



## **Level 6 Diploma in Intelligence Management**

### **Qualification Specification**

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## Introduction

The Level 6 Diploma in Intelligence Management is aimed at intelligence managers. It provides a progression route for senior analysts wanting to move into an intelligence management role.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

This qualification has been accredited onto the Regulated Qualifications Framework (RQF).

## Qualification Profile

Qualification title	<b>ProQual Level 6 Diploma in Intelligence Management</b>
Ofqual qualification number	603/4183/X
Level	Level 6
Guided learning hours	150
Total qualification time	300 hours
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	25/2/2019
Qualification end date	31/7/2026

## Entry Requirements

Candidates should be able to demonstrate:

- achievement of a Level 4 Intelligence Operations qualification, or
- equivalent work experience in an intelligence role

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 all of the Mandatory units.

Mandatory Units		
Unit Reference Number	Unit Title	Unit Level
Y/617/4783	Management and Leadership within an Intelligence Environment	6
D/617/4784	Management of Intelligence Process	6
H/617/4785	Managing Information Sources and Collection Planning Processes	6
K/617/4786	Analytical Techniques and Methodologies	6
M/617/4787	Manage the Dissemination of Intelligence Outputs	6
T/617/4788	Risk Management of Associated Intelligence Processes	6
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## 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 verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- 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 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 8 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 achieve the requirements for qualifications will be awarded:

- A certificate listing the unit 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.

#### **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/617/4783

### Management and Leadership within an Intelligence Environment

#### Unit aims:

This unit will enable learners to understand the fundamental processes associated with intelligence fundamentals and Intelligence Requirements management. Learners will evaluate factors associated with Requirements Planning and compile an Intelligence Requirements plan.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand Leadership and Management considerations specific to the intelligence environment	<ul style="list-style-type: none"><li>1.1 Evaluate the suitability of different leadership styles within the intelligence community</li><li>1.2 Explain the difference between people management and managing teams</li><li>1.3 Evaluate considerations when managing teams within an intelligence environment</li><li>1.4 Evaluate how creating effective team dynamics are essential to intelligence processes</li><li>1.5 Explain the importance of providing constructive feedback to intelligence staff working within their area of responsibility</li></ul>
2 Create effective personal and team performance within an intelligence environment	<ul style="list-style-type: none"><li>2.1 Evaluate a range of communication styles and their relevance within the intelligence community</li><li>2.2 Effectively lead intelligence teams to achieve relevant tactical, operational or strategic aims</li><li>2.3 Take actions to improve team dynamics and collaboration</li><li>2.4 Provide constructive feedback to staff within their area of responsibility in order to improve individual and team performance</li></ul>
3 Understand the impact of workplace and team culture within an intelligence environment	<ul style="list-style-type: none"><li>3.1 Describe different cultures that exist within intelligence organisations</li><li>3.2 Identify internal and external factors which can affect an organisation's culture</li><li>3.3 Evaluate how an organisational culture can impact intelligence processes and outputs</li></ul>



## Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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.

## Unit D/617/4784 Management of Intelligence Processes

### Unit aims:

This unit will enable learners to understand the fundamental processes associated with intelligence fundamentals and Intelligence Requirements management. Learners will evaluate factors associated with Requirements Planning and compile an Intelligence Requirements plan.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the processes associated with the effective management of intelligence	1.1 Critically evaluate the sources of information used within their area of responsibility 1.2 Explain the analytical processes used to develop intelligence outputs within their area of responsibility 1.3 Evaluate the effectiveness of intelligence outputs developed within their area of responsibility 1.4 Evaluate the impact of their intelligence products in terms of informing the decision-making process within their organisation
2 Understand the impact of their role at strategic, operational and tactical levels of intelligence	2.1 Evaluate their intelligence contribution at strategic, operational and tactical levels 2.2 Analyse how different levels of intelligence impact the organisation and influence decision making
3 Manage the intelligence requirements planning process	3.1 Evaluate various methodologies for responding to intelligence tasking 3.2 Evaluate methods used to determine intelligence requirements and priorities within their area of responsibility 3.3 Evaluate the impact of intelligence requirements on their area of responsibility 3.4 Evaluate risks that may impact intelligence requirements planning 3.5 Engage with stakeholders to define organisational intelligence requirements 3.6 Develop formal processes for responding to intelligence tasking within defined parameters 3.7 Adhere to organisational policies and procedures, legal and ethical requirements when determining intelligence requirements 3.8 Adapt and manage intelligence requirements to meet changing circumstances and priorities
4 Manage access to essential information systems and software	4.1 Explain the importance of ensuring that staff have relevant and appropriate access to the systems and software essential for intelligence production.

