



AINV11003 *Introduction to Investigative Methods*

Term 2 - 2018

Profile information current as at 05/07/2022 04:56 pm

All details in this unit profile for AINV11003 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit will provide students with a grounding in basic tenets of key investigation related issues including safety of investigators onsite, planning and preparing for the conduct of investigations, broad understanding of the nature of accident and related scenes of failure, effective photography methods and witness interviewing techniques. There will also be a focus on the law as it applies to the conduct of investigation and related issues such as continuity of evidence.

Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 2 - 2018

- Adelaide
- Brisbane
- Bundaberg
- Distance
- Gladstone
- Mackay
- Melbourne
- Perth
- Rockhampton
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Group Discussion**

Weighting: 30%

2. **Written Assessment**

Weighting: 40%

3. **Written Assessment**

Weighting: 30%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Have Your Say Survey.

Feedback

The collective professional experience of the teaching staff offers an excellent opportunity for students to receive knowledge and insight into investigative processes.

Recommendation

Continue to resource the unit to enable student exposure to experienced professionals in the teaching team.

Feedback from Have Your Say Survey, teaching staff reflection and general student feedback.

Feedback

Update Case study - ensuring adequate information is available to ensure success in the assessment.

Recommendation

Review the use of the case study assessment.

Feedback from Have Your Say Survey, teaching staff reflection and general student feedback.

Feedback

Students would like assessment feedback earlier.

Recommendation

Review assessment task flow to allow more time between assessment tasks and provide earlier feedback to students.

Feedback from Have Your Say Survey.

Feedback

Students liked the Q & A tutorial provided at the end of term for workbook 2.

Recommendation

Continue the practice of having a Q&A session and extend it to the other assessment tasks.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Explain the application of OHS principles while carrying out onsite investigations.
2. Compare and contrast methods of analysing scenes of accidents and other failures.
3. Demonstrate forensic photography techniques.
4. Explore contemporary witness interview methods
5. Interpret the law in relation to the conduct of investigations and describe the rules of evidence
6. Employ effective communications strategies appropriate to investigative activities
7. Demonstrate reflective skills appropriate to the development of the beginning practitioner

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes						
	1	2	3	4	5	6	7
1 - Group Discussion - 30%	•					•	•
2 - Written Assessment - 40%		•	•	•		•	•
3 - Written Assessment - 30%					•	•	

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes						
	1	2	3	4	5	6	7
1 - Communication						•	
2 - Problem Solving		•	•	•			
3 - Critical Thinking		•	•	•	•		•
4 - Information Literacy		•	•	•	•		
5 - Team Work						•	
6 - Information Technology Competence						•	
7 - Cross Cultural Competence							
8 - Ethical practice					•		•
9 - Social Innovation							
10 - Aboriginal and Torres Strait Islander Cultures							

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Group Discussion - 30%	•		•	•	•			•		
2 - Written Assessment - 40%	•	•	•	•	•					
3 - Written Assessment - 30%	•		•	•	•					

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Kevin Perry Unit Coordinator
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Schedule

Week 1 - 09 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction Getting to Know You, Moodle and this unit.	Unit profile	

Week 2 - 16 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Preparing for Investigation Investigation planning & logistics, risk assessments, OHS at the scene	Rossmo 2011, Criminal Investigative Failures: Avoiding the Pitfalls MAIF 2012, The Investigator, The Investigative Team and Teamwork, Marine Accident Investigator International Forum NTSB 2002, Aviation Investigation Manual, Major Team Investigations, National Transportation Safety Board	

Week 3 - 23 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Laws pertaining to the investigation Investigators' rights, duties, responsibilities and powers	Readings will be assigned in Moodle	

Week 4 - 30 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Introduction to Evidence	Smith, H. Ward. (1957) Physical Evidence in the Investigation of Traffic Accident Dell, W. (2016) Accident Forensics Evidence Study Guide Hughes, B (2009) Accident Investigation: Evidence Preservation	MA1 - Risk Assessments and Logistics (Due 09:00 Mon 30 July 2018).
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Week 5 - 06 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Evidence (Cont)	Dell, W. (2016) Accident Forensics Evidence Study Guide Davis, Charles A. (1959) Notes on physical evidence in pedestrian hit and run accidents. Rail Industry Safety and Standards Board, Code of Practice, Rail Safety Investigations Vol 2.0 2014 pp. 42 - 53	

Vacation Week - 13 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 20 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Accident Scene - Managing the scene and team, photography	Photography masterclass video	MA2 - Evidence Quiz (Due 09:00 Mon 20 August 2018).

