

Title	Demonstrate and apply knowledge of the Intelligence function to a Coordinated Incident Management System response		
Level	5	Credits	5

Purpose	<p>This unit standard is intended for individuals operating as an Intelligence function team member within New Zealand's Coordinated Incident Management System (CIMS).</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate and apply knowledge of the Collection phase of the Intelligence Cycle; – demonstrate and apply knowledge of the Analysis phase of the Intelligence Cycle; – demonstrate and apply knowledge of the Dissemination and Production phase of the Intelligence Cycle; and – demonstrate and apply knowledge of the demobilisation and/or transition to recovery in relation to the Intelligence function.
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Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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Available grade	Achieved
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Prerequisites	Unit 32161, <i>Demonstrate knowledge of the Intelligence function within the Coordinated Incident Management System</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

- 1 All performance criteria must be in accordance and comply with: CIMS principles, ethical codes, relevant legislation, standards, best practice and cultural requirements of the organisations involved. Assessment against this unit standard may take place under real or practical simulated conditions in a multi-agency response context.
- 2 References
The primary reference for this unit standard is the most current edition of the *New Zealand Coordinated Incident Management System (CIMS)*, available at <https://www.civildefence.govt.nz>.
- 3 Relevant legislation
Local Government Official Information and Meetings Act 1987;
Official Information Act 1982;
Privacy Act 1993;

and all subsequent amendments and replacements.

- 3 CIMS Terminology is used throughout this unit standard. Definitions of key terms are found in the Glossary section of the primary reference. The Intelligence Cycle is found in the Appendix section of the primary reference.

Outcomes and performance criteria

Outcome 1

Demonstrate and apply knowledge of the Collection phase of the Intelligence Cycle.

Performance criteria

- 1.1 Review the current situation in relation to the incident.
- 1.2 Prioritise information requirements for the response in accordance with the direction given by the Controller.
- 1.3 Generate information requirements.
- 1.4 Explain the importance of having an Information Collection Plan.
- 1.5 Record intelligence or information requirements in an Information Collection Plan.
- Range each intelligence or information requirement must include – framing as a discrete question, numbering, date, assigned to, status.
- 1.6 Log collected information systematically in preparation for analysis.
- Range must include but is not limited to – recording the date information is received, the information source, caveats and/or comments related to the information.
- 1.7 Explain key elements that apply to storing collected information.
- Range may include but is not limited to – The Privacy Act 1993, The Official Information Act 1982, The Local Government Official Information and Meetings Act 1987, The New Zealand Government Security Classification System, Handling Requirements for Protectively Marked Information, voice recording protocols; evidence of two is required.
- 1.8 Evaluate the credibility, reliability, relevance, and accuracy of collected information.

Outcome 2

Demonstrate and apply knowledge of the Analysis phase of the Intelligence Cycle.

Performance criteria

- 2.1 Apply analytical tools, techniques, and critical thinking skills to produce analytical products to meet the needs of the identified audience(s).
- Range must include at least one – graph, map, timeline, network chart, brief.
- 2.2 Explain the importance of forecasting in the development of intelligence products.

Outcome 3

Demonstrate and apply knowledge of the Dissemination and Production phase of the Intelligence Cycle.

Performance criteria

- 3.1 Evaluate the pros and cons of intelligence products in relation to the identified audience(s) and their requirements.
- Range products may include but are not limited to – written reports, briefings, profiles, single page ‘snapshot’ and/or ‘warning’ documents, annotated maps, weather forecasts, damage reports, incident predictions, charts, verbal presentations; evidence of three products is required.
- 3.2 Produce an intelligence product that meets the needs of the identified audience(s).
- Range needs may include but are not limited to – logically structured, concise, jargon-free, timely, relevancy.
- 3.3 Explain considerations that apply when disseminating intelligence products.
- Range considerations must include but are not limited to – protective security requirements, timeframes, methods of dissemination.

Outcome 4

Demonstrate and apply knowledge of demobilisation and/or transition to recovery in relation to the Intelligence function.

Performance criteria

- 4.1 Outline key aspects of the Intelligence function’s role in demobilisation and/or transition to recovery and explain why they are important.
- 4.2 Distinguish key requirements for filing and securing collected information and intelligence products as part of the demobilisation process and explain why they are important.

Replacement information	This unit standard, unit standard 32159, unit standard 32160, and unit standard 32161 replaced unit standard 22446.
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Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 November 2020	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.