



PROFESSIONAL INVESTIGATORS
College of Australasia

TRAINING AND ASSESSMENT STRATEGY
(TAS)

FOR

CPP30619
Certificate III in Investigative
Services

RTO DETAILS

PROFESSIONAL INVESTIGATORS COLLEGE OF AUSTRALASIA "PICA"

RTO 40789- Professional Investigators College of Australasia Pty Ltd

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RTO CONTACTS

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BACKGROUND & TARGET GROUP

Professional Investigators College of Australasia (PICA) is a Registered Training Organisation and is based in Queensland on the beautiful Sunshine Coast. PICA is owned by licensed private investigators who have worked in the Investigative Services industry for many years.

All PICA programs are supported by the required resources and Industry appropriate teaching methodologies and flexible delivery necessary for all students to gain access to nationally accredited training opportunities that are work based and relevant to Industry.

The relevant qualification selected from SIS is:

CPP30619 - Certificate III in Investigative Services

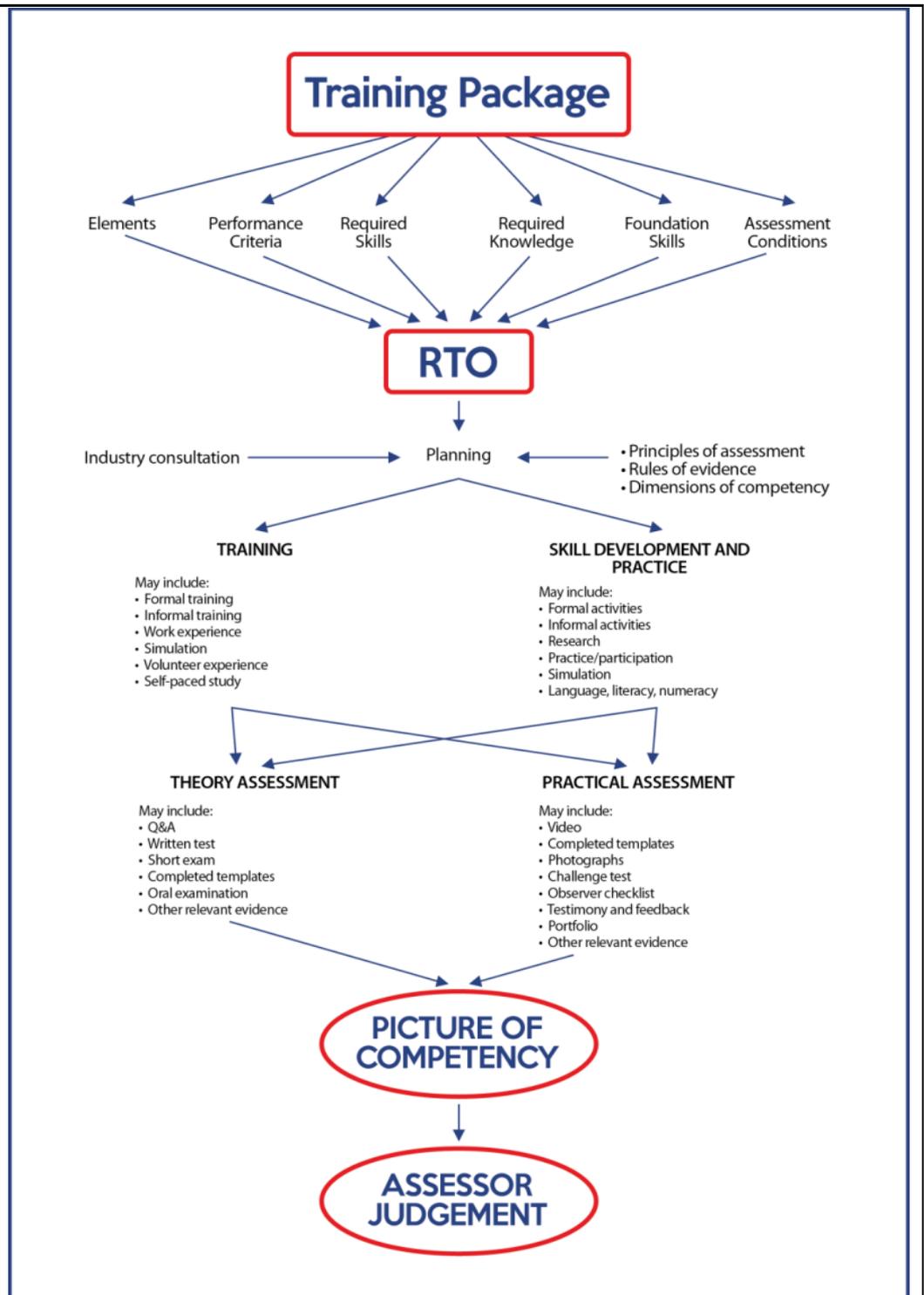
TRAINING AND ASSESSMENT STRATEGY

QUALIFICATION	Certificate III in Investigative Services			
CODE	CPP30619			
RTO	Professional Investigators College of Australasia (PICA)			
INDUSTRY SKILLS COUNCIL	Artibus Innovation			
TRAINING PACKAGE	CPP - Property Services Training Package			
COMPETENCIES	Code	Name	C/E	Nominal Hours
	CPPINV3026	Work effectively in investigative services	C	16
	CPPINV3027	Develop investigation plans	C	16
	CPPINV3028	Investigate and locate subjects	C	30
	CPPINV3029	Provide quality investigative services to clients	C	5
	CPPSEC3124	Prepare and present evidence in court	C	16
	BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business	Group A	45
	CPPINV3030	Conduct factual investigations	Group A	30
	CPPINV3031	Conduct interviews and take statements to support investigations	Group A	30
	CPPINV3032	Develop factual investigation reports	Group A	8
	HLTWHS003	Maintain work health and safety	Group A	40
	PSPCRT007	Compile and use official notes	Group A	30
	PSPREG006	Produce formal record of interview	Group A	40
	PSPSEC009	Handle sensitive information	Group A	30
	CPPINV3033	Conduct covert surveillance operations	Group B	30
	CPPINV3034	Organise and operate surveillance vehicles	Group B	8
	CPPINV3035	Develop surveillance investigation reports	Group B	8
TOTAL HOURS	Min Practical requirement of 127.33 as per the Implementation guide.		382 Nominal hrs (VOL 623.33 HOURS)	

KEY	C – Core; SP- Specialisation ; E – Elective; A-Additional Units IE- Imported electives; OE – Other electives	
TRAINING AND ASSESSMENT STRATEGY		
KEY CLIENT GROUP\INCLUDING LEARNING STYLES AND SPECIAL NEEDS	<p>Key client cohort will be:</p> <ul style="list-style-type: none"> • Individuals wishing to move into the Certificate III in Investigations or progress from Government/Security qualifications and progress further. • Current industry personnel wishing to upgrade to newer versions • Individuals who are in Industry but lack formal qualifications <p>Special needs may be accommodated where practical and where adaption or contextualisation does not undermine the requirements of units of competency.</p> <p>Where special needs would undermine the requirements of the training package, then the course entry would not be possible.</p>	
