AINV11003 *Introduction to Investigative Methods*

Term 2 - 2023

Profile information current as at 26/04/2024 04:30 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 - 2023

- Online

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 SUTE feedback

Feedback

Enjoyed the use of the 'scene-2-go' software for the assessment.

Recommendation

It is recommended to continue to use this immersive software approach.

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

— N/A Level | • Introductory Level | • Intermediate Level | • Graduate Level | ◦ Professional Level | ◦ Advanced Level

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	•	•	•	•	•		•

Graduate Attributes	Learning Outcomes						
	1	2	3	4	5	6	7
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 - Introduction - 10 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: Introduction • Getting to Know You • Moodle and this unit.	Unit profile	

Week 2 - Preparing for and managing an investigation - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: - Preparing for Investigation • Investigation planning • Logistics • Risk assessments • OHS at the scene • Use of PEEPO as a tool • Accident Scene Management	Rossmo 2011, Criminal Investigative Failures: Avoiding the Pitfalls MAIIF 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 - Laws pertaining to your investigation - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: Laws pertaining to the investigation • Investigators' rights, duties, responsibilities and powers • Timelines • Harmonised OHS legislation	Readings will be assigned in Moodle	

Week 4 - Introduction to evidence - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: Introduction to Evidence • What is evidence? • Rules of evidence • Why is getting it right so important	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	Moodle Activity 1 (Due 09:00 Mon 31 July 2023)

Week 5 - Evidence - Collecting, handling & storage - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: Accident Scene • Collecting, handling and storage of evidence. • Continuity of evidence	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 - 14 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - Photography - 21 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic

Live Lecture : Photography • History of photography • Types of photographic methods • What are the settings on a camera for? • Taking good photographs with SLR cameras and mobile phones • Use of photographic evidence		

Week 7 - Accident scene mapping - traditional - 28 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: Accident scene • Various tradition methods for collecting data for mapping • Sketch the accident scene • Introduction to scale maps • Diagrams - Title blocks, legends etc	Dell, W. 2016, Accident Forensics Evidence Study Guide	

Week 8 - Accident scene mapping and evidence collection - contemporary - 04 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live lecture: Use of contemporary evidence collection • Contemporary mapping equipment • 3D scanning • Drones • Photogrammetry • Practical uses in investigation		Moodle Activity 2 (Due 09:00 Mon 4 September 2023)

Week 9 - Witness interviewing - 11 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic

Live Lecture: Witnesses and Interviews
• Fundamentals of interviewing
• Types of interviewing methods
  ◦ Cognitive interviewing
  ◦ PEACE
	Study Guide - Witness Interviewing
	Dell, WR 2006, "The Limitations of Traditional Interview Methods", *Safety in Action 2006*, Safety Institute of Australia, Melbourne
	Bennett & Hess 1991, Cognitive Interviewing, United States Federal Bureau of Investigation, Virginia, pp. 1-7	

Week 10 - Collecting evidence - post scene visit - 18 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live lecture: Post scene visit evidence collection • Sources of evidence • Hurdles that may be faced	Readings will be provided in Moodle	**Accident Scene Management** Due: Week 10 Monday (18 Sept 2023) 9:00 am AEST

Week 11 - Writing an accident report - 25 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: Introduction to Accident Reporting	Readings will be provided in Moodle	

Week 12 - Q & A time - 02 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
Live Lecture: Q&A session		**Witness interviewing** Due: Week 12 Monday (2 Oct 2023) 9:00 am AEST

Review/Exam Week - 09 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
		Moodle Activity 3 (Due 09:00 Mon 9 October 2023)

Exam Week - 16 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Moodle Activities

Assessment Type
Group Discussion

Task Description
You will be directed to complete and post a variety of Moodle-based activities throughout the term. You will then be required to provide a constructive and supportive critique to one of your peer's submissions. These will include activities about:

1. Risk Assessments and Logistics - plan to investigate an accident scenario provided in the designated Moodle forum (Due 09:00 Mon 31 July 2023) (10%).
2. Photography - produce a series of photographs detailed and in the designated Moodle area, (Due 09:00 Mon 4 September 2023) (10%).
3. Accident Report Introduction - Write an introduction to an accident report (Due 09:00 Mon 9 October 2023) (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
Moodle Activity 1 (10%)
You will be assessed on your demonstrated knowledge and application of logistics, planning and OHS at the scene.
Marks will also be allocated for the response to peers.
Moodle Activity 2 (10%)
Marks will be awarded for the quality of the required photographs produced.
Moodle Activity 3 (10%)
You will be assessed on your application of accident reporting techniques including accuracy and clarity..

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 download the SCENE2GO 3D file of an accident scene. A SCENE2GO application is a very basic form of visualising and interacting with a registered 3D laser scanned project with attached photos, videos, imagery, PDF files and more, known as annotations. The SCENE2GO file is simple to operate and requires a basic low-end computer system. The assessment has been designed so that you fully interact with the SCENE2GO application and 3D laser scans. The assessment draws on past lecture material and will develop your investigation skills and thinking process in practice for conducting a full and transparent accident investigation.
There are 4 parts to this assessment:
1. You will be given a set of specific questions to answer about your SCENE2GO Scene. This part of the assignment requires you answer those questions relating to the accident scene. (10%)
2. Hand draw a detailed scale map from measurements taken from the computer model showing the accident scene. (10%)
Showing:

- North point
- Title block
- Datum point
- Show distances of 2 exhibits from the datum
- Evidence shown with evidence numbers corresponding to the evidence log

Include a short description of the method of traditional mapping you would use if you were sent to undertake this task, and why you chose this method.
3. Provide an evidence log for the evidence you would collect if you were to investigate this scene. Do not include photos as evidence entries, only list exhibits here that you have decided you would seize as useful in developing your investigation.
4. Describe what evidence you would wish to collect to assist you with your investigation and further lines of enquiry (mind map, or grouped listing etc.).
Submission
You must upload:

- Activity assessment document
- Scale map
- Evidence log
- Document (mind map, or grouped listing etc) displaying what evidence you would seek from post scene investigation.

in either .docx, .pdf or .pptx files in the applicable assignment submission area in Moodle before 0900 hrs Monday Week 10.

Assessment Due Date
Week 10 Monday (18 Sept 2023) 9:00 am AEST

Return Date to Students

Within 3 weeks of submission date

Weighting
40%

Assessment Criteria
Assessment will be based on:

- Answers provided in the Activity assessment document
- Scale map is drawn at an appropriate scale
- Scale map contains all items of evidence
- Scale map includes north point and scale.
- The selection of an appropriate mapping method to carry out the mapping task
- Accuracy and detail of evidence logs
- Thought and extent of proposed evidence to be collected post scene visit.

A detailed 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
Three tasks are required in this assessment.
TASK A: Witness Interview Critique (10%)
You will be most successful in this assessment if you have first watched the lectures on Witnesses and Interviews from week 9.

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
- 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.

TASK B: Developing a Interview plan (10%)
As the investigator for the Car v bike accident explored in assessment 2, develop a written interview plan with PEACE methodology for interviewing the driver of the car.

TASK C: Taking a witness statement (10%)
You will be most successful in this assessment, if you have first watched the lectures on Witnesses and Interviews from week 9.
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 (2 Oct 2023) 9:00 am AEST

Return Date to Students

Within 3 weeks of submission date

Weighting
30%

Assessment Criteria
Task A:
You will be assessed on your 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:
You will be assessed on your ability to:

- Develop a interview plan that ensures that appropriate evidence has been collected
- Demonstration that PEACE methodology has been understood

Task C:
You will be assessed on your 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 detailed 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