



Level 3 Certificate in the Principles of Private Investigation

Qualification Specification

Contents

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

Introduction

The **Level 3 Certificate in the Principles of Private Investigation** is aimed at individuals wishing to become a professional investigator. Topics covered include establishing the objectives of an investigation, conflicts of interest, presenting investigation findings, researching information to support investigations, interviewing people to gather information, using surveillance, security & confidentiality, health and safety issues.

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

Qualification Profile

Qualification title	ProQual Level 3 Certificate in the Principles of Private Investigation
Ofqual qualification number	603/2950/6
Level	Level 3
Total Qualification Time	240 hours
Guided learning hours	60
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	20/2/2018
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 complete the Mandatory unit.

Unit Reference Number	Unit Title	Unit Level
Y/616/8904	Principles of private investigation	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 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

Assessors for this qualification should have current/recent experience of working as a private investigator.

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 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 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.

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 giving the full qualification title -

ProQual Level 3 Certificate in the Principles of Private Investigation

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.

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 Y/616/8904

Principles of private investigation

Learning Outcomes – the learner will	Assessment Criteria – the learner can
1 Be able to establish the objectives and ongoing requirement of an investigation	1.1 Determine the purpose of various investigations
	1.2 Analyse and assess what information is required to meet the requirements of an investigation
	1.3 Identify criteria for establishing the requirement/demand of an investigation
	1.4 Summarise the appropriate legislation that should be undertaken when conducting investigations
	1.5 Establish the possible consequences of carrying out an investigation
	1.6 Articulate methods on establishing collaborative relationships with all key stakeholders involved
2 Understand actions to deal with conflicts of interest	2.1 Explain what options are available to deal with conflicts of interest within an investigation
	2.2 Assess the consequences of not dealing effectively with conflicts of interest
3 Know how to report and present the findings of an investigation	3.1 Explain the different investigation formats
	3.2 Produce investigation reports that meet client and legal requirements
4 Know how to research and analyse information in support of an investigation	4.1 Establish and prioritise appropriate sources of information to support an investigation
	4.2 Evaluate the various methods for researching information
	4.3 Explain why information and evidence should be analysed and graded
	4.4 Summarise the importance and value of corroborating information
	4.5 Explain the fundamentals of maintaining the continuity and integrity of evidence

Learning Outcomes – the learner will	Assessment Criteria – the learner can
	<p>4.6 Explain how to maintain the continuity and integrity of evidence</p> <p>4.7 Explain the requirements of legislation relevant to searching for, obtaining and handling information, including the disposal of information not needed to support an investigation</p>
5 Know how to interview people to gather information	<p>5.1 Summarise the various formats of interviews and when they should be used</p> <p>5.2 Describe the various interview techniques and procedures</p> <p>5.3 Describe how to carry out effective interviews</p> <p>5.4 Summarise the different legislations and proposed SIA Standards of Behaviour in terms of the impact on interviewing</p> <p>5.5 Describe how information should be recorded during an interview and stored after the interview for evidence in court</p>
6 Know how surveillance can be used to gather information	<p>6.1 Explain how to prepare and plan a surveillance operation</p> <p>6.2 Explain the difference between overt and covert surveillance techniques that comply with relevant legislation</p> <p>6.3 Identify the various equipment that can legally be used during surveillance operations in terms of its capabilities, limitations and suitability</p>
7 Understand how to maintain the security and confidentiality of information gathered	<p>7.1 Explain why the security and confidentiality of information must be maintained</p> <p>7.2 Describe how the security and confidentiality of information must be maintained</p>
8 Understand relevant Health and Safety issues	<p>8.1 Explain the types of situations where the personal health and safety of the investigator may be at risk</p> <p>8.2 Explain how to avoid or minimise personal health and safety risks</p>



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