

40674**Behave ethically and impartially when managing information in an intelligence context**

Kaupae Level	5
Whiwhinga Credit	5
Whāinga Purpose	<p>This skill standard is intended for people whose work includes collection and/or collation in an intelligence context.</p> <p>This skill standard will provide learners with the knowledge and skills to behave ethically and impartially when managing information in an intelligence context.</p> <p>This skill standard can be used in programmes leading to the New Zealand Certificate in Intelligence (Information Management) (Level 5) [Ref: 5079].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Demonstrate ethical behaviour and responsibilities in information management.	a. Explain the purpose of ethical behaviour as an intelligence practitioner when managing information.
	b. Demonstrate ethical responsibilities when dealing with stakeholders in relation to managing information.
	c. Demonstrate ethical behaviours when managing information.
2. Apply a structured process to mitigate bias in information management processes.	a. Explain bias and its impacts on the interpretation of information in an intelligence context.
	b. Mitigate bias in the collection and interpretation of information.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria*Assessment specifications:*

All activities and evidence must be in accordance with organisational requirements. Simulated examples are permitted.

Any use of digital tools or artificial intelligence will need to be used in accordance with relevant organisational and industry codes of conduct and practice.

Definitions:

Intelligence refers to the functions, activities, people or organisations that are involved in the process of planning, gathering and analysing information that leads to the production of intelligence products, which are of potential value to decision makers.

Organisational requirements refer to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace. They must be consistent with applicable legislation and any other applicable compliance requirements.

Stakeholders refer to partners, managers, peers, internal or external contacts, international contacts.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content**Bias and Heuristics**

- confirmation bias
- cultural bias
- organisational bias
- political bias
- mirroring bias
- hindsight bias
- availability heuristic
- representative heuristic
- anchoring heuristic.

Mitigate bias

- managing
- challenging
- critical thinking
- collection strategy
- collection principles.

Structured process to mitigate bias in information management

- organisational processes
- processes on monitoring and evaluating reliability and accuracy of assessments and information sources
- collection strategy.

Rauemi | Resources

- [Health and Safety at Work Act 2015](#).
- [Intelligence and Security Act 2017](#).
- [Official Information Act 1982](#).
- [Privacy Act 2020](#).
- [New Zealand Institute of Intelligence Professionals \(NZIIP\) handbook](#).
- New Zealand Government Protective Security Requirements - Information Security - Security Classification System or private sector equivalent, available from <https://www.protectivesecurity.govt.nz/>.
- The State Services Code of Conduct, Standards of Integrity and Conduct available from <https://www.publicservice.govt.nz/> and/or any other agency-specific code or codes of conduct and/or ethics; and all subsequent amendments and replacements.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Ringa Hora Services Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Law and Security > Compliance and Law Enforcement > Intelligence Analysis
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0112

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	29 May 2025	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Ringa Hora Services Workforce Development Council at qualifications@ringahora.nz to suggest changes to the content of this skill standard.