RESULTS OF DISCUSSION WITH WORKPLACE	<p>Research has demonstrated a need for training within the Investigation space. New requirement to have a formal qualification in most states. The Industry wanting the qualifications to be uniform and workplaces moving towards Nationally Recognised training programs. With the self-paced option, it allows students to work in Industry and the ability to use the workplace to demonstrate real-life scenarios and experiences as volunteers and paid workers. It has also highlighted the need for support for current staff, who hold a previous qualification and have some experience the chance to upskill or gap train.</p> <p>Industry strongly supports the use of on the job or simulated work activities in the sector for several reasons:</p> <ul style="list-style-type: none"> - to strengthen the individual's experience of the workplace to support expectations of performance in the workplace - to practise skills and apply knowledge within the workplace, which promotes more robust embedding of learning - to provide exposure to real workplace situations and circumstances which cannot be replicated in a learning environment or simulation. <p>Further, these types can also prepare individual candidates for their assessment experiences. Learning and practising skills in the classroom or simulated learning environment, and then coming to the workplace only for assessment, can prove challenging to the individual as they encounter a new environment for assessment.</p> <p>In the event that there are work placements required, when integrated with learning, can also be used for 'on the spot' assessment and to capture a range of evidence to support a decision of competency.</p> <p>To successfully conduct training and assessment in the workplace, the RTO must provide the learner and workplace supervisor with an agreed, structured learning plan that indicates the purpose of the work placement and the minimum requirements for training and assessment in the specified Units of Competency. It should also clearly identify the training, monitoring and assessment roles and responsibilities of both parties.</p> <p>The program will ensure that appropriate supervision and guidance from supervisors in the workplace and trainers and assessors from the RTO. Insourcing an appropriate workplace, attention should also be paid to the availability of opportunities for the learner to observe, develop and practice required skills, and the availability of appropriately qualified workplace supervisors.</p> <p>Evidence of work placement should be collected and may include timesheets, log books, meeting minutes or other forms of workplace documentation.</p> <p>Where an individual has undertaken a qualification involving a work placement, those hours should not</p>	

