



Qualification Specification

ProQual Level 3 Award in Internet Research and Investigation

Contents

	Page
Introduction	3
Qualification profile	3
Centre requirements	4
Support for candidates	4
Assessment	5
Internal quality assurance	5
Adjustments to assessment	5
Results enquiries and appeals	6
Certification	6
Learning Outcomes and Assessment Criteria	7

Introduction

The ProQual Level 3 Award in Internet Research and Investigation is aimed at candidates working in an intelligence analysis role using the Internet as a research and investigative tool. Topics include:

- principles of the Internet
- Internet safety when conducting research and investigation
- using the Internet as a research and investigative tool
- how the Internet can be used for research and investigation

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.

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 Profile

Qualification title	ProQual Level 3 Award in Internet Research and Investigation
Ofqual qualification number	603/7394/5
Level	3
Total Qualification Time	55 hours (40 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	19/4/2021
Qualification end date	

Qualification Structure

Candidates must complete the 1 Mandatory unit:

F/618/6930 Internet Research and Investigation

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 competence described in the unit. 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 can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning

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.

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 demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

ProQual Level 3 Award in Internet Research and Investigation

Claiming certificates

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

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/618/6930

Internet Research and Investigation

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how the Internet works	1.1 Explain how the Internet works
	1.2 Define the term World Wide Web
	1.3 Explain the terms Deep Web and Dark Web
	1.4 Describe the primary threat(s) to anyone using the Internet
	1.5 Describe the term Internet Protocol Address
	1.6 Define the following terms: a) web browser b) Domain Naming System c) Universal Resource Locator (URL) d) Hypertext
	1.7 Explain how search engines work
2 Be aware of the policy and legislation associated with Internet research and investigation	2.1 Explain the principal legal constraints that need to be adhered to during Internet based research
	2.2 Explain how current Human Rights legislation describes the right to privacy
	2.3 Describe the other key legislation that covers Internet research and investigation
	2.4 Describe supporting documents that offer guidance for Internet research and investigation
	2.5 Explain how current Data Protection legislation covers holding personal information and data on individuals
3 Understand how search engines and web browsers work	3.1 Summarise the difference between a search engine and a web browser
	3.2 Explain how search engines and web engines work
	3.3 Describe how meta-search engines work
	3.4 Explain how privacy focused search engines differ from traditional search engines
4 Understand how search techniques can assist research	4.1 Explain how Boolean operands increase the effectiveness of any Internet search
	4.2 Describe how colon commands are used
	4.3 Explain how different domains can benefit Internet research and investigation
	4.4 Explain how using different language domains bring different search results
	4.5 Describe how selected browser add-ons can assist in research

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.6 Describe methods of viewing cached website information
5 Understand how to effectively use images and geo-locational data	5.1 Explain how an image can be used as a search term 5.2 Describe Internet geo resources that can be used to tag geographical locations with data and supporting information and view such data
6 Understand how to use and exploit social network sites	6.1 Summarise what information can be obtained from social network sites 6.2 Explain the importance of privacy settings when using social media 6.3 Explain velocity, variety, volume and veracity when exploiting social network sites 6.4 Describe the legal considerations that need to be taken into account when using social network sites for investigation 6.5 Describe ways to view geo-tagged data from social network sites
7 Understand how a digital footprint is created	7.1 Explain how a user creates a digital footprint when using the Internet from data a browser provides 7.2 Describe how search engines and web browsers use information gained from users 7.3 Explain the term ' cookie ' and how they are used 7.4 Explain the term ' malware ' 7.5 Explain how a digital footprint can be exploited
8 Understand how search engines and software can be used to limit an individual's digital footprint	8.1 Explain how privacy focused search engines can be used to limit a user's digital footprint 8.2 Explain how a Virtual Private Network or TOR can improve a user's privacy and security when using the Internet
9 Demonstrate safe research and investigative techniques when using the Internet	9.1 Use a suitable browser and privacy focused search engine that limits a digital footprint 9.2 Employ suitable browser add-ons to enhance research and investigation 9.3 Use suitable Boolean operands to enhance research 9.4 Use suitable colon commands to enhance research 9.5 Ensure research and investigation is in line with UK and organisational policy and UK legislation
10 Use suitable software and applications to support research and investigation when using the Internet	10.1 Employ appropriate browser add-ons 10.2 Demonstrate how an image or video can be used as a search and be tagged with geographical information 10.3 Find the Internet Protocol Address and owner of a website of interest

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	10.4 Use appropriate online resources to view cached website information 10.5 Conduct an Internet search using a foreign language domain and a language translation engine
11 Limit their digital footprint when using the Internet for research and investigation	11.1 Demonstrate the use of a suitable browser 11.2 Employ appropriate browser add-ons 11.3 Demonstrate the use of a privacy focused search engine 11.4 Show how a Virtual Private Network or TOR can be used to hide an IP address and tunnel traffic

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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