

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

Functional Area - Investigation

Title	Compile investigation reports
Code	107859L4
Description	This unit of competency applies to security personnel responsible for carrying out investigations. It covers the abilities to clearly and accurately record the investigation actions and their outcomes into in a report, which serves as the basis of management decisions and follow-up actions.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical requirements for the compilation of investigation reports:</p> <ul style="list-style-type: none"> • Analyse the organisation’s policies, procedures and guidelines for investigations • Analyse the different types of investigations and their investigative needs • Analyse the organisation’s policies, procedures and guidelines about the prescribed format, style and content of the different types of investigation reports • Describe the organisation’s policies, procedures and guidelines about information security and document sensitivity classification, distribution, transmission, storage and destruction • Describe the concepts and skills to clearly and accurately record information and activities <p>2. Compile the investigation report</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Prepare the information about the investigation for compiling the investigation report, which should include: <ul style="list-style-type: none"> ○ The investigation plan ○ The case diary ○ All reports/statements/notes/records about actions taken ○ Any other facts/information gathered • Assess the nature of the matter under investigation and decide on the type of investigation report to be compiled, which may be: <ul style="list-style-type: none"> ○ An initial report ○ A progress report ○ A special report ○ A final report • Compile the investigation report according to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> ○ Present the report in the prescribed format and layout according to the type and purpose of the investigation, which should include: <ul style="list-style-type: none"> ▪ An introduction about the background of the investigation ▪ A narrative about the investigative actions and facts established in chronological order and in clear, simple and brief format. ▪ A conclusion to summarise findings based on facts in the narrative, making reference to laws, policies or rules where relevant. ▪ Recommendation on the administrative, disciplinary and/or legal actions to be taken ▪ Relevant reports/statements/notes/records as evidence in support of the facts established in the form of attachments

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	<ul style="list-style-type: none">• Communicate the findings of the investigation according to the organisation's policies, procedures and guidelines, which should include:<ul style="list-style-type: none">○ Send to authorized parties with a need-to-know only○ Tightly control report copies○ Advise recipients of sensitivity classification and relevant handling instructions○ Encrypt and circulate reports electronically using the required means of security transmission• Safe-keep the reports with the appropriate security protection as required
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Compile investigation reports in the prescribed format and style to serve the specific type and purpose of the investigation in accordance to the laid-down policies, procedures and guidelines; and• Handle investigation reports in compliance with the organisation's requirements for information security and document sensitivity classification, distribution, transmission, storage and destruction.
Remark	Revised on Dec 2018