

**SELF ASSESSMENT CHECKLIST
FOR CANDIDATE**

**COMPETENCY UNIT:
PERFORM INVESTIGATION ACTIVITIES IN
COMPLIANCE WITH LEGAL REQUIREMENTS
(SE-SO-118E-0)**

**ASSESSMENT-ONLY PATHWAY
CHALLENGE TEST**

Name: _____

ID No: _____

Contact No: _____

1. What is this document?

- 1.1 An individual who selects the Assessment Only Pathway (AOP) to achieve a Statement of Attainment (SOA) must show his/her competency through the Challenge Test. The Challenge Test is a form of observation on the display of attitudes, skills and knowledge to verify that the individual is competent in a specific area of security work.
- 1.2 The individual who chooses this mode of assessment should have the relevant work experience and/or previous formal/informal training in that area of competency. He has to evaluate himself through a self-assessment checklist to ensure that he has the relevant attitudes, skills and knowledge to be able to successfully attempt the challenge test and be certified in that competency.
- 1.3 This document will help you to prepare for the Challenge Test on the competency unit: Perform Investigation Activities in Compliance with Legal Requirements (SE-SO-118E-0). It provides you with:
 - a) Information about the Challenge Test, and
 - b) Self Assessment Checklist to check your readiness to take the Challenge Test.

2. What is the Challenge Test for Competency Unit: Perform Investigation Activities in Compliance with Legal Requirements?

- 2.1 The Challenge Test consists of 2 assessment methods:
 - a) Direct observation of the your performance
 - b) Oral questioning to assess underpinning knowledge

3. What do you gain from taking the Challenge Test?

- 3.1 When you are able to show your attitudes, skills and knowledge in performing the required competency standard and the assessor (person who tests the candidate) evaluates you as competent, you will be awarded a Statement of Attainment (SOA) for this competency unit.
- 3.2 The Statement of Attainment is nationally recognised and indicates your ability or competency in a particular area of investigation work.

4. How can you prepare yourself for the Challenge Test?

- 4.1 Use the Self Assessment Checklist to appraise your attitudes, skills and knowledge.

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SELF ASSESSMENT CHECKLIST

Instruction for Completion of the Self Assessment Checklist

- a) For each performance criteria, please check if you have the Attitudes, Skills and Knowledge (ASK) described.
- b) If you have the ASK, put a tick (✓) in the column, 'I have the ASK'.
- c) If you do not have the required ASK, write the areas you have to learn in the column, 'Details of ASK that I do not have yet'.

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 1: Interpret Job Roles and Responsibilities of Investigator			
1.1	Understand the different types of services provided by the investigation agencies and the roles of the investigator.		
1.2	Identify and explain the duties and responsibilities of an investigator within the investigation agency.		
1.3	Identify and interpret the relevant sections of legislative and regulatory requirements that govern the investigation activities.		
1.4	Understand the code of ethics of the investigation sector and how they apply to investigation activities.		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 2: Comply with Legislative Requirements when Conducting Investigation Assignments			
2.1	Engage in discussion with project executive to clarify understanding on the details of the case brief.		
2.2	Create an investigation log sheet as a record for taking notes and as reference for use when giving evidence in court.		
2.3	Prepare appropriate logistic supplies required for investigation activities.		
2.4	Comply with relevant legislative and regulatory requirements when carrying out investigation cases.		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 3: Conduct Surveillance			
3.1	Determine the appropriate surveillance activities and make preparation to carry out surveillance activities to obtain required evidence.		
3.2	Establish communication channels with project executive in accordance with organisational procedures.		
3.3	Assess the ground before carrying out actual surveillance activities.		
3.4	Carry out observation on surveillance site(s) according to organisational procedures, that are within the boundaries of: <ul style="list-style-type: none"> • Legislative guidelines • Investigation objectives • Health and safety requirements • Investigator code of ethics 		
3.5	Operate surveillance equipment to capture relevant evidences in accordance with: <ul style="list-style-type: none"> • Investigation objectives • Legislative requirements 		
3.6	Apply appropriate observation techniques when conducting surveillance activities.		
3.7	Take corrective action to address unexpected situations according to organisational procedures.		
3.8	Conclude surveillance according to organisational procedures: <ul style="list-style-type: none"> • Present information gathered from surveillance to project executive • Store information safely and securely • Clean surveillance equipment after use 		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 4: Prepare and Submit Investigation Log Sheet			
4.1	Document the information gathered during investigation work clearly and accurately by: <ul style="list-style-type: none"> • Recording all investigation events in the log sheet • Ensuring the information recorded is according to approved organisation format 		
4.2	Complete log sheet factually and objectively according to the information gathered.		
4.3	Observe the rules of evidence when handling physical evidences which form part of the case investigation.		
4.4	Present completed log sheet to project executive according to organisational procedures which may include: <ul style="list-style-type: none"> • Submitting log sheet within required timeframe • Ensuring supporting evidences/materials such as photographs are attached • Keeping a copy of the log sheet for personal reference 		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 5: Give Evidence in Court			
5.1	Prepare self (investigator) on the day of official proceedings by: <ul style="list-style-type: none"> • Bringing along personal (investigator) notebook / log sheet which contain all information arising from investigation • Ensuring proper attire when attending official proceedings • Ensuring relevant evidence are organised for presentation in official proceedings 		
5.2	Make preparation to attend official proceedings which includes going through relevant documents and records of investigation prior to appearance in official proceedings: <ul style="list-style-type: none"> • Seeking any clarifications or doubts from appropriate person • Knowing what to say when in court 		
5.3	Observe strict official proceeding protocol and follow instructions given by officials.		
5.4	Give evidence clearly and based on facts.		
5.5	When in doubt, seek permission to make reference from facts recorded in log sheet before proceeding to give evidence.		