



# AINV12001 Investigative Methods Practice

## Term 1 - 2019

Profile information current as at 01/07/2022 03:14 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 - 2019

- Adelaide
- Brisbane
- Bundaberg
- Gladstone
- Mackay
- 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

"The whole unit was well presented and engaging from the lecturers. The residential school was well balanced with both practical aspects and learning opportunities. I would have liked more task scope provided on some of the exercises to allow better personal preparation."

##### Recommendation

Continue to engage with the students and ensure that the residential school is well planned and executed.

#### Feedback from Have Your Say

##### Feedback

"The first assessment was a little confusing but a little more explaining or an example would assist."

##### Recommendation

Ensure that assessments are discussed during lectures/tutorials prior to attending residential school and where possible, examples are given.

## 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
<b>1 - Online Quiz(zes) - 20%</b>	•						•	•
<b>2 - Portfolio - 30%</b>		•	•	•		•	•	•
<b>3 - Written Assessment - 50%</b>		•	•	•	•	•	•	•

## 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  
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**Allison Hutton** Unit Coordinator  
[a.hutton@cqu.edu.au](mailto:a.hutton@cqu.edu.au)

## Schedule

### Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Overview of Course <ul style="list-style-type: none"><li>Unit expectations</li><li>Crash Lab</li><li>Crash Kit</li></ul>		

### Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Laws pertaining to your investigation. <ul style="list-style-type: none"><li>Rights &amp; obligations</li><li>Safety and risk management</li></ul>		

### Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: The accident scene <ul style="list-style-type: none"><li>Initial response</li><li>Management</li><li>Actions</li></ul>		Quiz Question 1 Due Monday 25 March 9am AEST

### Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Physical evidence collection <ul style="list-style-type: none"><li>Gathering and preserving your evidence.</li><li>Mapping (Sketch and scale)</li></ul>		

### Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Witness Interviewing <ul style="list-style-type: none"><li>Powers to take statements</li><li>Planning the statement</li><li>Hostile and uncooperative witnesses</li><li>Cognitive interviewing</li></ul>		Quiz Question 2 Due Monday 8 April 9am AEST

### Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
No lecture.		

### Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Lecture: Using research to assist your investigation.

- Researching previous incidents.
- Codes of practice
- Australian standards
- Regulatory Standards

Quiz Question 3 Due Monday 22 April  
9am AEST

### Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Introduction to investigation lines of inquiry • Introduction of Investigative Analysis Tools		

### Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: In preparation for the residential school • Final preparation • Expectations / professionalism • Explanation of processes required		Risk Assessment for Residential School due Monday 6 May 2019 9.00am AEST  Quiz Question 4 Due Monday 6 May 9am AEST

### Week 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Residential School • Management of accident scenario • Assistant investigator to a scenario (mapper, photographer etc) • Collecting evidence • Delivering a presentation		Residential School 13 - 17 May, Bundaberg Crash Lab PART A - Crash Kit to be assessed 13 May 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 Part D - Professionalism will be assessed during the residential school.

### Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Independent Study		Presentation slides to be submitted 20 May 2019 9.00am.

### Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Preparing report. • Purpose • Audiences • Report structure • Writing style		

### Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Advanced mapping techniques		Zoom Q & A session - Questions will be answered about final report.  <b>Preliminary Report and Reflection</b> Due: Week 12 Friday (7 June 2019) 9:00 am AEST

### Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

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

**Assessment Type**

Online Quiz(zes)

**Task Description**

You will participate in 4 quizzes about OHS relating to your investigation activities at the Crash Lab in Bundaberg. The questions will include areas such as:

- Australian standards
- Hazards
- Policies and procedures
- Control measures

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 unit.

You will submit your answers in the Online Quiz Discussion Forum in Moodle.

**Number of Quizzes**

4

**Frequency of Quizzes****Assessment Due Date**

Question 1 due 0900 Mon 25 Mar; Question 2 due 0900 Mon 8 Apr; Question 3 due 0900 Mon 22 April; Question 4 due 0900 Mon 6 May

**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

A detailed marking rubric will be available in Moodle at the commencement of term.

