



Level 3 Certificate in Knowledge of Policing

Qualification Specification

Contents

	Page
Introduction	3
Qualification profile	3
Qualification structure	4
Centre requirements	5
Support for candidates	5
Assessment	5
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	6
Certification	7
Learning Outcomes and Assessment Criteria	8

Introduction

The Level 3 Certificate in Knowledge of Policing (CKP) gives candidates a qualification and allows future police officers to take responsibility for their learning. If the CKP is achieved through a provider approved by the College of Policing it can be submitted as evidence of the knowledge component of the Diploma in Policing, which forms part of the Initial Police Learning and Development Programme (IPLDP) duties.

The qualification was developed by the Sector Skills Body for the Justice Sector (Skills for Justice) in line with National Occupational Standards for Policing, and must be delivered in line with the Strategic Governance of National Policing Qualifications in England and Wales 2015 developed by Skills for Justice and the College of Policing.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for this qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

Qualification Profile

Qualification title	ProQual Level 3 Certificate in Knowledge of Policing
Ofqual qualification number	601/7913/2
Level	Level 3
Credit value	29 credits
Guided learning hours	96
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/10/15
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

Candidates must achieve **29 credits** by completing all of the Mandatory units.

Mandatory Units			
Unit Reference Number	Unit Title	Unit Level	Credit Value
L/507/8445	Knowledge of evidence-based preventative policing	3	2
R/507/8446	Knowledge of supporting victims witnesses and vulnerable people	3	3
D/507/8448	Knowledge of managing conflict situations in policing	3	3
H/507/8449	Knowledge of using policing powers to deal with suspects	3	3
D/507/8451	Knowledge of conducting police searches	3	3
H/507/8452	Knowledge of handling information and intelligence	3	3
K/507/8453	Knowledge of providing an initial response to policing incidents	3	3
L/507/8459	Knowledge of conducting priority and volume investigations	3	4
T/507/8469	Knowledge of interviewing victims and witnesses in relation to priority and volume investigations	3	2
K/507/8470	Knowledge of interviewing suspects in relation to priority and volume investigations	3	3

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 Assessment
- Award in Assessing Competence in the Work Environment (QCF)
- Award in Assessing Vocationally Related Achievement (QCF)
- Certificate in Assessing Vocational Achievement (QCF)
- Award in the Internal Quality Assurance of Assessment Processes and Practices (QCF)
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices (QCF)

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 each 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
 - candidate test papers

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 8, and also at Ofqual's Register of Qualifications

http://register.ofqual.gov.uk/Qualification/Details/601_7913_2.

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 required credits for qualifications will be awarded:

- A certificate listing the unit achieved with any related credit value, and
- A certificate giving the full qualification title -

ProQual Level 3 Certificate in Knowledge of Policing

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.

Unit L/507/8445

Knowledge of evidence-based preventative policing

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the features of evidence-based preventative policing	1.1 Outline the principles of an evidence-based preventative policing approach to reducing crime 1.2 Explain the need for collaborative working when implementing an evidence-based preventative policing approach
2 Understand how to develop an evidence-based preventative policing approach in given situations	2.1 Explain how to identify and analyse sources of evidence which can be used to inform policing decisions 2.2 Describe possible causes of concern in given policing situations 2.3 Explain how to develop an evidence-based preventative policing plan for a given situation, including: <ul style="list-style-type: none">• resources• a plan for dealing with contingencies
3 Understand how to implement evidence-based preventative policing plans	3.1 Summarise how to implement evidence-based preventative policing plans 3.2 Explain why the progress of implementation needs to be monitored and preventative policing plans amended when contingencies arise
4 Understand how to review evidence-based preventative policing approaches	4.1 Describe methods of reviewing the outcome of evidence-based approaches 4.2 Define how to share findings of the reviews with key stakeholders 4.3 Explain why further actions determined by the review should be carried out

