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| **5** | **Develop and execute a collection plan to support an intelligence output** |

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| **Kaupae |** Level | 5 |
| **Whiwhinga |** Credit | 15 |
| **Whāinga |** Purpose | The purpose of this skill standard is for people who develop and execute a collection plan to support an intelligence output.  This skill standard has been developed primarily for the assessment within programmes leading to the New Zealand Certificate in Intelligence (Information Management) (Level 5) [ref: 5079]. |

**Hua o te ako me Paearu aromatawai |** Learning outcomes and assessment criteria

| **Hua o te ako |** Learning outcomes | **Paearu aromatawai |** Assessment criteria |
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| 1. Develop and execute a collection plan to support an intelligence output. | a. Determine requirements to support an intelligence output. |
| b. Determine sources and agencies, and methods capable of supporting requirements. |
| c. Execute and manage collection plan. |
| d. Review collected information against requirements. |

**Pārongo aromatawai me te taumata paearu |** Assessment information and grade criteria

*Assessment specifications:*

All activities and evidence must be in accordance with organisational requirements. Simulated examples are permitted.

Any use of digital tools or artificial intelligence will need to be used in accordance with relevant organisational and industry codes of conduct and practice.

*Definitions*

*Agencies –* a government, non-government or private organisation, company, association, or group with information about an intelligence requirement.  Engagement with an agency may be open or controlled via specific liaison contacts.

*Collection* – the acquisition of information required for intelligence purposes from sources and agencies.

*Collection plan* – a defined approach that describes information needed and means of acquiring it.

*Collection strategy* – an overarching systematic procedure for gathering relevant information that may contribute to the production of an intelligence product.

*Information* – unprocessed, raw and/or perishable material or data, that could be collected from any source, to be analysed and refined for decision making.

*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.

*Sources* – any person, equipment, or things from which information on can be obtained to fill intelligence gaps.  Human sources, range from volunteers, informants and community contacts to liaison contacts, access agents, and covert human intelligence sources (CHIS).

***Ngā momo whiwhinga |*** *Grades available*

Achieved

**Ihirangi waitohu |** Indicative content

Requirements to support an intelligence output may include information, collection, intelligence requirements, intelligence priorities.

Collection disciplines

* financial intelligence (FININT)
* geospatial intelligence (GEOINT)
* human intelligence, (HUMINT)
* imagery intelligence (IMINT)
* open-source intelligence (OSINT)
* signals intelligence (SIGINT)
* security intelligence (SECINT).

Execute and manage collection plan components

* information requirements
* sources and agencies
* tasking
* specific questions
* timeframes
* scope
* coding systems
* worksheets
* record-keeping.

Reviewing the collected information against collection requirements

* planning
* preparation
* execution
* updating collection management tools.

**Rauemi |** Resources

* [New Zealand Institute of Intelligence Professionals (NZIIP) handbook](https://nziip.org.nz/wp-content/uploads/2023/08/NZIIP-Handbook.pdf)
* Health and Safety at Work Act 2015
* Intelligence and Security Act 2017
* Official Information Act 1982
* Privacy Act 2020
* New Zealand Government Protective Security Requirements - Information Security - Security Classification System or private sector equivalent, available from <https://www.protectivesecurity.govt.nz/>
* 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.

**Pārongo Whakaū Kounga |** Quality assurance information

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| **Ngā rōpū whakatau-paerewa |** Standard Setting Body | Ringa Hora Services Workforce Development Council |
| **Whakaritenga Rārangi Paetae Aromatawai |** DASS classification | Compliance and Law Enforcement > Intelligence Analysis |
| **Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga |** CMR | 0121 |

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| **Hātepe |** Process | **Putanga |** Version | **Rā whakaputa |** ReviewDate | **Rā whakamutunga mō te aromatawai |** Last date for assessment |
| **Rēhitatanga |** Registration | 1 | [dd mm yyyy] | [dd mm yyyy] |
| **Kōrero whakakapinga |** Replacement information | N/A | | |
| **Rā arotake |** Planned review date | 31 December 2030 | | |

Please contact Ringa Hora Services Workforce Development Council at [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) to suggest changes to the content of this skill standard.