



# AINV12001 *Investigative Methods Practice*

## Term 1 - 2017

Profile information current as at 05/07/2022 04:16 pm

All details in this unit profile for AINV12001 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 an opportunity to apply the basic tenets of key investigation related issues including safety of investigators onsite, planning and preparing for the conduct of investigations, analysis of accident and related scenes of failure, taking effective photographs as evidence and conducting witness interviewing. There will also be a focus on the law as it applies to the conduct of investigations and related issues such as continuity of evidence.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

AINV11003 Introduction to Investigative Methods

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 1 - 2017

- Adelaide
- Brisbane
- Bundaberg
- Distance
- Gladstone
- Melbourne
- Rockhampton

### 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).

### Residential Schools

This unit has a Compulsory Residential School for distance mode students and the details are:  
Click here to see your [Residential School Timetable](#).

### 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. **Online Quiz(zes)**

Weighting: 20%

#### 2. **Portfolio**

Weighting: 30%

#### 3. **Written Assessment**

Weighting: 50%

### 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](#).



Graduate Attributes	Learning Outcomes							
	1	2	3	4	5	6	7	8
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 - Online Quiz(zes) - 20%	•		•	•		•		•		
2 - Portfolio - 30%	•	•	•	•	•	•		•		
3 - Written Assessment - 50%	•	•	•	•	•	•		•		

## 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

**Joseph Thompson** Unit Coordinator  
[j.thompson@cqu.edu.au](mailto:j.thompson@cqu.edu.au)

## Schedule

### Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 1 Overview of Course, Crash Lab and your Crash Kit		

### Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 2 Review: Laws pertaining to your investigation, safety and risk management		

### Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3 Review: The accident scene		

### Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4 Review: Gathering and preserving your evidence		<b>Assessment Task 1: On-line quiz</b> Due: Week 4 Monday (27 Mar 2017) 9:00 am AEST

### Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5 Review: Witness Interviewing		

### Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 8 - 01 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6 Activities at the Crash Lab		Residential School 1 -5 May, Bundaberg Crash Lab PART A of Portfolio work is due for submission on day 1 of the residential school PART B and Part C of the Portfolio will be due for submission on the final day of the residential school

### Week 9 - 08 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Topic 7 Preparing your report

**Crash Lab Activities and Portfolio**  
Due: Week 9 Monday (8 May 2017)  
9:00 am AEST

#### **Week 10 - 15 May 2017**

<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
Artefact consolidation requirements (Lecture, video or Tutorial session)		

#### **Week 11 - 22 May 2017**

<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
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#### **Week 12 - 29 May 2017**

<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
		<b>Artefact consolidation</b> Due: Week 12 Monday (29 May 2017) 9:00 am AEST

#### **Review/Exam Week - 05 Jun 2017**

<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
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#### **Exam Week - 12 Jun 2017**

<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
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## Assessment Tasks

### 1 Assessment Task 1: On-line quiz

#### **Assessment Type**

Online Quiz(zes)

#### **Task Description**

Students will participate in a 4-question on line paragraph-answer quiz regarding the laws applicable to your investigation activities at the Crash Lab in Bundaberg, safety at the Crash Lab and the risk assessment methods which will be applied.

A word limit of maximum 300 words applies to each of the 4 answers and referencing is required.

This assessment task is worth 20% of the total marks for this course.

Students will submit their answers in the Online Quiz Discussion Forum in Moodle.

#### **Number of Quizzes**

1

#### **Frequency of Quizzes**

#### **Assessment Due Date**

Week 4 Monday (27 Mar 2017) 9:00 am AEST

#### **Return Date to Students**

Monday (17 Apr 2017)

#### **Weighting**

20%

#### **Assessment Criteria**

As a general rule assessment criteria for all assessment items include

1. (90%) Content—includes the accuracy, relevance and application of key concepts, analysis, argument, language and grammar used in answering a question or report (see marking criteria for individual requirements).
2. (10%) References—includes the provision of a reference list and the application of the Harvard style for referencing information, data, tables or images sourced for the assignment or report.

