

Intro 3**Apply knowledge of information processes for handling protectively marked information in an intelligence context**

Kaupae Level	3
Whiwhinga Credit	10
Whāinga Purpose	<p>The purpose of this skill standard is for people who apply knowledge of information processes for handling protectively marked information in an intelligence context.</p> <p>This skill standard has been developed primarily for the assessment within programmes leading to the New Zealand Certificate in Intelligence (Introduction) (Level 3) [ref: 2392].</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Explain an information security classification system and the New Zealand government security classifications.	a. Explain the purpose of an information security classification system.
	b. Explain the New Zealand government security classifications.
	c. Explain the difference between policy and privacy classifications, and national security information classifications.

2. Explain requirements and processes of generating, handling, and managing protectively marked information.	a. Explain the requirements for generating protectively marked information.
	b. Explain processes of handling protectively marked information.
	c. Explain the relationship between security clearances and managing protectively marked information.
	d. Explain the potential consequences of not complying with relevant legislative and organisational requirements when dealing with protectively marked information.
3. Generate, handle and manage protectively marked information.	a. Apply organisational processes or procedure to generate, handle, and manage protectively marked information in accordance with relevant legislative and organisational 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.

Organisational process or procedure may include the assessment of unclassified information or equivalent.

Definitions

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.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

New Zealand government security classifications

- Top secret
- Secret
- Confidential

- Restricted
- In-confidence
- Unclassified
- Sensitive

Processes of protectively marked information

- generating
- handling
- transmission
- storing
- disposal.

Protective Security Requirements (PSR) - Information Security - New Zealand Government Security Classification System.

Relationship between security clearance and protectively marked information may include “need to know” principle.

Rauemi | Resources

- Health and Safety at Work Act 2015
- Intelligence and Security Act 2017
- [New Zealand Institute of Intelligence Professionals \(NZIIP\) handbook](#)
- Official Information Act 1982
- Privacy Act 2020
- Public Records Act 2005
- Protective Security Requirements (PSR) - Information Security - New Zealand Government Security Classification System or private sector equivalents of the PSR, 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
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Rēhitanga Registration	1	[dd mm yyyy]	[dd mm yyyy]
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 28486.		
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.