

Title	Prepare and disseminate information or intelligence products securely		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to: <ul style="list-style-type: none"> – prepare and disseminate information or intelligence products; and – demonstrate knowledge of and apply security protocols for the handling of information or 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;
 - Intelligence and Security Act 2017;
 - Official Information Act 1982;
 - Privacy Act 2020;
 - and all subsequent amendments and replacements;
 - New Zealand Government Protective Security Requirements - Information Security - Security Classification System or private sector equivalent, 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, 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.
 - 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.
 - Originate* – to begin to exist, to be produced or created, to cause (something) to exist, create, originate or receive information.

- 3 This unit standard applies to the production of information products or intelligence products that individually convey relevant information or intelligence to meet an audience need. A collector or collator will be assessed on production, classification and dissemination of information products and/or intelligence products. An intelligence analyst will be assessed on production, classification and dissemination of intelligence products.
- 4 **Assessment Range**
All activities and evidence presented for outcomes and performance criteria in this unit standard must be in accordance with organisational requirements.
The information used in this unit standard must have a security classification no higher than restricted or equivalent; or a policy/privacy marking or equivalent.
- 5 The assessed dissemination in this unit standard is to be of the collection task from Unit 28478, *Plan, execute and evaluate a complex collection task for intelligence analysis* or the product produced in Unit 28481, *Apply collation tools to generate collation products and evaluate effectiveness for intelligence analysis*.

Outcomes and performance criteria

Outcome 1

Prepare and disseminate information or intelligence products.

Range must include three products; each product must include one of the following of a verbal, a written and a visual component.

Performance criteria

- 1.1 Identify method of dissemination of information or intelligence product.
- 1.2 Prepare to disseminate information or intelligence product.
Range must include complete handling instructions.
- 1.3 Disseminate information or intelligence product.
- 1.4 Review dissemination of information or intelligence product.

Outcome 2

Demonstrate knowledge of and apply security protocols for the handling of information or an intelligence product.

Performance criteria

- 2.1 Explain the organisational risks of not complying with relevant legislative and organisational requirements when handling protectively marked material.
- 2.2 Identify and apply protective marking material to information or intelligence product.

2.3 Store protectively marked material of information or intelligence product.

2.4 Dispose of protectively marked material of information or intelligence product.

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.