



AINV12001 Investigative Methods Practice

Term 1 - 2020

Profile information current as at 05/07/2022 05:00 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 - 2020

- Adelaide
- Brisbane
- Bundaberg
- Gladstone
- Mackay
- 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

Students appreciated hands-on learning at residential schools, which allowed them to receive immediate feedback on their practice.

Recommendation

Continue to ensure that the residential school is primarily a hands-on practical experience for the students.

Feedback from Have Your Say

Feedback

Students believed it would be beneficial to have a practice session on witness interviewing on day one of the crash lab before undertaking their witness interview for assessment.

Recommendation

Program a face-to-face session on witness interviewing into day 1 of the residential school. This could also include a practical demonstration. This is to build on the lectures given prior to 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
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Schedule

Week 1 - 09 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Introduction to the unit: <ul style="list-style-type: none">• Unit expectations• Moodle tour Laws pertaining to accident investigation <ul style="list-style-type: none">• Rights and obligations• Safety and risk management• Conflict management		

Week 2 - 16 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Accident investigation planning. <ul style="list-style-type: none">• Equipment• Briefings• Contextual bias• Cordons• Critical decision making• Notes and sketches• Media management		

Week 3 - 23 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Photography and video <ul style="list-style-type: none">• Use of various capture equipment<ul style="list-style-type: none">◦ DSLR camera◦ Point and shoot cameras◦ Video◦ Mobile phone• Night photography• Micro-photography• Technical photography and measurements		Task 1 Due Monday 23 March 9am AEST

Week 4 - 30 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Lecture:

Evidence collection

- Identification
- Prioritisation
- Accident scene evidence collection (Primary & secondary scenes)
- Post site visit evidence collection
- Recording and storage
- Corruption, contamination, context and destruction

Week 5 - 06 Apr 2020

Module/Topic

Chapter

Events and Submissions/Topic

Lecture:

Witness Statements

- Powers to take statements
- Identifying witnesses
- Planning the statement
- Hostile and uncooperative witnesses
- Use of various methods to take statements
 - PEACE
 - Cognitive interviewing
 - 5 part statement
- Differences in approach to witness vs possible defendant

Task 2 Due Monday 6 April 9am AEST

Vacation Week - 13 Apr 2020

Module/Topic

Chapter

Events and Submissions/Topic

No lecture.

Week 6 - 20 Apr 2020

Module/Topic

Chapter

Events and Submissions/Topic

Lecture:

Report writing

- Purpose
- Audiences
- Report structure
- Writing style
- Ethics and integrity

Task 3 Due Monday 20 April 9am AEST

Week 7 - 27 Apr 2020

Module/Topic

Chapter

Events and Submissions/Topic

Lecture:

Residential school preparation

- Logistics
 - Program
 - Expectations
- Presentation Skills
- Use of visual media
 - Presentation styles - Good & Bad
 - Terminology - Know your audience

Risk Assessment for Residential School due Monday 27 April 2020 9.00am AEST

Week 8 - 04 May 2020

Module/Topic

Chapter

Events and Submissions/Topic

Residential school - Bundaberg campus

- Management of accident scene
- Providing assistance in at an accident scene
- Practical evidence collection
- Delivering a Presentation of initial findings
- Accident Forensic scene appreciation
- Hot scene reviews
- Returning to scene after processing of evidence

Residential School 4 - 8 May, Bundaberg Crash Lab
PART A - Detailed equipment and PPE required
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.
Task 4 Due Monday 4 May 9am AEST

Week 9 - 11 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Introduction to contemporary mapping & demonstration techniques		
<ul style="list-style-type: none">• 3D scanning• Drones• Photogrammetry• 3D printing• Virtual reality• Credibility of contemporary techniques in court		Presentation slides to be submitted 11 May 2020 9.00am.

Week 10 - 18 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Logic diagrams		
<ul style="list-style-type: none">• Revisit logic diagrams for your accident scenario		

Week 11 - 25 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Researching accident data		
<ul style="list-style-type: none">• Purpose• Previous accidents• Government data sites (ATSB, Coronor's offices etc)• Public resources		

Week 12 - 01 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
Tutorial: Open forum		Zoom Q & A session - Questions will be answered about final report or any other related material.

Review/Exam Week - 08 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
		Preliminary Report and Reflection Due: Review/Exam Week Wednesday (10 June 2020) 9:00 am AEST

Exam Week - 15 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Assessment Task 1: Short answer questions / tasks

Assessment Type

Online Quiz(zes)

Task Description

You will undertake 4 tasks on various topics discussed through out the term. These may include areas such as:

- Safety
- Laws
- Evidence
- Photography and video

A word limit of maximum 500 words (or equivalent) applies to each of the 4 tasks and referencing is required when necessary.

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

You will submit your submissions in the appropriate assessment link in Moodle.

Number of Quizzes

4

Frequency of Quizzes

Assessment Due Date

Task 1 due 0900 Mon 23 Mar; Task 2 due 0900 Mon 6 Apr; Task 3 due 0900 Mon 20 April; Task 4 due 0900 Mon 4 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
- Understanding of various evidence collection methods
- Management of an accident scene
- Written expression & presentation of material

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 (3%)

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 equipment required ready for the residential school - detailed in lectures and on Moodle.
- 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 (21%)

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, manually map an accident scene, interview witnesses and lead an investigation team.

You will update and add to your 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 portfolio 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 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.

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 you will be assessed on your ability to apply a professional approach to all activities.

Assessment Due Date

Risk Assessment to be submitted 27 April 2020 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 10 marks (Crash Kit 10 marks, risk assessment 10 marks) Students are required to attend the first morning of the residential school with equipment and PPE detailed during the lectures. Failure to be prepared with detailed equipment and PPE 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 70 marks (Scene management 25 marks, physical evidence collection 20 marks, witness statement 25 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 during of term.

Assessment Due Date

Review/Exam Week Wednesday (10 June 2020) 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