

## SfJ CM01

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



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#### Overview

This standard 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.

## SfJ CM01

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#### Performance criteria

*You must be able to:*

- P1 obtain suitable information from the client on the requirements for the intelligence analysis product
- P2 provide the client with clear information on the intelligence analysis products and techniques that are suitable and achievable
- P3 establish the objectives of the intelligence analysis product through negotiation and agreement with the client
- P4 identify the parameters of the intelligence analysis product
- P5 negotiate and agree with the client how the progress of the intelligence analysis will be reported to them and others
- P6 identify any problems or limitations with the requirements and take the appropriate action
- P7 establish and agree methods and measurable criteria to evaluate the intelligence analysis product
- P8 comply with all relevant legislation, codes of practice, standards, protocols, procedures and guidelines
- P9 agree terms of reference that include all the relevant features, including timescales to review progress

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the type of information that should be obtained on the client's requirements
- K2 how to identify the scope of the intelligence analysis product and establish SMART(ER) objectives related to the scope
- K3 the intelligence analysis products and techniques that are available, and the ways in which different intelligence analysis techniques can be used
- K4 the methods that can be used to assess the customer's requirements
- K5 the typical reporting procedures
- K6 the types of problem that can occur, corrective actions which might be taken and the limitations that may be present
- K7 the procedures for reporting and resolving problems
- K8 the criteria and methods for evaluating the intelligence analysis product against the established objectives
- K9 the relevant national, local, professional, and organisational requirements relating to information handling and its analysis
- K10 the reasons why it is important to comply, and the potential consequences of non-compliance, with relevant legislation, codes of practice, standards, protocols, procedures and guidelines

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**Relevant occupations** Intelligence analysts

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**Suite** Intelligence Analysis

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