

<b>Title</b>	<b>Gather and evaluate information to support intelligence analysis</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>8</b>

<b>Purpose</b>	People credited with this unit standard are able to: determine the terms of reference of the intelligence project for which information is required; develop an information collection plan; gather information as established in the information collection plan; and evaluate gathered information.
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<b>Classification</b>	Compliance and Law Enforcement > Intelligence Analysis
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<b>Available grade</b>	Achieved
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### Explanatory notes

- Performance in relation to the outcomes and evidence requirements must comply with current legislation, policies and procedures, including:  
Health and Safety in Employment Act 1992;  
Official Information Act 1982;  
Privacy Act 1993;  
The State Services Code of Conduct, *Standards of Integrity and Conduct* (available from <http://www.ssc.govt.nz>) and/or any other agency specific code or codes of conduct and/or ethics.

It is important to note that there is in most cases specific legislation relevant to the organisation in which the candidate is employed. This must be included.

- All work practices shall meet documented enterprise quality management requirements, including the documentation of activities, events, and decisions.
- Definitions  
*Admiralty Grading System* is an internationally accepted method of evaluating the reliability of the source of information and the validity of the information supplied by that source. Evaluation in this way enables the Intelligence Analyst to determine the value of the information to their analysis.  
*Client group* refers to authorised persons who use intelligence or information, and may include internal clients: organisation, business unit, team, computer system and/or external clients: government agencies, enforcement organisations.  
*Collection* refers to the function of gathering new information and raw intelligence data from secret, open and technical resources and provision of this information to processing or production elements.  
*Collection plan* means a systematic procedure for gathering relevant information required to produce an intelligence product.

*Evaluation* refers to the appraisal of an item of information in terms of credibility, reliability, pertinence and accuracy. Initial evaluation focuses on the reliability of the source and the validity and accuracy of the information.

*Information* means facts that are known or could be discovered from any source.

Examples may include written or oral reports or documents, description of an event, or an activity, unevaluated material of every description, at all levels of reliability, and from any sources from which intelligence can be developed.

*Intelligence* refers collectively 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 is of potential value to decision makers.

*Intelligence product* refers to the end result of the production step of the intelligence cycle, in which information is developed into an intelligence product through integration, analysis, evaluation and interpretation of all available information.

*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.

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## Outcomes and evidence requirements

### Outcome 1

Determine the terms of reference of the intelligence project for which information is required.

#### Evidence requirements

- 1.1 The intelligence project is defined in terms of context, type, client group, and organisational activity.

Range project may include but is not limited to – conceptual model/environmental scanning; type includes – strategic, operational or tactical.

- 1.2 The aim of the intelligence project is outlined in terms of the information collection need.

- 1.3 The intelligence project scope is determined and parameters for information required are set.

### Outcome 2

Develop an information collection plan.

#### Evidence requirements

- 2.1 All information requirements necessary to meet the terms of reference of the intelligence project are identified and listed.

- 2.2 Sources from which the information is to be gathered are specified.

- 2.3 A time frame for collection is established to meet intelligence problem scope.
- 2.4 Individuals who have responsibility for the information are identified and notified in accordance with organisational requirements.

### Outcome 3

Gather information as established in the information collection plan.

#### Evidence requirements

- 3.1 Sources are selected and approached for information in accordance with organisational requirements.
- 3.2 Questioning to derive information is conducted in accordance with organisational requirements.
- 3.3 Information received is disseminated in accordance with organisational requirements.
- 3.4 Known intelligence, information holdings and gathered information are compared to identify intelligence gaps or deficiencies.
- 3.5 A file for collating all gathered information is prepared and maintained in accordance with organisational requirements.

### Outcome 4

Evaluate gathered information.

#### Evidence requirements

- 4.1 Information is evaluated and a judgement made on the reliability of the source in accordance with the Admiralty Grading System.
- 4.2 Information is evaluated and a judgement made on the validity and accuracy of the information in accordance with Admiralty Grading System.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 2001	31 December 2013
Review	2	19 November 2010	31 December 2019
Review	3	19 March 2015	31 December 2019
Rollover	4	19 December 2017	31 December 2019

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

**This unit standard is  
expiring**