

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

Functional Area - Investigation

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| Title | Follow-up investigation results |
| Code | 107856L3 |
| Description | This unit of competency applies to security personnel responsible for investigations. It covers the abilities to follow-up on management decisions and instructions at the end of an investigation until all the issues are resolved. |
| Level | 3 |
| Credit | 2 |
| Competency | <p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical factors that will impact on following up with investigation results:</p> <ul style="list-style-type: none"> • Evaluate the organisation's policies, procedures and guidelines for investigations • Evaluate the organization's legal and regulatory obligations pertaining to the business operations and objectives • Evaluate the organisation's policies, procedures and guidelines for handling civil and criminal matters • Understand the roles and responsibilities of investigative services and related functions such as Legal & Compliance, Audit, HR and Information Security in investigations • Describe the concepts and skills to clearly and accurately record information and activities <p>2. Follow-up investigation results</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Evaluate the circumstances surrounding the matter under investigation as well as the investigative actions and results in order to execute management decisions and instructions accurately and lawfully • Follow-up on management decisions and instructions about the results of an investigation, e.g. <ul style="list-style-type: none"> ○ Work with HR to discharge or take disciplinary actions against employees who breach the laws/regulations and/or the organisation's policies, procedures and guidelines ○ Report to law enforcement and support their subsequent actions against wrong-doers and/or for loss recovery ○ Support Legal and Compliance in reporting to relevant regulatory authority and observing any instructions and/or actions required ○ Support Legal in litigations against the wrong-doers and/or for loss recovery ○ Work with business operations to exit undesirable vendors and/or customers ○ Work with business operations in subsequent actions to remediate gaps/failures in internal control, policies and procedures ○ Work with business operations in subsequent claims and compensation • Report to management about completion of follow-up actions • Keep proper records of the follow-up actions taken |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Follow-up with management decisions and instructions about the results of an investigation in a timely and efficient manner and in accordance to laid-down policies, procedures and guidelines and meet the requirements of relevant laws and regulations; and • Keep proper records and update management of actions taken |

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| Remark | |
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