

**SKILLS FRAMEWORK FOR SECURITY
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Information Management					
TSC	Documentation					
TSC Description	Write clear, concise and readable reports supported by facts and evidence					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	SEC-IFM-1002-1.1	SEC-IFM-2002-1.1	SEC-IFM-3002-1.1	SEC-IFM-4002-1.1		
	Describe situations with facts using report templates	Verify and enhance documentations	Compile and write reports for clarity and readability	Edit reports for clarity and readability		
Knowledge	<ul style="list-style-type: none"> Types of audience and documentation Types and sources of information required Organisational procedures for mentioned topics Legislation Act and its application Methods of storing and preserving information / materials and evidence Essentials of a good investigation log sheet Rules of disclosure 	<ul style="list-style-type: none"> Types of audience and documentation Types and sources of information Organisational procedures for the mentioned topics Legislation Act and its application 	<ul style="list-style-type: none"> Types of audience and documentation Types and sources of information Organisational procedures for the mentioned topics Legislation Act and its application Information gathering and collating Briefing and debriefing Reporting procedures Documentation requirements and procedures Report writing Interpersonal and teamwork 	<ul style="list-style-type: none"> Types of audience and documentation Types and sources of information Organisational procedures for the mentioned topics Legislation Act and its application Prepare comprehensive evidence gathering report and exhibits acceptable for court proceedings 		
Abilities	<ul style="list-style-type: none"> Fill in incident report templates Write stakeholder's particulars into key press sign-out booklets Write legibly about the outstanding tasks to be performed in the handing over booklet Write visit details in the visitors' log book Note facts about incident for evidence 	<ul style="list-style-type: none"> Check the incident report for spelling and legibility Periodically check on the legibility for logs and booklets Review notes used for evidence Edit writing styles of reports to aid legibility Clarify on items of information that are ambiguous or doubtful Organise information gathered in a systematic manner for ease of 	<ul style="list-style-type: none"> Create written reports for reporting purposes Create written reports to record evidence Create fact sheets to record evidence Review the items of information gathered Organise and prioritise information in a systematic manner Submit information gathering report in required report format and written in clear and concise manner 	<ul style="list-style-type: none"> Perform edits to meet legislation requirements for evidence reporting Perform editorial edits for reports Clarify with team members on items of information that are ambiguous or doubtful Prepare a complete and accurate account of the report according to organisation procedures Submit report to management in accordance with 		

SKILLS FRAMEWORK FOR SECURITY
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT

		understanding and review	<ul style="list-style-type: none">• Provide clarification with appropriate person, if required, on details in the submitted report• Store approved report in accordance with organisational requirements	organizational procedures and <ul style="list-style-type: none">• Clarify with management if needed on details in the report		
--	--	--------------------------	---	---	--	--