



**Level 4 Award in Understanding
Disclosure of Information**

Qualification Specification

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Introduction

The **Level 4 Award in Understanding Disclosure of Information** is aimed at candidates who wish to demonstrate their knowledge and understanding of recording, retaining and revealing information in investigations.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

Qualification Profile

Qualification title	ProQual Level 4 Award in Understanding Disclosure of Information
Ofqual qualification number	603/4164/6
Level	Level 4
Total qualification time	20 hours
Guided learning hours	15
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	21/2/2019
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification candidates must complete ONE Mandatory unit.

Learning outcome 7 is optional and is aimed at candidates who wish to increase their knowledge of the disclosure of specialist material. This optional learning outcome is not assessed.

Unit Reference Number	Unit Title	Unit Level	GLH
F/.617/4745	Understanding Disclosure of Information	4	15

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence could include:

- assignments/projects/reports
- portfolio of evidence
- record of oral and written questioning
- Recognition of Prior Learning

Learning outcomes set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Simulations are permitted where candidates, during the course of their qualification, are not able to provide evidence from naturally occurring events.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements. Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the units achieved, and
- A certificate giving the full qualification title -

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Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit F/617/4745

Understanding Disclosure of Information

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the principles of disclosure	1.1 Explain the principle features of the disclosure regime under current legislation and the duty to record, retain, reveal and review material
	1.2 Explain the consequences of non-disclosure and the triggers for statutory disclosure
	1.3 Describe 'unused material', 'relevant material', 'revelation', 'disclosure' and what is a 'criminal Investigation'
	1.4 Summarise reasonable lines of enquiry as part of a criminal investigation
	1.5 Summarise the responsibilities of third party disclosure
2 Be able to define the roles and responsibilities for those associated with disclosure	2.1 Explain the purpose and duties of the 'investigator'
	2.2 Explain the purpose and duties of the 'Officer in the Case'
	2.3 Explain the purpose and duties of the 'Disclosure Officer'
3 Understand relevance, recording and retention in the disclosure process	3.1 Evaluate 'relevant material' as part of the relevancy test and the bearing it can have on an investigation
	3.2 Summarise what material must be retained and explain possible considerations
	3.3 Explain the possible importance of 'negative' information in the retention process
	3.4 Describe the principles of 'recording' information and the need for timeliness
	3.5 Summarise the methods to record and retain 'digital material'
4 Understand the application of the disclosure test	4.1 Explain the key principles of the 'disclosure test' and the considerations made when conducting the test
	4.2 Evaluate types of material that may fall within the parameters of a 'disclosure test' and possible outcomes of such material being disclosed
	4.3 Summarise how disclosure is made to the defence and / or defendant
	4.4 Describe the principles and time requirements for initial disclosure at both Magistrates and Crown Court

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
5 Understand the scheduling of material	5.1 Describe the principles and time requirements for initial disclosure at both Magistrates and Crown Court. 5.2 Evaluate 'sensitive material' in the scheduling process and summarise possible material for consideration 5.3 Explain what highly sensitive material is and how this should be scheduled 5.4 Summarise key material that must be revealed by the Disclosure Officer 5.5 Summarise the key characteristics of the Disclosure Officer's report 5.6 Describe the Disclosure Officer's roles and responsibilities when completing a Disclosure Certification 5.7 Summarise the process of continuing Disclosure and the amendment of Schedules
6 Understand defence requirements as part of the disclosure process	6.1 Explain the statutory duties of the defence as part of the disclosure process 6.2 Summarise the time requirements for the defence to submit any possible defence 6.3 Explain the duties of a Disclosure Officer following a defence case submission and the defence request for further disclosure 6.4 Summarise a Disclosure Officer's continuing duty to review material

7 Disclosure of specialist material

This learning outcome is **optional** and is aimed at candidates who wish to increase their knowledge of the disclosure of specialist material. This learning outcome is not assessed.

- Summarise the principles of disclosure of material obtained as part of a financial investigation
- Summarise the principles of disclosure of forensically obtained material
- Summarise the requirements for scheduling Covert Human Intelligence Sources (CHIS), surveillance or intercept material

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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