	mean a decrease in the hours required for the subsequent qualifications if there is no overlap of core Units of Competency
ENTRY REQUIREMENTS	<p>Prerequisite requirements There are no formal entry requirements.</p> <p>However, students are to have the minimum standard of LLN for the appropriate level of qualification which is outlined by the Australian Core Skills Framework (ACSF). If a student does not meet the entry requirement, the RTO will not continue their enrolment to the Second stage of enrolment. Any fees paid up to this point would be refunded as per the terms and conditions of within the student handbook.</p>
WORK ENVIRONMENT	It is anticipated that the majority of participants will be already working in the police, investigative services or security industry, working as police officers, investigators, security officers or simply wanting possible further study to Certificate III Level. At this stage, after consulting with Industry majorly of students would be using the qualification for gaining positions in work roles, retaining current positions or applying for a higher position within a company.
LOCATION OF TRAINING	1 Allen Street, Moffat Beach QLD 4551. Combined with practical experience
LLN	<p>The applicants will be observed throughout the enrolment process. (First Stage of Enrolment) Applicants must have Reading and Writing ability in English equivalent to year 10. Students are required to provide evidence of such requirement or complete an LLN Test provided by the RTO. To Check their LLN Status, This test can be made available to the students prior to purchase and or enrolment.</p> <p>If there are indications of difficulties in this area, the following will transpire: The RTO will contact the student to validated on initial enrolment. The RTO will ensure that these staffs hold the appropriate qualifications such as TAE40110- Certificate IV in Training and assessment as well as the New TAELLN411 & TAEASS502B Units at a minimum.</p> <p>If a student does not meet the entry requirement, PICA will not continue their enrolment to the Second stage of enrolment. Any fees paid up to this point would be refunded as per the terms and conditions of within the student handbook.</p> <p>If the student does meet the requirement but PICA believes they may require additional support, they will be referred to a language specialist for assessment and assistance (at own cost) if they wish to continue.</p>
RPL DETAILS	<p>RPL opportunities will be provided to all candidates, using the PICA RPL Kit. Students who wish to receive RPL would be required to complete the Full RPL kit as well as the matrixes and supply the required evidence.</p> <p>Participants, who have completed courses with equivalent/matching learning outcomes will be granted credit transfer.</p> <p>RPL is conducted at the beginning on the second stage of enrolment before any commencement of theory or practical components.</p>

DELIVERY AND ASSESSMENT ARRANGEMENTS



Although some areas of a unit, for example, performance criteria, might specifically relate to action (doing), and other areas might relate to knowledge, the assessment activities in this unit apply both theory and practical which combined together address the underpinning knowledge and the application of that knowledge in practical activities.

The RTO's approach uses a combination of assessment tasks, including theory tasks and practical tasks to address all requirements of the unit and the dimensions of competency. To seek to have any of these tasks address a unit in isolation does not accurately reflect the value of the assessment process.

