

Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Investigation

Title	Apply the rules of evidence in the collection and preservation of evidence
Code	107850L4
Description	This unit of competency applies to security personnel responsible for carrying out investigations. It covers the abilities to apply the rules of evidence in the collection and preservation of evidence in order to establish facts of the matter under investigation.
Level	4
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Analyse about the rules of evidence in Hong Kong</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Understand the three main sources of evidence: <ul style="list-style-type: none"> ○ Oral evidence ○ Physical evidence ○ Documentary evidence • Understand the various types and forms of evidence and best practices in collecting and preserving them • Understand the three key criteria for evidence to be admissible in legal proceedings: <ul style="list-style-type: none"> ○ Relevance ○ Materiality ○ Competence • Understand presumptions and privileges under the rules of evidence <p>2. Apply the knowledge about the rules of evidence in the collection and preservation of evidence</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Assess whether the oral evidence of an individual is relevant and material to the matter under investigation and whether the individual will be a competent witness in subsequent legal proceedings • Properly record the oral evidence to meet the standard of competence required • Assess the evidential value of physical evidence associated with the matter under investigation and whether it is relevant and material • Properly collect and preserve the physical evidence so that it will remain competent in subsequent legal proceedings • Engage trained forensic personnel to examine the physical evidence and obtain further forensic evidence where necessary • Keep clear and complete records of the actions and associated details as proof of the chain of evidence • Assess which business records are relevant and material for establishing facts about the matter under investigation • Properly retrieve the business records and reproduce them in the prescribed format to meet the standard of competency required • Properly preserve the original business records • Keep clear and complete records of the actions and associated details as proof of the chain of evidence
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Understand the main sources of evidence and the rules of evidence in Hong Kong; and

Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Investigation

	<ul style="list-style-type: none">• Apply the knowledge about the rules of evidence in Hong Kong in handling evidence, ensuring that it is relevant, material and competent and can stand challenges in subsequent legal proceedings.
Remark	