

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
RECORD/RETAIN ORIGINAL NOTES	<p>Understand note taking requirements in line with legislation and agency policies and procedures.</p> <p>Under direct supervision:</p> <ul style="list-style-type: none"> • make notes within required timeframes • record notes in the correct format • record identifying information correctly • retain and keep identifying information secure for the length of time required by law. 	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> • use official notebooks to record original notes, relating to incidents and occurrences, in appropriate format and timeframe • make note to meet content and sequencing requirements within required timeframes • record identifying information and retain and secure this for the length of time required by law. 	<p>Working independently:</p> <ul style="list-style-type: none"> • supervise and guide staff in note taking requirements • supervise and guide staff to use notes to prepare documents • make recommendations for improvements to note taking • mentor and guide less experienced staff. 	<p>Co-ordinate individuals and teams to record and retain notes.</p> <p>Provide advice to individuals and teams.</p> <p>Oversee note taking and co-ordinate improvements.</p>	<p>Ensure sufficient and appropriate systems, policies, procedures and resources are in place.</p>
USE NOTES FOR STATEMENTS IN JURIDICAL PROCESSES	<p>Under direct supervision:</p> <ul style="list-style-type: none"> • take contemporaneous notes to a standard suitable for judicial processes • use notes to refresh memory and provide factual basis for statements. 	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> • take contemporaneous notes to a standard suitable for judicial processes • use notes to refresh memory and provide a factual basis for statements • include required details for statements to meet legal and agency requirements. 	<p>Working independently:</p> <ul style="list-style-type: none"> • supervise and guide staff to take contemporaneous notes to a standard suitable for judicial processes • make recommendations for improvements to note taking and record taking. 	<p>Co-ordinate individuals and teams to take notes and keep records.</p> <p>Provide advice to individuals and teams on note taking and record keeping.</p> <p>Oversee note taking and record keeping.</p> <p>Co-ordinate improvements to note taking and record keeping.</p>	<p>Ensure sufficient and appropriate systems, policies, procedures and resources are in place.</p>

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USE NOTES TO PROVIDE EVIDENCE	<p>Understand:</p> <ul style="list-style-type: none"> types of evidence needed and how this obtained and managed evidence handling and management procedures including chain of custody. <p>Under direct supervision:</p> <ul style="list-style-type: none"> adhere to evidence handling and management procedures gather and manage evidence for routine matters use notes to refresh memory prior to giving evidence, enabling concise and factual answers request authority of presiding official to refer to notes while giving evidence in court present factual, correctly sequenced evidence reflecting information in notes employ presentation standards to meet agency and court requirements. 	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> collect and manage evidence for routine and more complex matters adhere to evidence handling and storage procedures including chain of custody for routine and more complex matters improve knowledge of new and emerging technologies and judicial decisions for collecting and managing evidence use notes to give evidence and ensure concise and factual answers request authority of presiding official to refer to notes while giving evidence in court present factual, correctly sequenced evidence accurately reflecting information in notes employ presentation standards to meet agency and court requirements. 	<p>Working independently:</p> <ul style="list-style-type: none"> collect and manage evidence for routine and more complex matters adhere to evidence handling and storage procedures including chain of custody for highly complex matters make recommendations for improvements to collection and management of evidence mentor less experienced staff to collect and manage evidence. 	<p>Co-ordinate individuals and teams to gather digital evidence.</p> <p>Co-ordinate resources to gather and manage documentary evidence.</p> <p>Provide advice to individuals and teams.</p> <p>Oversee management of evidence for teams including chain of custody.</p> <p>Co-ordinate improvements to collection and management of evidence.</p>	<p>Lead teams to be innovative when trialling and adopting new tools to collect and manage evidence.</p> <p>Review and audit evidence handling procedures.</p>

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DEVELOP REPORTS	<p>Understand powers of officers under relevant legislation to collect and manage evidence.</p> <p>Under direct supervision:</p> <ul style="list-style-type: none"> • exercise powers to gather and manage evidence • collect, analyse and organise information for reports in a logical sequence according to purpose and audience • format reports to meet agency requirements for structure, style and content • complete incident reports containing all required information and outcomes • produce reports required for information management systems. 	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> • collect, analyse and organise information for reports in a logical sequence according to purpose and audience • compile reports with all required information and outcomes according to legislation and agency policy and procedures • format reports to meet agency and judicial requirements for structure, style and content • produce reports required for information management systems. 	<p>Working independently:</p> <ul style="list-style-type: none"> • exercise powers to collect and manage evidence • manage sensitive or contentious issues when exercising powers • mentor and guide less experienced staff. 	<p>Provide advice to individuals and teams.</p>	
RECORD KEEPING	<p>Understand record keeping requirements in line with legislation and agency policies and procedures.</p> <p>Under direct supervision demonstrate an understanding of:</p> <ul style="list-style-type: none"> • what constitutes a record • responsibilities for keeping records • documenting decision making • requirements for public access and release of records • privacy legislation • retain and keep records secure for the length of time required by law. 	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> • keep full and accurate records of activities, decisions and actions in line with agency policy and legislation • adhere to privacy legislation in the collection, storage, access, accuracy and disclosure • adhere to agency policies and procedures for the release of information • record identifying information and retain and secure records for the length of time required by law. 	<p>Working independently:</p> <ul style="list-style-type: none"> • supervise and guide staff in record keeping requirements • make recommendations for improvements to record keeping • mentor and guide less experienced staff. 	<p>Co-ordinate individuals and teams to retain records.</p> <p>Provide advice to individuals and teams.</p> <p>Oversee record keeping and co-ordinate improvements.</p>	<p>Ensure sufficient and appropriate systems, policies, procedures and resources are in place.</p>

¹ See also 'Collect and manage evidence' and 'Give evidence'.
 This capability has linkages with the Australian Government National Training Competency PSPREG424