

40675**Assess, evaluate, and prepare information for intelligence analysis**

Kaupae Level	6
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is intended for intelligence analysts.</p> <p>This skill standard will provide intelligence analysts with the knowledge and skills to assess, evaluate, and prepare information for intelligence analysis.</p> <p>This skill standard can be used in programmes leading to the New Zealand Diploma in Intelligence Analysis (Level 6) [Ref: 2396].</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Apply ethical processes to collection of information for intelligence analysis.	a. Identify information requirements for intelligence collection.
	b. Lead and/or develop a collection plan to ensure an all-source approach.
	c. Assess information collected against the requirements.
2. Evaluate sources and information for intelligence analysis.	a. Evaluate sources and information.
3. Apply collation processes or techniques to prepare information for intelligence analysis.	a. Manage information by applying collation processes and techniques.
	b. Apply a structured collation process or techniques to prepare information for analysis.

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 emerging technologies will need to be used in accordance with relevant organisational and industry codes of conduct and practice.

Definitions:

Collection refers to the acquisition of information required for intelligence purposes from sources and agencies.

Collation refers to organising information so that its relationship to other information is clear and it can be easily retrieved.

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.

***Ngā momo whiwhinga* | Grades available**

Achieved.

Ihirangi waitohu | Indicative content

Requirements for intelligence collection

- intelligence priorities
- collection
- task
- wide ranging collection plan
- standing intelligence requirements.

Ethical collection process

- lawful
- proportionate.

Evaluating sources and agencies

- Admiralty grading system
- TRAAP – Timeliness, Relevance, Authority, Accuracy, Purpose
- critical thinking processes.

Collation processes and techniques

- Managing the information
 - storing
 - filing
 - recording
 - sorting
 - refining
 - summarising
 - referencing
 - indexing.

- Preparing for analysis
 - refining
 - summarising.

Rauemi | Resources

- [Criminal Disclosure Act 2008](#).
- New Zealand Government Protective Security Requirements - Information Security - Security Classification System or private sector equivalent, available from <https://www.protectivesecurity.govt.nz/>.
- [New Zealand Institute of Intelligence Professionals \(NZIIP\) handbook](#).
- [Health and Safety at Work Act 2015](#).
- [Intelligence and Security Act 2017](#).
- [Official Information Act 1982](#).
- [Privacy Act 2020](#).
- [Public Records Act 2005](#).
- [Search and Surveillance Act 2012](#).
- 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.

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.