

## 40681 Handle protectively marked information in an intelligence context

<b>Kaupae   Level</b>	3
<b>Whiwhinga   Credit</b>	10
<b>Whāinga   Purpose</b>	<p>This skill standard is intended for people who work or aspire to work in an intelligence context.</p> <p>This skill standard will provide learners with the knowledge and skills to handle protectively marked information using information processes in an intelligence context.</p> <p>This skill standard has been developed primarily for the assessment within programmes leading to the New Zealand Certificate in Intelligence (Introduction) (Level 3) [Ref: 2392].</p>

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

<b>Hua o te ako   Learning outcomes</b>	<b>Paearu aromatawai   Assessment criteria</b>
1. Explain the New Zealand government security classifications.	a. Explain the purpose of an information security classification system.
	b. Explain the New Zealand government security classifications.
	c. Explain the difference between policy and privacy classifications, and national security information classifications.
2. Explain requirements and processes of generating, handling, and managing protectively marked information.	a. Explain the requirements for generating protectively marked information.
	b. Explain processes of handling protectively marked information.
	c. Explain the relationship between security clearances and managing protectively marked information.
	d. Explain the potential consequences of not complying with relevant legislative and organisational requirements when dealing with protectively marked information.
3. Generate, handle and manage protectively marked information.	a. Generate, handle, and manage protectively marked information in accordance with relevant legislative and organisational requirements.

**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.

Organisational process or procedure may include the assessment of unclassified information or equivalent.

***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.

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

Achieved.

**Ihirangi waitohu | Indicative content**

New Zealand government security classifications

- Top secret
- Secret
- Confidential
- Restricted
- In-confidence
- Unclassified
- Sensitive.

Processes of protectively marked information

- generating
- handling
- transmission
- storing
- disposal.

Information security guidelines

- Protective Security Requirements (PSR)
- Relationship between security clearance and protectively marked information and the “need to know” principle.

**Rauemi | Resources**

- [Health and Safety at Work Act 2015](#).
- [Intelligence and Security Act 2017](#).
- [New Zealand Institute of Intelligence Professionals \(NZIIP\) handbook](#).
- [Official Information Act 1982](#).
- [Privacy Act 2020](#).
- [Public Records Act 2005](#).
- Protective Security Requirements (PSR) - Information Security - New Zealand Government Security Classification System or private sector equivalents of the PSR, 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.

**Pārongo Whakaū Kounga | Quality assurance information**

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

<b>Hātepe   Process</b>	<b>Putanga   Version</b>	<b>Rā whakaputa   Review Date</b>	<b>Rā whakamutunga mō te aromatawai   Last date for assessment</b>
<b>Rēhitatanga   Registration</b>	1	29 May 2025	N/A
<b>Kōrero whakakapinga   Replacement information</b>	This skill standard replaced unit standard 28486.		
<b>Rā arotake   Planned review date</b>	31 December 2030		

Please contact Ringa Hora Services Workforce Development Council at [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) to suggest changes to the content of this skill standard.