

<b>Title</b>	<b>Demonstrate knowledge of the intelligence analysis process in a regulatory context</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for people currently employed as regulatory officers.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– demonstrate knowledge of the intelligence analysis levels and process;</li> <li>– demonstrate knowledge of legislation that impacts on intelligence activity;</li> <li>– describe an intelligence cycle a in regulatory context;</li> <li>– demonstrate knowledge of the collection, evaluation, and collation phases of the intelligence cycle;</li> <li>– identify the types of intelligence and describe the methods of disseminating intelligence to clients; and</li> <li>– explain the need to re-evaluate intelligence to complete the intelligence analysis process.</li> </ul>
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<b>Classification</b>	Public Sector Compliance > Public Sector Compliance Operations
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<b>Available grade</b>	Achieved
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**Guidance Information**

1 Definitions

*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.

The Regulatory Practice sector has a number of terms with specific usage. For current definitions visit [Programme Guidance- Skills](#).

2 References include but are not limited to

- Health and Safety at Work Act 2015;
- Intelligence and Security Act 2017;
- Local Government Official Information and Meetings Act 1987;
- Official Information Act 1982;
- Privacy Act 2020;
- Search and Surveillance Act 2012;
- Te Tiriti o Waitangi/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 such as the Fisheries Act 1996, Resource Management Act 1991;  
and any subsequent amendments and replacements.

### 3 Range

a 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://publicservice.govt.nz>) and/or any other agency specific code or codes of conduct and/or ethics.

b Demonstration of knowledge and skills must come from a regulatory organisation which may be the candidate's employer or may come from a case study.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of the intelligence analysis levels and process.

#### Performance criteria

1.1 Explain intelligence levels and how they relate to intelligence work.

Range strategic, operational, tactical.

1.2 Explain the difference between information and intelligence.

1.3 Define the purpose and objectives of intelligence.

1.4 Explain the process of managing intelligence in accordance with organisational requirements.

Range includes but is not limited to – security of intelligence product, storing information, system security.

### Outcome 2

Demonstrate knowledge of legislation that impacts on intelligence activity.

#### Performance criteria

2.1 Identify legislation that underpins intelligence and information collection and use.

2.2 Describe the information privacy principles that influence intelligence activity in terms of the Privacy Act 2020.

Range principles – Accuracy, Agency not to keep personal information for longer than necessary, Limits on use of personal information.

2.3 Describe the impact of the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987 on the use of intelligence and information.

**Outcome 3**

Describe an intelligence cycle used in a regulatory context.

**Performance criteria**

3.1 Describe an intelligence cycle used in a regulatory context.

Range – purpose, phases.

**Outcome 4**

Demonstrate knowledge of the collection, evaluation, and collation phases of an intelligence cycle.

**Performance criteria**

4.1 Identify and describe sources for acquiring information for intelligence purposes in terms of their application to the collection phase of the intelligence cycle.

4.2 Describe techniques for evaluating information for intelligence purposes.

Range source reliability, data validity.

4.3 Describe the process of collating information for intelligence purposes.

**Outcome 5**

Identify types of intelligence and describe methods of disseminating intelligence in a regulatory context.

**Performance criteria**

5.1 Identify types of intelligence requiring dissemination that inform regulatory decisions.

Range types may include but is not limited to – requests, suspect, risk, general information, results and feedback, intelligence information, liaison, intelligence assessment, risk assessment.

5.2 Describe methods used to disseminate intelligence in terms of organisational requirements.

Range methods may include but is not limited to – publishing on a computer database, oral briefing, making tactical and operational reports available, intelligence and risk assessments, entity summary, intelligence publications.

**Outcome 6**

Explain the need to re-evaluate intelligence to complete the intelligence analysis process.

### Performance criteria

- 6.1 Explain the need to review information as part of the intelligence analysis process.
- 6.2 Explain the need to retain and/or further develop information previously collected as part of the intelligence analysis process.

<b>Planned review date</b>	31 December 2025
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 2001	31 December 2013
Revision	2	20 August 2002	31 December 2013
Review	3	19 November 2010	31 December 2017
Review	4	19 March 2015	31 December 2017
Review	5	18 February 2016	31 December 2023
Review	6		

<b>Consent and Moderation Requirements (CMR) reference</b>	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 at [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.