**Learning Outcome - The learner will:****Assessment Criterion - The learner can:**

- 4.2 Evaluate their role in ensuring that the CIA principal (confidentiality, integrity and availability) is adhered to within their area of responsibility
- 4.3 Enforce organisational policies and procedures regarding data protection and intelligence sharing are effectively followed by those within their of responsibility
- 4.4 Ensure appropriate systems and software are available to intelligence staff within their area of responsibility

**Assessment**

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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.

## Unit H/617/4785

# Managing Information Sources and Collection Planning Processes

### Unit aims:

This unit will enable learners to understand various information sources available to organisations that can be considered when building and managing a Collection Plan. Learners will develop knowledge, understanding and skills associated with Collection Planning. The learner will evaluate information sources and compile a Collection Plan.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Oversee the development and evolution of the collection planning process	<ul style="list-style-type: none"><li>1.1 Evaluate advantages and disadvantages of a range of information sources used within their area of responsibility</li><li>1.2 Evaluate the impact of a proposed collection plan to the organisation</li><li>1.3 Analyse factors to be considered when evaluating the effectiveness of information sources</li><li>1.4 Evaluate the feasibility and viability of collection requirements determined by their area of responsibility</li><li>1.5 Manage the development and maintenance of a collection plan</li><li>1.6 Adhere to organisational policies and procedures, legal and ethical requirements when developing a collection plan</li><li>1.7 Adapt collection planning processes to meet changing requirements, circumstances and priorities</li></ul>
2 Manage risk associated with collection planning	<ul style="list-style-type: none"><li>2.1 Evaluate risks that may impact collection planning</li><li>2.2 Ensure risk/reward is considered by the organisation when compiling a collection plan</li><li>2.3 Manage and resolve issues with information/intelligence collection</li></ul>
3 Manage information systems used for coordinating collection management	<ul style="list-style-type: none"><li>3.1 Ensure appropriate systems are used when compiling a collection plan that ensure the confidentiality, integrity and availability of the information is maintained.</li><li>3.2 Adhere to organisational policies and procedures regarding data protection are followed when using systems for intelligence processes</li><li>3.3 Evaluate options for ensuring an effective audit trail is in place for all intelligence collection within their area of responsibility</li><li>3.4 Ensure an audit trail is established for the collection of information/intelligence</li><li>3.5 Manage processes and policy to ensure that collection and use of information/intelligence is in line with requirements, procedures and legislation</li></ul>

## Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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.

## Unit K/617/4786 Analytical Techniques and Methodologies

### Unit aims:

This unit will enable learners to understand the appropriate use of a number of analytical techniques. It involves carrying out and overseeing analysis and involve the underpinning principles of selecting a suitable analytical technique to fit a requirement.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Manage the application of structured analytical techniques for the production of intelligence	1.1 Critically evaluate the use of structured analytical techniques to meet pre-defined intelligence requirements 1.2 Compare and evaluate the application of scanning techniques and tools for strategy development 1.3 Manage the use of appropriate techniques based upon requirement and source information 1.4 Develop personnel within their area of responsibility to utilise a range of analytical techniques and software
2 Manage assessments and recommendations production from information/intelligence analysis	2.1 Evaluate the considerations when managing staff tasked with developing assessments 2.2 Explain the need to manage methods of dissemination relevant to the presentation of assessments 2.3 Evaluate the need to manage standardisation and the use of universally recognised confidence language within intelligence teams 2.4 Discuss methods used to engage team members in the development of intelligence based assessments 2.5 Manage the development, consistency and accuracy of assessments 2.6 Ensure appropriate audit trails exist for assessments developed within their area of responsibility
3 Manage the production of intelligence products to support decision making	3.1 Ensure intelligence products developed within their area of responsibility are accurate, current, relevant and timely 3.2 Ensure an appropriate audit trail in line with organisational requirements is in place to ensure the confidentiality, availability and integrity of intelligence products developed within their area of responsibility

## Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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.