Specific assessment criteria for each assessment piece will be provided through moodle.

#### **Referencing Style**

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

## Submission

Online

## Learning Outcomes Assessed

- Plan and prepare for an investigation.
- Employ effective communication strategies appropriate to investigative methods practice.
- Demonstrate reflective skills appropriate to the development of the intermediate practitioner.

## Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

## 2 Crash Lab Activities and Portfolio

### Assessment Type

Portfolio

### Task Description

#### Part A: Preparedness

This assessment is designed to ensure that you are well prepared for your practicum at the crash lab. This assessment requires you to undertake a series of activities that will help you maximise your preparedness to be successful.

In order to achieve this you will need to:

- Review relevant literature (textbooks, websites, etc) to identify suitable literature, document templates and tools to support your investigation activities at the crash lab
- Review the feedback you received for your workbook assessment tasks in AINV11003 Introduction to Investigative Methods
- Review your learning from all previous AINV courses
- Participate in the course lectures, or watch the recordings in Moodle, each week in the lead up to the residential school (Students in previous years have found this to be invaluable).
- Prepare your crash kit, including all document templates and copies, to bring to the res school. The minimum requirements for your crash kit will be discussed during the lectures and in Moodle. Your crash kit will be assessed on the first day of the res school.
- Complete a risk assessment of the hazards, risks and issues you might expect to encounter at the crash lab. As a minimum, you should assess the hazards you might expect to encounter at a two car collision on a suburban road. The risk assessment will be assessed on the first day of the residential school and must be submitted via Moodle by the end of residential school.

#### Part B: Scene Management and Collection

During the residential school activities you will be working in teams. Each student will have the opportunity to collect and document physical evidence, take photographs of an accident scene, map an accident scene, interview witnesses and lead an investigation team.

Students will update and add to their portfolios during the scheduled activities in the Crash Lab. These will include:

- Accident scene sketches
- Evidence and photograph logs
- Continuity Records
- Photographs of the scene
- Statements of Interview

Before the end of the residential school your portfolios will be assessed so that you can demonstrate your understanding of the material you have collected. Your team leadership, team participation and witness interview technique will also be assessed during the activities at the residential school.

Note: You will be required to share your portfolio items you created at the res school with other members of your investigation team, so that your team members can complete their own practicum reports following the res school. Please make sure you bring a large capacity USB stick to the res school so that you can easily share files with your peers.

**Please note: For members of your investigation teams to successfully finalise their portfolio items you will need to share the artefacts that you collected or created during the investigation of the accidents scenes. Failure to provide this information to your investigation team members in the period specified by your lecturers, will result in an automatic fail of this assignment.**

#### Part C: Presentation

During the res school you will develop and present a 10 minute talk, with supporting visual media on a topic to be advised during residential school. The instructions for this presentation will be provided on Day 1 of residential school. You will submit the visual media via Moodle by 0900 hours on the Monday after your residential school.

**Part D: Professionalism:**

Throughout the Residential School students will be assessed on their ability to apply professional approaches to all activities.

**NOTE:** In order for all students to satisfactorily complete this assessment it will be necessary for students in the investigation teams to share their collected evidence, artefacts, photos, maps, documents, records and logs etc. with their team leader/s in a timely fashion. To facilitate this, students should each bring an appropriate USB stick to the Residential School to facilitate the transfer of files.

Failure to share with your team leader (your evidence, artefacts, photos, maps, documents, records and logs etc collected during the activities at the Residential School) in a timely fashion, will result in your failure of this assessment task.

**Assessment Due Date**

Week 9 Monday (8 May 2017) 9:00 am AEST

Portfolios will be assessed onsite at the crash lab. Further details of the assessment arrangements will be included in Moodle and at the commencement of the residential school.

**Return Date to Students**

Week 10 Friday (19 May 2017)

Feedback will be provided on portfolio work before students leave the residential school

**Weighting**

30%

**Minimum mark or grade**

Students must be graded pass in all core skills: Scene Management, Photography, Mapping, Witness Interviewing and Professionalism; during the Residential School, to pass this assessment. Students must pass this assessment to pass this unit.

**Assessment Criteria**

Student portfolio work will be assessed on their demonstration of evidence which meets the relevant criteria included in the Introduction to Investigation Methods theory course (AINV11003) which preceded this Practicum course  
Detailed assessment criteria will be provided during the Term.

**Referencing Style**

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

**Submission**

Offline Online

**Submission Instructions**

Risk Assessment and Presentation slide shall be submitted via Moodle immediately after the Residential School

**Learning Outcomes Assessed**

- Analyse an accident environment.
- Take accident photographs suitable for causation evidence.
- Conduct and record witness interviews in an appropriate manner.
- Apply principles of investigation law and continuity of evidence.
- Employ effective communication strategies appropriate to investigative methods practice.
- Demonstrate reflective skills appropriate to the development of the intermediate practitioner.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Ethical practice

### 3 Artefact consolidation

**Assessment Type**

Written Assessment



## Task Description

Following the residential school, you are required to prepare and submit a complete set of consolidated evidence artefacts and reflection.

Practicum work conducted in the crash lab will emulate the evidence gathering in an accident investigation in the field and students will apply their knowledge of investigation methods. Following the residential school, you will:

- Review your performance in the portfolio and address any weaknesses
- Review and update your crash kit in readiness for your next investigation
- Review your practicum assessment outcomes from the residential school and reflect on potential remedial actions
- Reflect on your preparation and capacity for leadership of investigation teams
- Reflect on your professional practice confidence and competence during the residential school activities

Your submission should address your self appraisal against the above points as a reflection and:

- Include your finalised portfolio items as attachments to your report.
- Include a self assessment of the quality of your finalised portfolio items and investigation artefacts (forms etc) using a standardised criteria provided by your lecturer.
- Include an assessment of the quality and usefulness of the artefacts provided to you by your investigation team members (This will not effect your team member's grades but will provide evidence of your ability to critically assess investigation artefacts.)

**Please note: For members of your investigation teams to successfully finalise their portfolio items you will need to share the artefacts that you collected or created during the investigation of the accident scenes. Failure to provide this information to your investigation team members in the period specified by your lecturers, will result in an automatic fail of this assignment.**

We will discuss the expectations with regard to this assessment thoroughly prior to and during the residential school.

## Assessment Due Date

Week 12 Monday (29 May 2017) 9:00 am AEST

## Return Date to Students

Review/Exam Week Friday (9 June 2017)

## Weighting

50%

## Minimum mark or grade

Students must pass this assessment to pass this unit. Failure of any of the core components of Mapping, Photography, Witness Statement and Reflection will result in failure of this assessment.

## Assessment Criteria

As a general rule assessment criteria for all assessment items include

1. (90%) Content—includes the accuracy, relevance and application of key concepts, analysis, argument, language and grammar used in answering a question or report (see marking criteria for individual requirements).
2. (10%) References—includes the provision of a reference list and the application of the Harvard style for referencing information, data, tables or images sourced for the assignment or report.

Specific assessment criteria for each assessment piece will be provided through Moodle.

## Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

- Analyse an accident environment.
- Take accident photographs suitable for causation evidence.
- Conduct and record witness interviews in an appropriate manner.
- Prepare a detailed accident investigation report.
- Apply principles of investigation law and continuity of evidence.
- Employ effective communication strategies appropriate to investigative methods practice.
- Demonstrate reflective skills appropriate to the development of the intermediate practitioner.

## Graduate Attributes

- Communication

- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Ethical practice

## 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