Title	**Apply collation tools to generate a collation product and evaluate effectiveness for intelligence analysis**		
Level	**5**	**Credits**	**17**

Purpose	People credited with this unit standard are able to: – apply collation components to information for intelligence analysis; – apply collation tools to organise information for intelligence analysis; and – evaluate collation products for intelligence analysis.

Classification	Compliance and Law Enforcement > Intelligence Analysis

Available grade	Achieved

Guidance Information

1 References include but are not limited to
Health and Safety at Work Act 2015;
Intelligence and Security Act 2017;
Official Information Act 1982;
Privacy Act 2020;
Public Records Act 2005;
and all subsequent amendments and replacements;
The State Services Code of Conduct, *Standards of Integrity and Conduct* (available from https://www.publicservice.govt.nz/) and/or any other agency-specific code or codes of conduct and/or ethics;

2 Definitions
Collation – organising information so that its relationship to other information is clear and it can be easily retrieved.
Information – unprocessed, raw and/or perishable material or data, that could be collected from any source.
Intelligence – the functions, activities, people or organisations that are involved in the process of planning, gathering and analysing information that leads to the production of intelligence products, which are of potential value to decision makers.
Organisational requirements – instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace. They must be consistent with applicable legislation and any other applicable compliance requirements.

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3 Assessment Range
All activities and evidence presented for outcomes and performance criteria in this unit standard must be in accordance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Apply collation components to information for intelligence analysis.

Performance criteria

1.1 Apply collation components to information for intelligence analysis.

Range a minimum of 20 pieces of information is required;
collation components may include but are not limited to – data preparation, recording, registering, logging, referencing, sorting, filing, retrieval display/present.

Outcome 2

Apply collation tools to organise information for intelligence analysis.

2.1 Apply collation tools to generate collation products to group related information for intelligence analysis.

Range a minimum of three collation tools is required;
collation tools may include but are not limited to – charts, spread-sheets, matrices, link diagrams, map marking, mind maps, typologies.

Outcome 3

Evaluate collation products for intelligence analysis.

Performance criteria

3.1 Evaluate the effectiveness of the collation.

3.2 Evaluate the effectiveness of collation tools used to generate the collation products.

3.3 Evaluate the effectiveness of the collation products in facilitating retrieval and exploitation by intelligence practitioners.

Planned review date	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	19 March 2015	31 December 2023
Review	2		

Consent and Moderation Requirements (CMR) reference	0121

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.

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