

Title	Explain activities and considerations for managing material evidence for regulatory investigations		
Level	6	Credits	5

Purpose	<p>This unit standard is for people currently employed as regulatory investigators.</p> <p>People credited with this unit standard are able to explain activities and considerations relating to:</p> <ul style="list-style-type: none"> – obtaining material evidence for regulatory investigations; and – handling material evidence for regulatory investigations.
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Classification	Public Sector Compliance > Public Sector Compliance Investigations
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Available grade	Achieved
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Guidance Information

- 1 Definition
Organisational requirements refer to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace. This includes an organisation's obligations under Te Tiriti o Waitangi/The Treaty of Waitangi.
- 2 The Regulatory sector has a number of terms with specific usage. For current definitions visit [Programme Guidance- Skills](#).
- 3 Resources include but are not limited to:
 Criminal Disclosure Act 2008;
 Evidence Act 2006;
 Health and Safety at Work Act 2015;
 New Zealand Bill of Rights Act 1990;
 Proceeds of Crime Act 1991 and its replacement Criminal Proceeds (Recovery) Act 2009;
 Search and Surveillance Act 2012;
 Te Tiriti o Waitangi/The Treaty of Waitangi;
 Specific legislation mandating the powers and duties of a specific organisation with respect to its regulatory role and/or any other legislation applicable to a particular regulatory situation (e.g. Fisheries Act 1996, Resource Management Act 1991);
 and any subsequent amendments and replacements.

- 4 Range
Demonstration of knowledge and skills must be consistent with any applicable code or codes of conduct such as the New Zealand State Services Code of Conduct, *Standards of Integrity and Conduct* (available from <http://www.publicservice.govt.nz>) and/or any other agency specific code or codes of conduct and/or ethics.
- 5 Managing material evidence includes managing exhibits.
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Outcomes and performance criteria

Outcome 1

Explain activities and considerations relating to obtaining material evidence for regulatory investigations.

Performance criteria

- 1.1 Explain activities and considerations relating to identifying material evidence, consistent with the needs of regulatory investigations and organisational requirements.
- Range needs of investigations include but are not limited to – relevance in terms of the elements of the alleged offence or offences, possible link to potential defences.
- 1.2 Explain activities and considerations relating to obtaining material evidence to ensure their preservation in their found state, preventing contamination, and controlling any hazards associated with them, consistent with the needs of regulatory investigations and evidential and organisational requirements.
- 1.3 Explain activities and considerations relating to containing and labelling material evidence in regulatory investigations to ensure continuity and integrity, in accordance with security, evidential, and organisational requirements.
- 1.4 Explain activities and considerations relating to maintaining material evidence, and the documentation in accordance with evidential and organisational requirements in regulatory investigations.
- Range includes but is not limited to – property record sheets, exhibit register, online databases.

Outcome 2

Explain activities and considerations relating to handling material evidence for regulatory investigations.

Performance criteria

- 2.1 Explain activities and considerations relating to storing material evidence in regulatory investigations to maintain continuity and prevent degradation and contamination, in accordance with security, evidential, and organisational requirements.

2.2 Explain activities and considerations relating to preserving any material evidence unsuitable for physical storage by other means in accordance with security, evidential, and organisational requirements.

Range other means may include but are not limited to – photographic, electronic.

2.3 Explain activities and considerations relating to recording the movement of material evidence for investigative purposes in regulatory investigations in accordance with security, evidential, and organisational requirements.

Range investigative purposes may include but are not limited to – referral during an interview, identification, testing or analysis, presentation in court proceedings, disposal.

2.4 Explain activities and considerations relating to preparing and presenting material evidence for judicial hearings in accordance with evidential and organisational requirements.

2.5 Explain activities and considerations relating to facilitating the return, disposal, or retention of material evidence in regulatory investigations in accordance with legal and/or organisational requirements.

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	18 February 2016	31 December 2023
Review	2	28 October 2021	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 The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.