

Title	Produce Terms of Reference for an intelligence product		
Level	6	Credits	5

Purpose	People credited with this unit standard are able to: <ul style="list-style-type: none"> – demonstrate knowledge of Terms of Reference for an intelligence product; and – produce Terms of Reference for an intelligence product.
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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;
 - 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
 - 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 product* – 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* – 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

Demonstrate knowledge of Terms of Reference for an intelligence product.

Performance criteria

- 1.1 Explain the importance of the Terms of Reference for an intelligence product.
Range consultation, negotiation, expectation management.
- 1.2 Describe the components of the Terms of Reference for an intelligence product.
Range aims and objectives, scope and parameters, problem definition, strategic alignment.

Outcome 2

Produce Terms of Reference for an intelligence product.

Performance criteria

- 2.1 Produce Terms of Reference for an intelligence product-
Range must include – aim, timeframe, format;
may include but is not limited to – direction, defining the problem, product negotiation, initial research, conceptual development, collection planning.

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.