

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

Functional Area - Investigation

Title	Develop the action plan for an investigation
Code	107851L4
Description	This unit of competency applies to security personnel responsible for carrying out investigations. It covers the abilities to assess the matter requiring investigation and develop the necessary action plan to achieve the desired outcomes for the investigation.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about investigations:</p> <ul style="list-style-type: none"> <li>• Understand the organisation's policies and guidelines for investigations</li> <li>• Understand legal issues relevant to investigations in Hong Kong</li> <li>• Describe the different types of investigation and their investigative needs</li> <li>• Evaluate the concepts and techniques for conducting an effective and efficient investigation</li> <li>• Evaluate the attributes necessary for an investigator including but not limited to: <ul style="list-style-type: none"> <li>○ Observation skills</li> <li>○ Analytical and critical thinking skills</li> <li>○ Interpersonal and communication skills</li> </ul> </li> <li>• Evaluate the concepts and skills to clearly and accurately record information and activities</li> </ul> <p>2. Develop the action plan for an investigation</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Assess the matter requiring investigation and identify the type and objectives of the investigation</li> <li>• Analyse information and relevant details to identify gaps, overlaps, inconsistencies and conflicts</li> <li>• Identify sources of information (e.g. witnesses, physical evidence, documentary evidence) for further leads to clarify the matter</li> <li>• Develop the investigation plan to pursue the necessary information, e.g. <ul style="list-style-type: none"> <li>○ Check relevant records of the organisation</li> <li>○ Check public records and commercial databases</li> <li>○ Check other relevant records, reports and databases</li> <li>○ Carry out investigative interviews</li> <li>○ Carry out surveillance</li> <li>○ Carry out forensic analysis of physical evidence (e.g. fingerprint analysis, signature analysis, etc.)</li> <li>○ Obtain expert evidence (where necessary) such as computer forensics or forensic accounting, etc.</li> </ul> </li> <li>• Estimate the cost, resources and time required to complete the investigation plan</li> <li>• Obtain management approval for actions, budget and timeline</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Correctly identify the type and objectives of an investigation; and</li> <li>• Plan for relevant, practical and feasible actions to establish facts using various means and methods about the matter under investigation.</li> </ul>
Remark	