

Unit Title

CM9 Review the type of information used in intelligence analysis processes

Summary

This unit is about reviewing the type of information used in intelligence analysis processes. You will need to agree terms of reference with the client. Clients are defined as the person responsible for the setting of the task or requesting the review, not necessarily the sole recipient or customer. You will need to look at the sources of information, assess the reliability and validity of information and identify any features of the information that have a significant impact on intelligence analysis processes. You will also need to develop a business process map to show the flow of information and make recommendations on any potential changes in the process.

There is one element:

CM9.1 Review the type of information used in intelligence analysis processes

Target Group

This unit is aimed at intelligence analysts.

This unit was developed by Skills for Justice.

Element

CM9.1 **Review the type of information used in intelligence analysis processes**

Performance Criteria

To meet the standard, you

- 1 establish and agree with the client a terms of reference for conducting a review of the type of information used in intelligence analysis processes
- 2 identify the type and amount of information available in the organisation for use in an intelligence analysis process
- 3 identify the different sources of information used for intelligence analysis processes
- 4 assess the reliability and validity of the information used for an intelligence analysis process
- 5 identify any **features of the information** that have a significant impact on the effectiveness of intelligence analysis processes
- 6 develop a clear business process map to show the flow of information
- 7 consider the impact of any potential changes on originators and other users of the information
- 8 provide a clear rationale for recommendations on potential changes in the intelligence analysis process
- 9 record the recommendations in an agreed format according to organisational requirements
- 10 comply with all relevant legislation, codes of practice, standards, protocols, procedures, and guidelines

Range

- 1 Features of the information**
- a evaluation of sources of information
- b type of information
- c flow of information
- d changes to information
- e sensitivity of information
- f recording and storage of information

Unit

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Knowledge and Understanding

To meet the standard, you need to know and understand

- 1 the type of opportunities that are suitable for reviewing information used in intelligence analysis processes
- 2 the intelligence analysis processes used by the organisation
- 3 sources of information concerning the information used in intelligence analysis processes
- 4 the factors that have an impact on the information used in intelligence analysis processes
- 5 how to specify the current use of intelligence analysis processes
- 6 how to identify the information that is available
- 7 how to identify the type of information used
- 8 how to identify the amount of information used
- 9 the types of sources that could be used
- 10 how to evaluate information for its reliability, validity and contribution to the analysis
- 11 the type of features of information that could have an impact on intelligence analysis processes
- 12 how to obtain information on the originators and users of data in the organisation
- 13 how to obtain information on the requirements of different people and departments
- 14 how to obtain information on the requirements of other organisations
- 15 how to assess the speed and direction of the information flow
- 16 the types of change that could occur in the information
- 17 how to obtain information on who keeps information
- 18 how to obtain information on how information is recorded and stored
- 19 how to assess the suitability of recording systems
- 20 the evaluation criteria that may be used and how to make valid evaluations
- 21 who should be involved in an evaluation process
- 22 how to obtain all the available information
- 23 how to analyse information
- 24 the methods for verifying the results of an analysis
- 25 who should be consulted on the results of the evaluation
- 26 the systems for recording evaluation results and why it is important to use them
- 27 the relevant national, local, professional, and organisational requirements relating to intelligence analysis
- 28 the reasons why it is important to comply with relevant legislation, codes of practice, standards, protocols, procedures and guidelines
- 29 the consequences of not complying with relevant legislation, codes of practice, standards, protocols, procedures and guidelines