

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

Functional Area - Investigation

Title	Conduct research and analysis
Code	107852L4
Description	This unit of competency applies to security personnel responsible for carrying out investigations. It covers the abilities to carry out research and analysis in order to collect evidence and collate information about the matter under investigation.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about research and analysis</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Understand legal issues about retrieval and use of information and records under the Copyright Ordinance, Cap. 58</li> <li>• Evaluate the concepts and techniques for carrying out research and analysis for information from potential sources in the public domain which should include but not limited to: <ul style="list-style-type: none"> <li>○ government records</li> <li>○ commercial databases</li> <li>○ media reports</li> <li>○ internet</li> </ul> </li> <li>• Evaluate the concepts and techniques for conducting online research</li> <li>• Evaluate the attributes necessary for an effective investigator, such as: <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. Conduct research and analysis</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify the objectives and scope of research</li> <li>• Plan for the research activities and estimate the resources, cost and time required</li> <li>• Obtain management approval for resources, budget and timeline, where necessary</li> <li>• Research for relevant information/records using different means and methods</li> <li>• Evaluate the relevance and accuracy of the information/records identified</li> <li>•</li> <li>• Collate and analyse the findings paying special attention to essential elements such as: <ul style="list-style-type: none"> <li>○ Time</li> <li>○ Value</li> <li>○ Overlaps, gaps, inconsistencies and conflicts</li> <li>○ Links and connections</li> </ul> </li> <li>• Conduct further research to clarify issues</li> <li>• Draw conclusions based on facts</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Plan for research actions focusing on the objectives, that are practical and feasible; and</li> <li>• Conduct effective research and analysis to achieve the desired outcomes within the approved budget and timeline.</li> </ul>
Remark	