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Submissions are to be put in the Assessment area in Moodle.

**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 (6%)

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

#### Part B: Scene Management and Collection (18%)

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.

You 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
- Construction of a basic event tree

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 professionalism, 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 (6%)

During the residential 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 of the Monday after your residential school.

#### Part D: Professionalism: (Pass/Fail)

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



activities.

### **Assessment Due Date**

Risk Assessment to be submitted 6 May 2019 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**

**Note:** This assessment- parts A, B & C is marked out of 100 marks in total, representing 30% of the overall grade for this unit. Part D is a Pass/Fail component. **Part D must be passed in this assessment to pass the unit.**

In summary, students will be assessed on their demonstration of:

**PART A: - Preparedness** 20 marks (Crash Kit 10 marks, risk assessment 10 marks) 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** 60 marks (Scene management 20 marks, physical evidence collection 20 marks, witness statement 20 marks)

Scene Management - Management of the allocated team in the control of the accident site, and management of the team to undertake onsite duties for a thorough investigation.

Physical Evidence Collection - has collected, engaged with and can verbally explain:

- the photograph.
- sketch map and the process required to develop a scale map from this.
- log sheets completed by their team.

Also has

- witness statement - has identified the appropriate witness, planned questions, collects a statement using appropriate techniques and prepares a written witness statement.
- sufficient materials and understanding to be able to prepare a report.
- recognised weaknesses in collected materials and has a plan to address any shortcomings identified.

**PART C: - Presentation** 20 marks

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

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

A detailed marking rubric will be available in Moodle at the commencement of term.

### **Referencing Style**

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

### **Submission**

Offline Online

### **Submission Instructions**

Risk Assessment to be uploaded into Moodle 1 week prior to residential school. Presentation materials shall be submitted via by the Monday (9.00am) following 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 Preliminary Report and 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 in a preliminary report. You are also required to produce a reflection on the tasks you undertook at the residential school.

You are required to submit 2 documents:

#### 1. Report

The evidence artefacts gathered during residential school need to be consolidated and presented in a report style document and should include, but not be limited to:

- Executive Summary pertaining to the accident you were managing
- Table of contents
- Background of accident you were managing
- Preliminary analysis (event tree)
- All logs for the accident you were managing. (Photograph, Evidence, Continuity, Access)
- Minimum of 15 photos demonstrating the activities taken at both.
  - the accident you were managing, and
  - the accident you were photographer for (total 30 photos)
- Sketch map of both
  - the accident you were managing, and
  - the accident you were map maker for.
- The scale map document prepared by you of the scene you were mapper for.
- The signed witness statement you collected.
- Outline what evidence you would wish to collect to assist you with your investigation and further lines of enquiry (mind map, or grouped listing etc.).

Artefacts should be appropriately captioned and sequenced in the report.

#### 2. Reflection (approx. 1,000 words)

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
- Highlight any changes you would make to your investigation undertaken.

**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. This is a component of professionalism and failure to provide this information to your investigation team members in a timely manner, 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. A detailed marking rubric will be available in Moodle at the commencement of term.

**Assessment Due Date**

Week 12 Friday (7 June 2019) 9:00 am AEST

**Return Date to Students**

Three weeks following submission

**Weighting**

50%

**Minimum mark or grade**

Students must pass this assessment to pass this unit.

**Assessment Criteria****Report (40%)**

The report should be a professionally presented format consisting of 1 .pdf file. It should contain the materials listed in the task. You will be assessed on:

- The structure and layout of the document
- The accuracy of the material provided
- Depth of the background information
- Selection of photographs demonstrating the activities at the sites.
- Photograph quality
- Completeness of sketch map when you were mapper
- Accuracy of the scale map document produced
- The efficacy of the preliminary analysis (event tree)
- Extent of list of proposed lines of enquiry.

The document will be presented professionally, well set out and all copied material is required to be legible.

**Reflection (10%)**

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 are required to write a reflective piece covering the points set out in the task. You will be assessed on:

- Document structure
- Depth of reflection
- Any weaknesses are addressed with realistic remedial actions
- Punctuation and grammar

**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

**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