The mapping guide for each unit shows how these tasks combined together but were not considered during the audit.

In line with training package requirements, practical's activities need to be undertaken in a relevant fitness setting or simulation.

If undertaking in simulation, volunteers may be used to role-play clients or other stakeholders and otherwise, all conditions must be the same as a real situation.

This means that all conditions and resources must be the same as a real-life setting, with the only difference being that those undertaking role play will present as if they were real clients and would still need to undertake all activities as if they were real clients.

Such volunteers will be provided with role play information in advance of the activity.

All practical activities need to be observed by an assessor, where an assessor is not available the activity needs to be supervised and observed by a relevant qualified person/observer.

A Suitably qualified person is a person who holds the current qualification/equivalent or higher. I.e. a Supervisor

The nominated hours for the course is 352.33 hours based on this the students are given 12 months to complete this course from the date of enrolment. An extension may be granted in exceptional circumstances.

Some centres may require insurance when learners are undertaking your practical activities. If this is needed learners can gain this insurance from <http://www.experienceworx.com.au/>

The Assessor will make an inform judgment about whether a learner has achieved competency, by gathering a range of evidence of the learner's competence. This evidence is gathered from a variety of sources.

Evidence may be:

- direct (such as an observation of workplace performance by an assessor (video form) or (Practical)
- indirect (such as a portfolio of evidence)
- supplementary (such as supervisor reports, third party evidence)

Video evidence is required in areas where the RTO believes it is valuable for the Assessor to see the actual performance of learners, and this is mandatory in a number of the units with the course.

The evidence is then assessed to determine whether an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed unit of competency.

The Assessor may collect third-party evidence or supervisor evidence to contribute to the pool of evidence of a learner's competence. However, the final assessment of evidence and judgments about competency is solely the role of the trainer and Assessor based on all the evidence they have collected and validated.

Students are required to complete a portfolio of evidence throughout the units that form and have this signed off by their supervisor/ Suitably qualified person is a person who holds the current qualification/equivalent or higher.

Suitably qualified persons must complete a stat dec with contact details for the Assessor to review and validate.

If RPL is applicable, this is recorded on the RPL Kit and Matrix document where required. Assessors will complete a final review of the evidence on the final documents before deeming competency.

Nominal Hours: 352 hrs

Practical Hours: 127.33 hrs

VoL Hours: 623.33hrs

Completion Times: 12hrs /wk = 1 year

UNIT OF COMPETENCY VOLUME OF LEARNING

Assessment activities: This relates to the time would reasonably take a Greenfields learner with no experience or background to undertake the assessment task required for this unit.

Reading notes and research: This relates to the time would reasonably take a Greenfields learner with no experience or background to read and understand a page of notes, and it averages out at five minutes per page given that some pages are a lot of text, where others have graphics, headings, tables, et cetera as well as the time to look things up that they don't understand, going to websites to get the answers to questions, undertaking their own research out of curiosity or to gain better understanding, and simply undertaking general study.

Self-Paced Research/Practice: This is the time a learner should spend on practice activities prior to formal assessment. This is not based on practical activities, but simply the practice or rehearsal a learner might reasonably undertake during the process, and might include writing an answer, and then rewriting it, or practising skills prior to having them assessed, or simply practising things to ensure they are doing it correctly.

Practical: This is the time it takes to complete the practical tasks and takes into consideration work experience where necessary within the work environment for example Work experience: This relates to on-the-job practical hours required by the units of competency or otherwise preferred for the completion

Additional Resources Learning (ARL): This is based on content supplied by the RTO within the course structure and does not relate to research items such as links or pdf additional files or video content.