Week 7 - 27 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Accident Scene Collecting evidence	Evidence guide	

Week 8 - 03 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Accident scene Sketch the accident scene Introduction to scale maps		

Week 9 - 10 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Witnesses and Interviews Fundamentals of interviewing	Study Guide - Witness Interviewing Dell, WR 2006, "The Limitations of Traditional Interview Methods", <i>Safety in Action 2006</i> , Safety Institute of Australia, Melbourne	

Week 10 - 17 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Witnesses and Interviews (Cont) Types of interviewing methods (Cognitive interviewing)	Bennett & Hess (1991), Cognitive Interviewing Further readings will be provided in Moodle	

Week 11 - 24 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Accident Reporting	Readings will be provided in Moodle	Accident Scene Management Due: Week 11 Monday (24 Sept 2018) 9:00 am AEST

Week 12 - 01 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Practical assessment completion strategies.

Witness interviewing Due: Week 12
Monday (1 Oct 2018) 9:00 am AEST

Review/Exam Week - 08 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
		MA3 - Writing an introduction to an accident report (Due 09:00 Mon 8 October 2018).

Exam Week - 15 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Moodle Activities

Assessment Type

Group Discussion

Task Description

You will be directed to complete a variety of Moodle-based activities throughout the term. These will include activities about:

1. Risk Assessments and Logistics (Due 09:00 Mon 30 July 2018) (10%).
2. Evidence Quiz (Due 09:00 Mon 20 August 2018) (10%).
3. Writing an introduction to an accident report (Due 09:00 Mon 8 October 2018) (10%).

Further information will be provided in your Lectures and in Moodle

Assessment Due Date

As per study schedule

Return Date to Students

Maximum three weeks after submission date

Weighting

30%

Assessment Criteria

Demonstrate knowledge and application of logistics, planning, OHS at the scene, evidence concepts and accident reporting. Individual rubrics will be provided on Moodle during the term.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Submit through the Moodle portal

Learning Outcomes Assessed

- Explain the application of OHS principles while carrying out onsite investigations.
- Employ effective communications strategies appropriate to investigative activities
- Demonstrate reflective skills appropriate to the development of the beginning practitioner

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Team Work
- Ethical practice

2 Accident Scene Management

Assessment Type

Written Assessment

Task Description

You must set up an accident scene from one of the scenarios below. Then photograph the scene, the evidence and evidence collection process. You are then required then prepare a sketch map and data table which will be used to produce a scale map. Submit your sketch map, data table, scale map and photographs.

Choose one of the following accident scenarios and set it up, with a perimeter and evidence markers.

- i. A person was climbing a ladder to access the roof of the house to clean the gutters when the ladder slipped resulting in a serious fall. The person had been climbing the ladder whilst carrying a spatula, leaf blower, gloves and a bucket or plastic tub. At the time the person had been wearing a hat, thongs and sunglasses which came off during the fall. The persons wallet has also fallen from their pocket.
- ii. While mowing the lawn a rock which had been hidden in the grass was flicked up by the mower and struck in the head a person seated at a nearby table and chair. The impact of the rock knocked the seated person unconscious and as the person fell over, their hat and sunglasses fell off, the table and chair were also knocked over, the small vase of flowers or pot plant and coffee cup on the table fell to the ground. The book that the person had been reading at the time also fell to the ground. There is also a fuel can and screw driver close to the mower.
- iii. When backing the car out of the driveway (of a home or park), the car impacted the two bicycles which had been left behind the vehicle. Bicycle helmets, sunglasses and backpacks had been hanging on the handle bars of both bicycles and these were scattered in the impact. A drink bottle fell from one of the backpacks.
- iv. A person was standing on a chair to clean a high shelf in the kitchen of an apartment when the chair slipped resulting in a serious fall. The person had been climbing the chair while carrying a spatula (or wooden spoon), dust pan, brush and a roll of plastic garbage bags. As they fell, they knocked a bottle of spray cleaner, some cleaning gloves and a cleaning cloth onto the floor. At the time the person had been wearing thongs which came off during the fall.