## Unit M/617/4787 Manage the Dissemination of Intelligence Outputs

### Unit Aims:

This unit enables learners to understand different dissemination techniques and associated strengths and weaknesses when using the technique to influence decision making.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Manage considerations associated with audiences for intelligence products	1.1 Evaluate how the methods of dissemination used within their area of responsibility have had an impact on the organisation's decision-making process 1.2 Oversee the production of intelligence using a range of outputs 1.3 Implement feedback from intelligence customers to improve content and engagement of intelligence outputs 1.4 Manage engagement with a range of audiences that receive intelligence outputs from their area of responsibility
2 Evaluate options for dissemination ensuring appropriate methods are used	2.1 Evaluate delivery options available before choosing the most appropriate method based on the requirement 2.2 Optimise the use of technology where appropriate to enhance dissemination methods and engagement
3 Manage dissemination processes	3.1 Evaluate methods used to select the most appropriate method of dissemination in line with organisational requirements and procedures 3.2 Manage relationships with intelligence customers to ensure receipt and effective engagement with intelligence outputs 3.3 Respond to queries, challenge and feedback on intelligence outputs

## Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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.



## Unit T/617/4788

### Risk Management of Associated Intelligence Processes

#### Unit Aims:

This unit enables learners to understand risks involved with all steps involved in intelligence processes.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand risk management in intelligence processes	1.1 Explain the principles of risk management and impacts on intelligence processes 1.2 Evaluate risks associated with intelligence requirements planning 1.3 Evaluate risks associated with collection planning 1.4 Evaluate risk when conducting analysis 1.5 Evaluate risk when disseminating intelligence products to meet organisational requirements
2 Understand how risk management can influence decision making	2.1 Evaluate impacts of risk on decision making within their area of responsibility. 2.2 Analyse how potential consequences would impact strategic, operational and tactical level decision making
3 Understanding the processes of organisational intelligence-led decision making	3.1 Manage risks associated with intelligence processes and organisational decision making 3.2 Ensure oversight and implementation of audit trail and handling processes
4 Understand organisational policies and procedures when involved in intelligence processes	4.1 Evaluate the effectiveness of organisational policies and procedures in protecting sensitive intelligence and those that work in secure environments. 4.2 Ensure compliance with organisational policies and procedures regarding access to and working with sensitive intelligence

### Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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.

## Unit A/617/4789

# Professional Development Opportunities for Management of Intelligence Operations

### Unit Aims:

This unit enables learners to review organisational and personal processes and identify opportunities for further professional development when involved in managing intelligence operations.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Develop and maintain professional intelligence networks	<ul style="list-style-type: none"><li>1.1 Evaluate the nature of internal and external relationships with intelligence sector stakeholders</li><li>1.2 Discuss methods used to build and maintain professional relationships within the intelligence community</li><li>1.3 Evaluate potential barriers to building and maintaining effective intelligence sharing relationships</li><li>1.4 Evaluate management qualities that enable more effective development and maintenance of professional intelligence networks</li></ul>
2 Develop training, education and personal development opportunities for staff working within an intelligence environment	<ul style="list-style-type: none"><li>2.1 Explain the nature and purpose of intelligence based development opportunities that they have provided to staff working within their area of responsibility</li><li>2.2 Explain the benefits of continuous learning within the intelligence community</li><li>2.3 Contribute to a formal development programme for those working within their area of responsibility</li><li>2.4 Evaluate the benefits of soft skill and behaviour development within their area of responsibility</li><li>2.5 Describe how coaching can be used to improve the performance of individuals within an intelligence environment</li><li>2.6 Evaluate the pros and cons of working in specific thematic areas when managing intelligence processes</li></ul>

## Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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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