A full break down of the volume of learning visit this externally [HERE](#)

TOTALS					
RECOMMENDED VOL	Cert III 1200-2400	Nominal Total Hours	382	VOL Total Hours	623.33

TRAINING AND ASSESSMENT STRATEGY

MODE OF DELIVERY	Code	Unit Name	Flexible	Classroom	On-the-job
	CPPINV3026	Work effectively in investigative services	x	x	x
	CPPINV3027	Develop investigation plans	x	x	x
	CPPINV3028	Investigate and locate subjects	x	x	x
	CPPINV3029	Provide quality investigative services to clients	x	x	x
	CPPSEC3124	Prepare and present evidence in court	x	x	x
	BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business	x	x	x
	CPPINV3030	Conduct factual investigations	x	x	x
	CPPINV3031	Conduct interviews and take statements to support investigations	x	x	x
	CPPINV3032	Develop factual investigation reports	x	x	x
	HLTWHS003	Maintain work health and safety	x	x	x
	PSPCRT007	Compile and use official notes	x	x	x
	PSPREG006	Produce formal record of interview	x	x	x
	PSPSEC009	Handle sensitive information	x	x	x
	CPPINV3033	Conduct covert surveillance operations	x	x	x
	CPPINV3034	Organise and operate surveillance vehicles	x	x	x
	CPPINV3035	Develop surveillance investigation reports	x	x	x

ASSESSMENT METHODS	Code	Unit Name	A	B	C	D	E	F	G	H	I	
	CPPINV3026	Work effectively in investigative services		✓	✓	✓					✓	✓
	CPPINV3027	Develop investigation plans		✓	✓	✓					✓	✓
	CPPINV3028	Investigate and locate subjects	✓	✓	✓	✓					✓	✓
	CPPINV3029	Provide quality investigative services to clients	✓	✓	✓	✓					✓	✓
	CPPSEC3124	Prepare and present evidence in court	✓	✓	✓	✓					✓	✓
	BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business		✓	✓	✓					✓	✓
	CPPINV3030	Conduct factual investigations	✓	✓		✓					✓	✓
	CPPINV3031	Conduct interviews and take statements to support investigations	✓	✓	✓	✓					✓	✓
	CPPINV3032	Develop factual investigation reports	✓	✓	✓	✓					✓	✓
	HLTWHS003	Maintain work health and safety		✓	✓	✓					✓	✓
	PSPCRT007	Compile and use official notes	✓	✓	✓	✓					✓	✓
	PSPREG006	Produce formal record of interview	✓	✓	✓	✓					✓	✓
	PSPSEC009	Handle sensitive information		✓	✓	✓					✓	✓
	CPPINV3033	Conduct covert surveillance operations		✓	✓	✓					✓	✓
	CPPINV3034	Organise and operate surveillance vehicles	✓	✓	✓	✓					✓	✓
	CPPINV3035	Develop surveillance investigation reports		✓	✓	✓					✓	✓

TRAINING AND ASSESSMENT STRATEGY	
KEY TO EVIDENCE GATHERING METHODS	A: Observation
	B: Questioning
KEY TO EVIDENCE GATHERING METHODS	C: Simulation
	D: Project
KEY TO EVIDENCE GATHERING METHODS	E: Third Party Report
	F: Case Study
KEY TO EVIDENCE GATHERING METHODS	G: Written Test
	H: Workbook Activities
KEY TO EVIDENCE GATHERING METHODS	I: Practical Assessment

