| Title | Apply collation tools to generate collation products and evaluate effectiveness for intelligence analysis | | |
|---|---|---|---|
| Level | 5 | Credits | 17 |

| Purpose | People credited with this unit standard are able to:<br>– apply collation components to information for intelligence analysis;<br>– apply collation tools to generate collation products for intelligence analysis; and<br>– evaluate the effectiveness of collation products for intelligence analysis. |
|---|---|

| Classification | Compliance and Law Enforcement > Intelligence Analysis |
|---|---|

| Available grade | Achieved |
|---|---|

## 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;
Public Records Act 2005;
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.
*Information* – unprocessed, raw and/or perishable material or data, that could be collected from any source, to be analysed and refined for decision making.
*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.
*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

Apply collation components to information for intelligence analysis.

### Performance criteria

1.1     Apply collation components to information for intelligence analysis.

        Range     collation components may include but are not limited to – data
                  preparation, recording, registering, logging, referencing, sorting,
                  filing, retrieval display and/or present;
                  a minimum of 20 pieces of information is required.

## Outcome 2

Apply collation tools to generate collation products for intelligence analysis.

### Performance criteria

2.1     Apply collation tools to generate collation products for intelligence analysis.

        Range     collation tools may include but are not limited to – charts, spread-
                  sheets, matrices, link diagrams, map marking, mind maps,
                  typologies;
                  a minimum of three collation tools is required.

## Outcome 3

Evaluate the effectiveness of collation products for intelligence analysis.

### Performance criteria

3.1     Evaluate the effectiveness of the collation.

3.2     Evaluate the effectiveness of collation tools used to generate the collation
        products.

3.3     Evaluate the effectiveness of the collation products in facilitating retrieval and
        exploitation by intelligence practitioners.

| **Planned review date** | 31 December 2026 |
|---|---|

**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 |
|---|---|

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.