

Unit Title

CM1 Discuss and develop terms of reference for an intelligence analysis product

Summary

This unit is about discussing and developing terms of reference for an intelligence analysis product. You will need to be able to agree the requirements for an intelligence analysis product and establish criteria to evaluate the product.

There is one element:

CM1.1 Discuss and develop terms of reference for an intelligence analysis product

Target Group

This unit is aimed at intelligence analysts.

This unit was developed by Skills for Justice.

Element

CM1.1 Discuss and develop terms of reference for an intelligence analysis product

Performance Criteria

To meet the standard, you

- 1 obtain suitable information from the client on the requirements for the intelligence analysis product
- 2 provide the client with clear information on the intelligence analysis products and techniques that are available
- 3 assess and agree the client's requirements against the available intelligence analysis products and techniques
- 4 establish the objectives of the intelligence analysis product through negotiation and agreement with the client
- 5 identify the parameters of the intelligence analysis product
- 6 discuss and agree with the client how the progress of the intelligence analysis will be reported to them and others
- 7 identify any problems or limitations with the requirements and take the **appropriate action**
- 8 establish and agree methods and measurable criteria to evaluate the intelligence analysis product
- 9 provide a rationale for the use of the intelligence analysis techniques
- 10 comply with all relevant legislation, codes of practice, standards, protocols, procedures, and guidelines
- 11 produce terms of reference that include all the relevant **factors**

Range

- 1 Appropriate action**
 - a report
 - b negotiate and resolve
 - c recognise and adapt to limitations
- 2 Factors**
 - a what it will do
 - b what it won't do
 - c resources
 - d risks to the project

Unit

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Knowledge and Understanding

To meet the standard, you need to know and understand

- 1 the type of information that should be obtained on the client's requirements
- 2 how to establish the SMART objectives for the intelligence analysis process
- 3 how to identify the scale of the intelligence analysis product
- 4 the intelligence analysis products and techniques that are available
- 5 the methods that can be used to assess the customer's requirements
- 6 the typical reporting procedures
- 7 the types of problem that could occur and the limitations that may be present
- 8 the actions that could be taken for different types of problem and limitations
- 9 the procedures for reporting and resolving problems
- 10 the type of criteria for evaluating analysis processes
- 11 the methods that are available for evaluating an intelligence analysis process
- 12 the ways in which different intelligence analysis techniques can be used together or separately
- 13 the relevant national, local, professional, and organisational requirements relating to intelligence analysis
- 14 the reasons why it is important to comply with relevant legislation, codes of practice, standards, protocols, procedures and guidelines
- 15 the consequences of not complying with relevant legislation, codes of practice, standards, protocols, procedures and guidelines