<p>T & A STAFF</p>	<p>All T&A will need to have minimum requirements under the AQTF/NVR i.e. TAE40110 Certificate IV in Training and Assessment including the new TAE40111 TAEASS502B Unit of Competency and Certificate III in Investigations or Higher equivalencies. Where applicable trainers and assessors will hold any documents required by legislative requirements due to individual state and/or territory licensing i.e. Drivers licence, clean history, working with children's check etc. in accordance with https://www.asqa.gov.au/media/295</p> <p>Assessors must satisfy the Standards for Registered Training Organisation's requirements for assessors, and:</p> <ul style="list-style-type: none"> - have achieved the Certificate III in Investigations, and Certificate IV in Government Investigations - have at least 1 year consecutive post qualification industry experience in the application of the skills and knowledge of investigative services. <p>Current Trainers and Assessors:</p> <table border="1" data-bbox="375 667 1528 792"> <tr> <td data-bbox="375 667 571 725">Paul Harmer</td> <td data-bbox="571 667 1528 725">See trainer matrix</td> </tr> <tr> <td data-bbox="375 725 571 792">Gregory Lamey</td> <td data-bbox="571 725 1528 792">See trainer matrix</td> </tr> </table>	Paul Harmer	See trainer matrix	Gregory Lamey	See trainer matrix
Paul Harmer	See trainer matrix				
Gregory Lamey	See trainer matrix				
<p>FACILITIES AND EQUIPMENT</p>	<p>Online Classroom – 1 Allen Street, Moffat Beach QLD 4551 and on the job as per student arrangement with the workplace and Industry.</p> <p>Professional Investigators College of Australasia uses an online training system and workbooks completed via self-paced in conjunction with logbooks, and on the job as arranged with the workplace and Industry by students.</p> <p>Statutory checks may apply. These differ from state to state and course to course. Many governments charge fees to issue these Certificates.</p> <p>PICA uses Learner Guides, Assessment Materials, Benchmark answers for Assessors, power points, Videos, Templates for Assessors, Third parties and students.</p> <p>Any classroom Hazard forms or risk assessment plans can be found at:</p> <p>Hazard Rego Template Hazard Identify form Risk Assessment with WHS Action Plan</p>				
<p>PATHWAYS</p>	<p>Those graduating with a Cert III may articulate into the CPP or PSP stream products at Diploma level as well as articulate into other Cert III qualifications.</p>				
<p>ASSESSMENT VALIDATION PROCESSES</p>	<p>Industry consultation shows the following units may be suitable for those studying the Certificate III:</p> <p>Training package demands 5 unit core units:</p> <ul style="list-style-type: none"> CPPINV3026 Work effectively in investigative services CPPINV3027 Develop investigation plans CPPINV3028 Investigate and locate subjects CPPINV3029 Provide quality investigative services to clients CPPSEC3124 Prepare and present evidence in court <p>Package Demands a Generalist: minimum of 8 units from Groups A</p> <ul style="list-style-type: none"> BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business CPPINV3030 Conduct factual investigations CPPINV3031 Conduct interviews and take statements to support investigations CPPINV3032 Develop factual investigation reports 				

HLTWHS003 Maintain work health and safety
PSPCRT007 Compile and use official notes
PSPREG006 Produce formal record of interview
PSPSEC009 Handle sensitive information

The 3 remaining electives PICA has chosen left from its autonomy, were based on the industry needs and requirements for state and police requirements, which are set in the Government legislation used to determine a candidates suitability of skills for employment.

CPPINV3033 Conduct covert surveillance operations
CPPINV3034 Organise and operate surveillance vehicles
CPPINV3035 Develop surveillance investigation reports

Every six months, staff from the RTO will be given the opportunity to validate assessment processes as outlined in this strategy document.

This is achieved by the internal review as well as industry consultation from both industry workers and external validator's.

After delivery of the Certificate III in Investigations and with discussion with workplaces based on the units that we are offering it has been suggested that we allocate more units that cater for distance education especially during COVID 19 for learner engagement to suit delivery mode.

Consultation with an independent RTO's showed that there was a need to supply the learner with more templates to aid them with guidance for practical and theory tasks.

Infrastructure may include but not be limited to the following:

- Online learning system
- Training Venue (Simulated setting or relevant simulation)
- Access to computer and internet facilities
- Access to Documentations such as:
 - Access to Basic learner guides
 - Access to logbooks for hours
 - Access to Checklist for tasks
 - Access to policies procedures and legislation links

Access to a relevant setting, either real or simulated. With resources required for each specific unit which in the documentation for each unit. Below is not an exhaustive list it is a base list of resources for the unit specific list please refers to the unit of competency documentation.

Resources required requirements may include but not be limited to:

- Industry standards
- Surveillance equipment
- Forms and Documents for units
- Access to clients/simulated clients
- Access to simulations or simulated environments
- Access to templates and workplace documents resources.
- Access to a document management systems (Our online system covers this)
- Access to a motor vehicle
- Ability to drive
- Other resources that may include but not be limited to:
 - Mobile phone
 - Video recording device
 - Pen and paper
 - Other equipment and other relevant to the specific sector.

