

Title	Explain collation strategy, components and tools for intelligence analysis		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to explain: <ul style="list-style-type: none"> – collation strategy within the intelligence cycle; and – collation components and tools for intelligence analysis.
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Classification	Compliance and Law Enforcement > Intelligence Analysis
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Available grade	Achieved
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Guidance Information

- 1 Legislation and codes relevant to this unit standard include but are not limited to:
 - Health and Safety at Work Act 2015;
 - Intelligence and Security Act 2017;
 - Official Information Act 1982;
 - Privacy Act 2020;
 - and all subsequent amendments and replacements;
 - 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.
- 2 Definitions
 - Collation* – organising information so that its relationship to other information is clear and it can be easily retrieved.
 - Intelligence* – 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.
 - Intelligence cycle* – the interactive and cyclical process used to produce intelligence.
 - Organisational requirements* – 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.
- 3 Assessment Range
 - All activities and evidence presented for outcomes and performance criteria in this unit standard must be in accordance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Explain collation strategy within the intelligence cycle.

Performance criteria

- 1.1 Explain a collation strategy and how it applies within the intelligence cycle.
- 1.2 Explain what makes a collation strategy effective.

Outcome 2

Explain collation components and tools for intelligence analysis.

Performance criteria

- 2.1 Explain components of collation used for intelligence analysis.
- Range collation components may include but are not limited to – data preparation, recording, registering, logging, referencing, sorting, filing, display and/or present; evidence of a minimum of five components is required.
- 2.2 Describe own organisation's use of collation tools for intelligence analysis.
- Range collation tools may include but are not limited to – charts, spreadsheets, database, matrices, link diagrams, map marking, mind maps, typologies; evidence of a minimum of three collation tools is required.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 March 2015	31 December 2024
Review	2	28 October 2021	31 December 2024
Revision	3	27 April 2023	N/A

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

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.