

<b>Title</b>	<b>Interview to collect evidence for a judicial hearing</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	This unit standard is for people who work, or intend to work as compliance inspectors, investigating officers, or enforcement officers. People credited with this unit standard are able to plan an interview to collect evidence that will be acceptable in a judicial hearing, and conduct and record the interview.
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<b>Classification</b>	Compliance and Law Enforcement > Compliance and Regulatory Control
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Assessment will be in relation to those laws, regulations, bylaws, activities, procedures, and policies defined by the compliance and/or regulatory organisation relevant to the performance context.
- 2 Equipment for recording the interview may include any of – audiotape recorder, videotape recorder, written record, notebook.
- 3 Judicial hearing may include a quasi-judicial hearing.
- 4 *Organisational requirements* refer to instructions to staff on policy and procedures, which are documented in memo or manual format and are available in the workplace. These include the application of legislation.

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### Outcomes and performance criteria

#### Outcome 1

Plan an interview to collect evidence that will be acceptable in a judicial hearing.

#### Performance criteria

- 1.1 Specific interview objectives are set.
- 1.2 List of points to be covered is completed before interview.
- 1.3 Needs of interviewee are identified.
- 1.4 Equipment and exhibits required for interview are available and in working order.

**Outcome 2**

Conduct the interview.

**Performance criteria**

- 2.1 Interviewee is advised of rights, and legislative requirements are met.
- 2.2 Interviewer is introduced, and proof of identity is provided.
- 2.3 Language used is in accordance with organisation's operational policy.
- 2.4 Interview is controlled by interviewer.

**Outcome 3**

Record the interview.

**Performance criteria**

- 3.1 Equipment is operated in accordance with organisational requirements.
- 3.2 Recording is in accordance with organisation's operational policy.
- 3.3 Objective observations are recorded in accordance with organisational requirements.
- 3.4 Demeanour of interviewee is recorded.
- 3.5 Synopsis of interview is prepared and included.  
Range evidence to establish intent, ingredients of offence, explanations, mitigating circumstances, links to other evidence.
- 3.6 Records are marked and stored in accordance with organisational requirements.

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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	27 April 1995	31 December 2023
Revision	2	25 November 1997	31 December 2023
Revision	3	17 July 2002	31 December 2023
Revision	4	19 May 2004	31 December 2023
Review	5	27 February 2006	31 December 2023
Review	6	23 May 2019	31 December 2023

**Consent and Moderation Requirements (CMR) reference**

0046

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.