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit R/507/8446

Knowledge of supporting victims, witnesses and vulnerable people

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the factors that affect victims, witnesses and vulnerable people and the impact on their need for support	<ol style="list-style-type: none">1.1 Explain how crime impacts on victims, witnesses and vulnerable people1.2 Explain why victims, witnesses and vulnerable people may need additional support1.3 Explain how technology can be used to target vulnerable people1.4 Explain why vulnerable people are more likely to become victims of technology-enabled crime
2 Understand the legal and organisational requirements and the duty of care the Police Service has for victims, witnesses and vulnerable people	<ol style="list-style-type: none">2.1 Describe how legislation, guidelines of good practice, charters and service standards benefit and protect victims, witnesses and vulnerable people2.2 Define the duty of care in relation to providing support to the public2.3 Describe how the needs of victims, witnesses and vulnerable people may be addressed
3 Understand the importance of effective communication with victims, witnesses and vulnerable people	<ol style="list-style-type: none">3.1 Describe how to communicate with victims, witnesses and vulnerable people
4 Understand how to provide initial support to victims, witnesses and vulnerable people	<ol style="list-style-type: none">4.1 Explain how to develop a support plan that is appropriate to individuals' needs and wishes4.2 Describe the types of records required to meet individual and organisational requirements4.3 Summarise the organisation's policy in respect of:<ul style="list-style-type: none">• confidentiality• access to information provided by individuals• how the information will be recorded and stored

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit D/507/8448

Knowledge of managing conflict situations in policing

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legal and organisational requirements related to managing conflict	1.1 Summarise the legislation, organisational requirements, national guidelines and personal responsibilities that relate to managing conflict 1.2 Describe the levels of training required for officers to use personal safety skills and equipment
2 Understand conflict management techniques	2.1 Describe conflict management techniques available 2.2 Summarise the tactical options available for use in conflict management situations 2.3 Explain how to carry out a threat assessment 2.4 Describe the considerations to be made when communicating in conflict situations 2.5 Describe the approved personal protective equipment and communication equipment available for use 2.6 Explain how to use approved personal protective and communication equipment in line with organisational procedures
3 Understand requirements for recording and reporting of conflict management incidents	3.1 Summarise the legal and organisational requirements for recording and reporting conflict management incidents 3.2 Explain the need for recording actions taken to manage conflict in line with legal and organisational procedures 3.3 Explain the need to advise line managers of actions taken during incidents

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit H/507/8449

Knowledge of using policing powers to deal with suspects

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legal and organisational requirements for using police powers when dealing with suspects	1.1 Summarise the legislation, organisational requirements, national guidelines and personal responsibilities that relate to using police powers
2 Understand how to arrest and detain suspects in line with legal and organisations procedures	2.1 Explain how to arrest or detain suspects in line with legal and organisational procedures 2.2 Describe how to preserve evidence during the arrest or detention in line with approved practice 2.3 Outline contingencies to address issues that could arise during the processing of suspects 2.4 Outline the process for recording actions taken throughout the arrest in line with legal and organisational timescales and procedures, noting: <ul style="list-style-type: none">• rationale / justification• grounds• compliance or otherwise• action taken to deal with contingencies
3 Understand the options with regard to the disposal of suspects	3.1 List the options available for the disposal of suspects 3.2 Explain the principle of releasing suspects without delay, where information is received that negates the need for: <ul style="list-style-type: none">• arrest• detention• reporting• other disposal options 3.3 Explain the legal and organisational procedures for dealing with suspects under each disposal option 3.4 Explain how to communicate the disposal decision to relevant others

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit D/507/8451 Knowledge of conducting police searches

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legal and organisational requirements in relation to police searches	1.1 Summarise the legislation, organisational requirements, national guidelines and personal responsibilities in relation to conducting police searches 1.2 Outline the legal and organisational requirements regarding information to be provided to individuals prior to a search commencing
2 Understand how to conduct police searches	2.1 Summarise the ethical requirements when conducting searches 2.2 Describe the types of searches that can be conducted 2.3 Describe the preparations required prior to conducting a police search 2.4 Explain how to conduct a police search within the search parameters 2.5 Summarise the process for seizing, packaging and storing items discovered during a search and maintaining their integrity 2.6 Explain how to conclude searches 2.7 Summarise the process for documenting all decisions, actions, options and rationales according to current policy and legislation

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit H/507/8452

Knowledge of handling information and intelligence

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legal and organisational requirements related to handling information and intelligence	1.1 Summarise the legislation, organisational requirements, national guidelines and personal responsibilities that relate to handling information and intelligence
2 Know how to handle information and intelligence that can support law enforcement objectives in line with organisational systems, authorisations and protocols	2.1 Explain how the National Intelligence Model (NIM) is used within the police service 2.2 Explain how information and intelligence is gathered using appropriate systems and protocols 2.3 Describe sources of information which can support law enforcement objectives 2.4 Describe the measures required to ensure that security, integrity and confidentiality of information gathered is maintained 2.5 Explain how to record, analyse and submit information and intelligence in line with organisational systems, authorisations and protocols

