

Title	Explain and apply organisational processes of handling protectively marked information in an intelligence context		
Level	3	Credits	8

Purpose	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – explain an information classification system and the New Zealand government security classifications; and – explain requirements and processes for generating, handling, storing and disposal of protectively marked information; and – apply organisational processes or procedure to handle protectively marked information in an intelligence context.
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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;
 - Public Records Act 2005;
 - and all subsequent amendments and replacements;
 - 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.
- 2 Definitions
 - Information* – unprocessed, raw and/or perishable material or data, that could be collected from any source.
 - 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* – 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.

3 Assessment Range

All activities and evidence presented for outcomes and performance criteria in this unit standard must be in accordance with the Protective Security Requirements (PSR) or private sector equivalents of the PSR. Evidence must come from an organisation, with an intelligence function, which may be the candidate's employer or may come from a case study using simulated scenarios.

Outcomes and performance criteria

Outcome 1

Explain an information classification system and the New Zealand government security classifications.

Performance criteria

- 1.1 Explain the role of an information classification system.
- 1.2 Explain the New Zealand government security classifications.

Range may include but is not limited to – top secret, secret, confidential, restricted, in-confidence, unclassified, sensitive; evidence of at least two security classifications is required.
- 1.3 Differentiate between policy and privacy information, and national security information.

Outcome 2

Explain requirements and processes for generating, handling, storing, and disposal of protectively marked information.

Performance criteria

- 2.1 Explain the requirements for generating protectively marked information.
- 2.2 Explain processes for handling and transmission of protectively marked information.
- 2.3 Explain processes for the storing and the disposal of protectively marked information.
- 2.4 Explain the relationship between classification systems and security clearances in relation to protectively marked information.
- 2.5 Explain the potential consequences of not complying with relevant legislative and organisational requirements when managing protectively marked information.

Outcome 3

Apply organisational processes or procedure to handle protectively marked information in an intelligence context.

Performance criteria

3.1 Apply organisational processes or procedure to handle protectively marked information in accordance with relevant legislative and organisational requirements.

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

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.