

Info Mgmt 6 Manage the collation and dissemination of information according to a collation process

Kaupae Level	5
Whiwhinga Credit	15
Whāinga Purpose	<p>The purpose of this skill standard is for people who manage the collation and dissemination of information according to a collation process.</p> <p>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].</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Manage the collation to support an intelligence output.	a. Apply collation processes and tools in accordance with organisational and information requirements.
2. Assess collated information to support an intelligence output.	a. Assess collated information against information requirements and collection plan.
3. Produce information or intelligence to support an intelligence output.	a. Summarise the information to meet tasking.
4. Disseminate collated information or intelligence to support an intelligence output.	a. Present collated information or intelligence.
5. Review the effectiveness of the collated information and/or intelligence.	a. Review the effectiveness of the collation and tools in how well it meets the 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 emerging technologies will need to be used in accordance with relevant organisational and industry codes of conduct and practice.

Evidence of a minimum of 20 individual pieces of information for collation is required. This can be under one project or across several projects.

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, 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.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Collation processes

- data preparation
- recording
- registering
- logging
- referencing
- sorting
- filing
- retrieval display and/or present.

Collation tools refer to tools used for presenting and retrieval of information

- charts
- spreadsheets
- matrices
- link diagrams
- map marking
- mind maps
- typologies
- organisational database.

Rauemi | Resources

- 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

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

Hātepe Process	Putanga Version	Rā whakaputa Review Date	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 to suggest changes to the content of this skill standard.