1. Photography (15%)

You must photograph the accident scene. Your photographs need to demonstrate your understanding of the scene management and evidence collection processes. You must take photographs of the accident scene that show each of the following:

- a) The overall scene of the accident. (2 photos to be submitted)
- b) Broad shots from at least 3 sides of the scene, showing sections of the scene and the relationships between the various evidence items at the scene (3 photos to be submitted)
- c) Broad shots showing the relationship between the accident scene and other prominent features in the area, such as the house, trees, driveway, etc (5 photos to be submitted)
- d) Close-ups of each of the items of evidence in the accident scene (10 photos to be submitted)
- e) Close-ups of a person collecting each piece of evidence (10 photos to be submitted)

2. Mapping (25%)

- a) Choose appropriate location method(s) for the evidence and accident scene from those detailed in the teaching material. Take careful measurements of the location of each item of evidence and record that information in a data table. Your data table needs to demonstrate your understanding and application of your chosen location method(s).
- b) Draw a sketch map of the accident scene showing the relationship of all the evidence items listed in the scenario and the other prominent features in the area of the scene. Your sketch map must be drawn by hand. Use recognisable shapes and legible labels to identify all items and features on the map, record evidence numbers on the map. Include the construction lines for 5 pieces of evidence on your sketch map. Write the name of your location method(s) on your sketch map.

Your sketch map and data table must include all of the elements described in the teaching material.

- c) Produce a scale map from your sketch map and include details as detailed in the week 8 lecture

Submission

You must upload:

- Photographs;
- Sketch map,
- Data Table and
- Scale map

in either .docx, .pdf or .pptx files in the applicable assignment submission area in Moodle before 0900 hrs Monday Week 11.

Assessment Due Date

Week 11 Monday (24 Sept 2018) 9:00 am AEST

Return Date to Students

Within 3 weeks of submission date

Weighting

40%

Assessment Criteria

Marks will be deducted for any pieces of evidence not identified, photographed or mapped. Assessment will be based on:

- Photograph quality and selection of photographs as per lectures and task description
- Sketch map quality and completeness
- The use of appropriate symbols/numbers for all pieces of evidence in the sketch map
- The selection of an appropriate mapping method to carryout the mapping task
- Data table is legible, clear and contains appropriate measurements
- Scale map is drawn at an appropriate scale.
- Scale map contains all items of evidence
- Scale map includes north point and scale.

Marking matrix will be provided in Moodle.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Submit online through the Moodle portal.

Learning Outcomes Assessed

- Compare and contrast methods of analysing scenes of accidents and other failures.
- Demonstrate forensic photography techniques.
- Explore contemporary witness interview methods
- Employ effective communications strategies appropriate to investigative activities
- Demonstrate reflective skills appropriate to the development of the beginning practitioner

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work

3 Witness interviewing

Assessment Type

Written Assessment

Task Description

Two tasks are required in this assessment.

TASK A: Witness Interview Critique

You will be most successful in this assessment, if you have first watched the lectures on Witnesses and Interviews from weeks 9 and 10.

Watch the witness interview video provided on Moodle during the term. Use the witness interview checklist provided on Moodle and the knowledge gained from watching the witness interview lectures to:

- critique the interviewer's technique;
- identify the errors at each stage of the interview; and
- explain how these errors vary from the interview process outlined in the lecture.

Write your answers in the comments column on the interview checklist.
Referencing is not required for this assessment.

Submission

Your completed interview critique should be uploaded in the applicable assignment submission area in Moodle before 0900 hrs Monday Week 12.

TASK B: Taking a witness statement (20%)

You will be most successful in this assessment, if you have first watched the Module 6 lectures on Witnesses and Interviews from weeks 9 and 10.

Interview a friend or relative about an **accident** that they have been involved in or observed and prepare a witness statement. You need to:

- Find a relative or friend who has been involved in or observed an **accident**;
- Interview that relative or friend, using the provided interview structure, to obtain a detailed account of what they observed; and
- Prepare a witness statement based on the information provided by the witness during the interview.

Remember that writing style is very important in a witness statement, so make sure the statement is written in a flowing narrative style, in the language style of the witness and in the first person.

Record the interview statement on the template provided.

Although there is no word limit on this assessment, you are unlikely to be successful with less than one page.

Submission

The completed witness statement, signed by the witness, must be uploaded in the applicable assessments submission area in Moodle.

Assessment Due Date

Week 12 Monday (1 Oct 2018) 9:00 am AEST

Return Date to Students

Within 3 weeks of submission date

Weighting

30%

Assessment Criteria

Task A:

Students will be assessed on their ability to:

- Critique the interviewer's technique;
- Identify the errors at each stage of the interview; and
- Explain how these errors vary from the interview process outlined in the lecture.

Task B:

Students will be assessed on their ability to:

- undertake a structured witness statement
- prepare a witness written statement
- provide a well structured grammatically correct statement written in the first person

A marking matrix will be provided in Moodle.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Submitted via Moodle in the appropriate link in the Assessment Block

Learning Outcomes Assessed

- Interpret the law in relation to the conduct of investigations and describe the rules of evidence
- Employ effective communications strategies appropriate to investigative activities

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Team Work

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem