



AINV12001 *Investigative Methods Practice*

Term 1 - 2018

Profile information current as at 05/07/2022 04:41 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 - 2018

- Adelaide
- Brisbane
- Bundaberg
- Gladstone
- Melbourne
- Mixed Mode
- 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).

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](#).

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 feedback

Feedback

Students have requested that the assessment tasks and criteria are further clarified.

Recommendation

Continue to review and update assessment criteria as part of ongoing improvement of Crash Lab activities and artefacts.

Feedback from Have Your Say feedback

Feedback

Students have requested that Residential School assessment matrices are available earlier in the Term.

Recommendation

Ensure that assessment matrices are made available before the Residential school.

Unit Learning Outcomes

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

1. Plan and prepare for an investigation.
2. Analyse an accident environment.
3. Take accident photographs suitable for causation evidence.
4. Conduct and record witness interviews in an appropriate manner.
5. Prepare a detailed accident investigation report.
6. Apply principles of investigation law and continuity of evidence.
7. Employ effective communication strategies appropriate to investigative methods practice.
8. Demonstrate reflective skills appropriate to the development of the intermediate 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	8
1 - Online Quiz(zes) - 20%	•						•	•
2 - Portfolio - 30%		•	•	•		•	•	•
3 - Written Assessment - 50%		•	•	•	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes							
	1	2	3	4	5	6	7	8
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 - 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

Kevin Perry Unit Coordinator
k.perry@cqu.edu.au

Schedule

Week 1 - 05 Mar 2018

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

Week 2 - 12 Mar 2018

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

Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3: The accident scene		Question 1 Due Monday 19 March 9am AEST

Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4: Gathering and preserving your evidence		Final day to request which residential school (A or B) to attend. 27 March

Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Witness Interviewing		Question 2 Due Monday 2 April 9am AEST

Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Planning and Management of your investigation		Question 3 Due Monday 16 April 9am AEST

Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Researching material to assist your investigation		

Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6 Activities at the Crash Lab		Risk Assessment for Residential School due Monday 30 April 9.00am AEST Question 4 Due Monday 30 April 9am AEST

Week 9 - 07 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Residential School A
Topic 7 Preparing your report

Residential School A 7 - 11 May,
Bundaberg Crash Lab
PART A - Crash Kit to be assessed 7
April 10am AEST at residential school
PART B and Part C of the Portfolio will
be due for submission on the final day
of the residential school

Week 10 - 14 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Residential School B Topic 7 Preparing your report (Repeat)		Residential School B 14 - 18 May, Bundaberg Crash Lab PART A - Crash Kit to be assessed 14 April 10am AEST at residential school PART B and Part C of the Portfolio will be due for submission on the final day of the residential school

Week 11 - 21 May 2018

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

Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Term Specific Information

Students will be required to nominate either residential school A or B to attend. Student must not make travel arrangements until they have been advised by their lecturer of which residential school they are to attend. Students are required to provide and wear personal protective equipment when undertaking field activities at the residential school. Requirements will be outlined in lectures prior to the residential school.

Assessment Tasks

1 Assessment Task 1: On-line quiz

Assessment Type

Online Quiz(zes)

Task Description

Students will participate in a 4-question online 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

Question 1 due 0900 Mon 19 Mar; Question 2 due 0900 Mon 2 Apr; Question 3 due 0900 Mon 16 April; Question 4 due 0900 Mon 30 April

Return Date to Students

Feedback within 1 week of submission

Weighting

20%

Assessment Criteria

The detailed assessment criteria for each part will be provided and explained during the term. In summary, students will be assessed on their demonstration of:

- Technical knowledge and application of the steps of the risk management process
- Application of the risk management process to the Crash Lab environment
- Written expression
- Referencing

Referencing Style

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

Submission

Online

Submission Instructions

Submissions are to be put in the Online Quiz area.

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. **NOTE: (The risk assessment needs to be submitted 1 week prior to the first day of residential school A)**

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:

- Contemporaneous notes
- Accident scene sketches
- Evidence and photograph logs
- Continuity Records
- Photographs of the scene
- Witness statements

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

Risk Assessment to be submitted 30 April 2018 9am (AEST) Portfolios will be assessed onsite at the crash lab.

Presentation material to be submitted the Monday following the residential school. Further details of the assessment arrangements will be included in Moodle and at the commencement of the residential school.

Return Date to Students

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

The detailed assessment criteria for each part will be provided and explained during the term. In summary, students will be assessed on their demonstration of

PART A: - Preparedness Students are required to attend the first morning of the residential school with a complete crash kit as detailed during the lectures. Failure to a complete crash kit will result in the student being excluded from the practical activities of the residential school until the shortcomings are corrected.

PART B: - Scene Management & Evidence Collection

Accident Scenario - Team Leader Assessment

Collected evidence - has collected, engaged with and can verbally explain the photos, sketch map and log sheets done

by their team. Has witness statements to appropriate standard and has interviewed a number of witnesses. Has sufficient materials and understanding to be able to prepare a report. Recognises weaknesses in collected materials and has a plan to address them

PART C: - Presentation

Presentation – Presentation style, formatting & content will be marked against a matrix provided to the students prior to the residential school

PART D:- Professionalism · Throughout the residential school, students are expected to apply professional approaches to all activities.- Pass/Fail

Referencing Style

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

Submission

Offline Online

Submission Instructions

Risk Assessment and Presentation slides shall be submitted via Moodle immediately after the Residential School. These shall be in Word, Excel, Powerpoint or .pdf format.

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 & Reflection

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

Due 3 weeks after the start time of the residential school the student attended (Residential School A: Due 28 May 9am AEST & Residential School B: Due 4 June 9am AEST)

Return Date to Students

Three weeks following submission

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

Referencing Style

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

Submission

Online

Submission Instructions

Submitted files must be in Word or .pdf format.

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