



POLWEL Approved Assessment Organisation

Information Collection (Perform Investigation Activities in Compliance with Legal Requirements) - Assessment-Only Pathway

Assessment Readiness Self-Evaluation Checklist

Technical Skills Competency (TSC)	Information Collection		
TSC Code	SEC-IFM-1003-1.1		
TSC Level	Level 1		
Course Title	Information Collection (Perform Investigation Activities in Compliance with Legal Requirements)		
Name			
NRIC / FIN			
Contact Number			
Total Score	/ 31	Percentage	

Important Notes for Prospective AOP Candidate

1. Individual who chooses to achieve a Statement of Attainment (SOA) via AOP should have the relevant work experience and/or previous formal/informal training in that area of competency.

The purpose of the self-evaluation is to provide potential AOP candidates with an insight on the competency standards of the TSC Title and help them determine for themselves whether they possess the relevant skills set to clear the assessment.

2. Potential AOP candidate are required to undergo an Assessment Readiness Self-Evaluation and obtain a minimum score of 80% for the particular TSC Title that they are going to be assessed in.
3. The successful completion of this Self-Evaluation will not lead to a Statement of Attainment (SOA) to be issued by SkillsFuture Singapore (SSG) for this TSC Title.
4. It is important for the potential AOP candidate to be as realistic and honest as possible when completing the Assessment Readiness Self-Evaluation checklist to evaluate if he / she is able to meet the assessment requirements and the relevant 'Abilities' and 'Knowledge' of the TSC; failing which, it is likely to result in a 'Not Yet Competent' assessment outcome.

I have read and understood the above important notes:

Signature	
Name	
Date	

Assessment Method

The assessment will comprise of practical performance through Role Play and posing of Oral Questions to address the relevant Abilities (A) and Knowledge (K) required of the TSC.

Abilities	Description
A1	Ask general and direct questions to capture required information
A2	Provide appropriate feedback to stakeholders
A3	Verify information captured
A4	Comply with legislative requirements when conducting investigation assignments
A5	Conduct surveillance
A6	Prepare and submit investigation log sheet
A7	Present evidence

Knowledge	Description
K1	Organisational procedures for information collection
K2	Relevant legal requirements
K3	Methods of collecting and storing information
K4	Legal requirements for reporting
K5	Principles of a cordial conversation
K6	Key elements of investigation activities
K7	Types of surveillance activities and techniques
K8	Types of security questions to engage subjects
K9	Rules of disclosure
K10	Types of official proceedings

Self-Evaluation Statement	Y (1)	N (0)
<p>[Role Play 1]</p> <p>I am able to explain the type of services that the Private Investigator (PI) Agency provides for a walk-in client.</p>		
<p>I am able to explain to the client what the PI agency will do if it accepts the client's matrimonial case.</p>		
<p>I am able to explain to the client how the PI agency will ensure that its work are done legally.</p>		
<p>I am able to demonstrate to the client how the PI work are done ethically.</p>		
<p>Upon been assigned to investigate a case of extra-marital affairs and after knowing the details from the case brief, I am able to explain the details that I would highlight to my Manager.</p>		
<p>I am able to demonstrate the preparation of the investigation log sheet for the assigned case.</p>		
<p>I am able to explain how to prepare to conduct investigation of the assigned case.</p>		
<p>Sub-total</p>	/7	
Self-Evaluation Statement	Y (1)	N (0)
<p>[Role Play 2]</p> <p>During the conduct of investigation of the assigned case with a colleague, we saw the man (subject of investigation) and a lady entered into a house. I am able to explain the implications of sneaking into the house to collect compelling evidence.</p>		

<p>I am able to explain the types of surveillance activities that I can conduct to gather more evidence to determine the relationship between the man (subject of investigation) and the lady.</p>		
<p>I am able to explain how I would prepare and assess the ground before conducting the surveillance activities.</p>		
<p>I am able to explain and demonstrate the actions to be taken when my Management instructed me to call him on his mobile phone, instead of the office when updating the progress.</p>		
<p>I am conducting surveillance activities at a nightclub. I am able to explain how I should carry out the surveillance activities.</p>		
<p>I am able to demonstrate the actions to be taken when I saw the subject and a lady dancing intimately on the dance floor in the night-club.</p>		
<p>Upon observing that the man (who is subject of investigation) and the lady had left the night club, I am able to explain the observations techniques for foot surveillance when tailing them.</p>		
<p>While tailing the man (who is subject of investigation) and the lady, I was checked by the Police for behaving suspiciously and the man and lady saw me. I am able to demonstrate the actions to be taken when informing Management of the situation.</p>		
<p>Sub-total</p>	/7	

Self-Evaluation Statement	Y (1)	N (0)
<p>[Role Play 3]</p> <p>I am able to explain the actions to be taken upon conclusion of the surveillance activities after two weeks.</p>		
<p>I am able to explain the rules of evidence to be observed when handling the evidence gathered on the man (who is subject of the investigation) and the lady's illicit affair.</p>		
<p>I am able to explain the follow-up actions to be taken after the investigation for the case is completed.</p>		
<p>Sub-total</p>	/3	
Self-Evaluation Statement	Y (1)	N (0)
<p>[Role Play 4]</p> <p>I am able to demonstrate and explain how to prepare myself for court proceedings after the client has decided to take the subject whom you have investigated to court.</p>		
<p>I am able to demonstrate how to observe proper court protocols.</p>		
<p>I am able to explain how to give evidence in court.</p>		
<p>Sub-total</p>	/3	

Self-Evaluation Statement	Y (1)	N (0)
<p>[Oral Question 1]</p> <p>I am able to name the licensing authority for private investigation industry.</p>		
<p>[Oral Question 2]</p> <p>I am able to name the legal boundaries of a private investigator.</p>		
<p>[Oral Question 3]</p> <p>I am able to state which guideline under the Code of Ethics is breached when a PI leaked details of an assigned case involving a celebrity and the information was subsequently published in an article.</p>		
<p>[Oral Question 4]</p> <p>I am able to provide the definition of criminal law.</p>		
<p>[Oral Question 5]</p> <p>I am able to name the remedies / outcomes under the Civil Law.</p>		
<p>[Oral Question 6]</p> <p>I am able to name the key elements required for conduct of investigation activities.</p>		
<p>[Oral Question 7]</p> <p>I am able to name examples of investigation techniques.</p>		
<p>[Oral Question 8]</p> <p>I am able to give examples of safety risk when conducting surveillance.</p>		

<p>[Oral Question 9]</p> <p>I am able to name the key types of evidence and their sources.</p>		
<p>[Oral Question 10]</p> <p>I am able to state how I would ensure legality of evidence when conducting investigation work.</p>		
<p>[Oral Question 11]</p> <p>I am able to state the guidelines to follow when putting up the Investigation Log Sheet.</p>		
<p>Sub-total</p>	<p>/ 11</p>	