When work placement apply, Third party/ Supervisor checklist written to aid the guidance for suitably qualified persons whom are not TAE40110 qualified to make informed judgments to be used in pool of

**FACILITIES,
EQUIPMENT &
INFRASTRUCTURE
REQUIREMENTS**

	<p>evidence for the RTO assessor whom will determine competency.</p> <p>Computer, internet facilities, Learner Guides, Assessment Materials, and Benchmark answers for Assessors, power points, Videos, Templates for Assessors, Third parties and students. Logbooks for hours and Checklist for tasks and Third-party/Supervisor checklist written to guidance for suitably qualified persons.</p> <p>Sample of LMS/TMS/SMS system: https://youtu.be/_SfrEuEeLAc?t=5</p>
RESOURCES	<p>The resources initially were purchased from RTO Content Limited. Since the purchase, we have contextualised the materials and included our own scenarios and templates. Reviewed the questions to ensure that the resources meet our cohort needs and the methods of assessment that we are using.</p> <p>We have now created our own resources which allowed for customisation to the resources to ensure industry consultation. Since inception industry consultation and development has been taken into consideration and we have delivered the program and adjusted the course and content based on the feedback received from students, stakeholders and Industry and have now have had the chance to develop our resources.</p> <p>Our course materials have videos, learner guides, assessments and handouts all embedded for every question and task. To ensure each unit Volume of Learning is addressed accordingly, and the students gain the mandatory requirements as per each unit rules.</p>
CONTACT PERSON:	Meredith Harmer
WORKPLACE REPRESENTATIVE'S SIGNATURE	
PROGRAM MANAGER'S ENDORSEMENT	Meredith Harmer
DATE	28/06/2020
COPY PLACED IN COURSE FOLDER BY:	Meredith Harmer

TRAINING AND ASSESSMENT STRATEGY– ASSESSMENT VALIDATION STRATEGIES (CONTINUED)					
VALIDATION PROCESSES	Action Required	Timing	Responsibility	Resources required/action to be taken	Record Keeping Requirements
CONSULTATION WITH ISC	Consultation with ISC for the purpose of: <ul style="list-style-type: none"> • Reviewing assessment processes • Assist in determining reasonable adjustment Seek their assistance with strategic and policy matters and practical and operational issues	Yearly	Training Manager Coordinator	Seek appointment with Industry Skills Council Representative	Seek report from ISC on suitability of assessment process
CONSULTATION WITH INDUSTRY	Stakeholders visit various industries by appointment for the purpose of gathering feedback on assessment process and judgment made. Feedback is then used to refine and enhance the tools	Yearly	Training Manager Training Coordinator Trainers	Seek appointments with various industry operators	Prepared Checklist or letters from employers/industry operators
ASSESSMENT BENCHMARKS	Assessors are encouraged to develop a bank of assessment exemplars from candidates considered to have provided exemplary work The bank will be developed with input from Industry to ensure highest standards are achieved	Six monthly	Training Manager/Coordinator in consultation with vocational trainers	Training Manager/Coordinator and trainers discuss results of random review of assessment tools and methods of continuous improvement	Minutes of validation meetings Validation Tools Relevant information entered into Continuous Improvements Register

TRAINING AND ASSESSMENT STRATEGY– ASSESSMENT VALIDATION STRATEGIES (CONTINUED)

