- updating files

Unit Sector(s)

Not applicable.

Competency field

Competency field Regulatory