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit K/507/8453

Knowledge of providing an initial response to policing incidents

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legal and organisational requirements related to responding to incidents	1.1 Summarise the legislation, organisational requirements, national guidelines and personal responsibilities that relate to responding to incidents
2 Understand the process for providing an initial response to incidents	2.1 Explain why different incidents require different initial responses 2.2 Explain how to gather and analyse all available information and intelligence to establish the nature of the incident 2.3 Describe how to prioritise actions in accordance with the nature of the incident 2.4 Describe how to take control of incidents in line with organisational procedures 2.5 Explain the recording requirements when responding to incidents

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit L/507/8459

Knowledge of conducting priority and volume investigations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legal and organisational requirements in relation to conducting priority and volume investigations	1.1 Summarise the legislation, organisational requirements, national guidelines and personal responsibilities that relate to conducting priority and volume investigations
2 Understand the nature of crime and its impact upon the community	2.1 Explain the characteristics of crimes, including how they are committed 2.2 Explain the impact of crime and criminality on the community
3 Understand the process for conducting priority and volume investigations	3.1 Describe the types of investigations that are within limits of responsibility 3.2 Explain how decisions are made during investigations 3.3 Describe the investigative process, including activities and decision making
4 Understand how to conduct priority and volume investigations	4.1 Outline the process for conducting priority and volume investigations 4.2 Explain how to handle victims, suspects and potential witnesses in line with their needs and the needs of the investigation 4.3 Explain how to handle suspects during investigations
5 Understand how to prepare and document information relating to priority and volume investigations	5.1 Explain how to prepare documentation for case file submission in line with legal and organisational procedures 5.2 Explain how to prepare evidence for submission to court and other hearings in line with legal and organisational procedures

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit T/507/8469

Knowledge of interviewing victims and witnesses in relation to priority and volume investigations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the requirements when interviewing victims and witnesses	1.1 Summarise the legislation, policies, procedures, codes of practice, professional practice and organisational requirements and guidelines in relation to conducting interviews with victims and witnesses
2 Understand how to plan and prepare for interviews with victims and witnesses	2.1 Describe the approved model for interviewing victims and witnesses 2.2 Explain the importance of the interview strategy in enabling an ethical and effective interview to be conducted 2.3 Describe how to prepare for an interview, taking into account the nature of the incidents to be investigated 2.4 Describe the factors that need to be considered when assessing individuals are fit for interview
3 Understand how to conduct interviews with victims and witnesses	3.1 Describe the process for conducting interviews 3.2 Summarise contingencies that might arise during interviews and how to deal with them 3.3 Describe the documentation that must be used within the interview process 3.4 Summarise the procedures for the completion of documentation during the interview
4 Understand post interview procedures and the evaluation process for interview with victims and witnesses	4.1 Summarise the process for evaluating interviews including any evidence that has emerged 4.2 Explain the importance of carrying out further action based on the outcomes of the interview

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.

Unit K/507/8470

Knowledge of interviewing suspects in relation to priority and volume investigations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the requirements when interviewing suspects	1.1 Summarise the legislation, policies, procedures, codes of practice, professional practice and organisational requirements and guidelines in relation to conducting interviews with suspects
2 Understand how to plan and prepare for interviews with suspects	2.1 Describe the approved model for interviewing suspects 2.2 Explain the importance of the interview strategy in enabling an ethical and effective interview to be conducted 2.3 Describe how to prepare for interviews taking into account the nature of the incidents to be investigated 2.4 Describe the factors that need to be considered when assessing individuals are fit for interview
3 Understand how to conduct interviews with suspects	3.1 Describe the process for conducting interviews with suspects 3.2 Summarise contingencies that might arise during interviews and how to deal with them 3.3 Describe the documentation that can be used within the interview process 3.4 Summarise the procedures for the completion of documentation during the interview
4 Understand post interview procedures and the evaluation process for interviews with suspects	4.1 Summarise the process for evaluating interviews and any evidence that has emerged 4.2 Explain the importance of carrying out further action based on the outcomes of the interview

Assessment Guidance

Knowledge Element - Knowledge and understanding must be adequately demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment - There is no competency-based workplace assessment associated with this unit.



ProQual Awarding Body
ProQual House
Annie Med Lane
South Cave
HU15 2HG

Tel: 01430 423822

www.proqualab.com

enquiries@proqualab.com