<p align="center">MODERATION MEETINGS</p>	<p>Moderation conducted when information and experiences are shared particularly in relation to:</p> <ul style="list-style-type: none"> • Validity • Reliability • Flexibility • Fairness <p>Assessment tools evaluated and adjustments made in line with recommendations from Industry, ISC and results of RTO review process,</p>	<p align="center">Six monthly</p>	<p align="center">Training manager/Coordinator in consultation with vocational trainers</p>	<p align="center">Training Manger/Coordinator and trainers discuss results of random review of assessment tools and methods of continuous improvement</p>	<p align="center">Minutes recorded and entered into continuous improvement register</p>
<p align="center">CLIENT SATISFACTION SURVEYS</p>	<p>Internal and external surveys to gather information that may relate to any aspect of the assessment process</p>	<p align="center">Quarterly</p>	<p align="center">Training Manager/Coordinator</p>	<p align="center">Prepared Surveys</p>	<p align="center">Resulted collated, action form prepared for any suggested improvements Results entered into continuous improvements register</p>
<p align="center">INDEPENDENT VALIDATOR</p>	<p>Utilise the services of an individual validator to review and validate the assessment process/tools</p>	<p align="center">Annually</p>	<p>Independent validator who has high level of technical skills, industry knowledge and experience in conducting assessments</p>	<p align="center">Task description Prepared audit form</p>	<p align="center">Written report on audit compliance and recommended improvements</p>

TRAINING AND ASSESSMENT STRATEGY– ASSESSMENT VALIDATION STRATEGIES (CONTINUED)				
APPROACHES TO VALIDATION	Assessment process	Assessment Tools	Evidence	Assessment judgment
ISC CONSULTATION		✓	✓	✓
CLIENT SURVEYS	✓			✓
MODERATION MEETINGS	✓	✓	✓	✓
ASSESSMENT BENCHMARKS	✓	✓	✓	
INDUSTRY TRIALLING	✓			✓
INTERNAL AUDITS	✓	✓	✓	✓
VOCATIONAL TEAM MEETINGS	✓	✓	✓	✓
INDEPENDENT VALIDATOR	✓	✓	✓	✓

CPP30619 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
- private investigator.

This qualification provides occupational specialisations in factual investigation and surveillance, and a pathway to further learning and work in investigations 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. For further information, check with the relevant regulatory authority.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency
 - 5 core units
 - 11 elective units.

Electives are to be chosen as follows:

- all 8 units in Group A plus 3 units from any other group not already selected, or
- all 7 units in Group B plus 4 units from any other group 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 maintains the AQF level of this qualification.

Core Units

CPPINV3026	Work effectively in investigative services
CPPINV3027	Develop investigation plans
CPPINV3028	Investigate and locate subjects
CPPINV3029	Provide quality investigative services to clients
CPPSEC3124	Prepare and present evidence in court

Elective Units

Group A: Factual Investigation

BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business
CPPINV3030	Conduct factual investigations

CPPINV3031	Conduct interviews and take statements to support investigations
CPPINV3032	Develop factual investigation reports
HLTWHS003	Maintain work health and safety
PSPCRT007	Compile and use official notes
PSPREG006	Produce formal record of interview
PSPSEC009	Handle sensitive information

Group B: Surveillance

BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business
CPPINV3033	Conduct covert surveillance operations
CPPINV3034	Organise and operate surveillance vehicles
CPPINV3035	Develop surveillance investigation reports
HLTWHS003	Maintain work health and safety
PSPCRT007	Compile and use official notes
PSPSEC009	Handle sensitive information

Group C: General electives

AVIY3075	Control remote pilot aircraft systems in normal flight
BSBSMB301	Investigate micro business opportunities
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB404	Undertake small business planning
CPPSEC3101	Manage conflict and security risks using negotiation
FNSMCA303	Serve legal process

NOTE: The Institute has chosen but not limited to assess and deliver the following units:

CORE	
CPPINV3026	Work effectively in investigative services
CPPINV3027	Develop investigation plans
CPPINV3028	Investigate and locate subjects
CPPINV3029	Provide quality investigative services to clients
CPPSEC3124	Prepare and present evidence in court
ELECTIVES	
BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business
CPPINV3030	Conduct factual investigations
CPPINV3031	Conduct interviews and take statements to support investigations
CPPINV3032	Develop factual investigation reports
HLTWHS003	Maintain work health and safety
PSPCRT007	Compile and use official notes
PSPREG006	Produce formal record of interview
PSPSEC009	Handle sensitive information
CPPINV3033	Conduct covert surveillance operations
CPPINV3034	Organise and operate surveillance vehicles
CPPINV3035	Develop surveillance investigation reports