



# Diploma in Border Enforcement at the Primary Control Point

LEVEL  
**3**

This qualification is aimed at those working in Border Enforcement. It has been developed through reference to the Border Force Training Pathway, National Occupational Standards and extensive consultation with experts in the field



**Total Qualification Time:**  
**450 hrs**

**Qualification Number:** 601/0547/1

**Qualification Age:** 18



**Guided Learning (GL):**  
**100 hrs**

**Availability:** This qualification is regulated in England, Wales and Northern Ireland

**Operational From:** 1 August 2013



# Qualification Objectives

## What does this qualification cover?

This qualification is designed to accredit the knowledge and skills required for working in border enforcement at the primary control point.

## Who is the qualification for?

This qualification is aimed at those working in Border Enforcement.

## Who supports this qualification?

This qualification has been developed through reference to the Border Force Training Pathway, National Occupational Standards and extensive consultation with experts in the field. The Border Force Training pathway provides those who progress through the accredited programme with an introduction to the profession.



# Qualification Progression

## What future education could this qualification lead to?

The qualification has been designed to promote progression through the Border Force Training Pathway. Learners may progress from the Level 3 Diploma in Border Enforcement at the Primary Control Point to achieve the Level 3 Diploma in Border Enforcement in the Secondary Control Area, and also the Level 3 Diploma in Further Examination and Investigation for Border Enforcement.

## What future employment could this qualification lead to?

The qualification has been designed to meet the learning and development needs of staff working in Border Enforcement.



# Qualification Achievement

## What are the entry requirements for the qualification?

Prior to registration learners are required to be:

- accurately identified
- at least 18 years of age
- working in a role which will allow demonstration of skills

## How is the qualification achieved?

The learner will need to complete 8 mandatory units. This will include building portfolio of evidence meeting the assessment criteria.

## What will be assessed?

Portfolio of evidence and demonstration of skills either in the training environment or in the workplace.

## How will it be assessed?

This qualification contains 8 mandatory units to be completed by the learner. Each unit is comprised of a number of learning outcomes and assessment criteria which must all be achieved.

Learning outcomes that begin 'The learner will understand...' will be assessed through theory-based activities.

Learning outcomes that begin 'The learner will be able to...' are assessed through practical activities.

For example:

<b>Learning outcomes</b> The learner will...	<b>Assessment criteria</b> The learner will...
1. Understand the role of the Border Force	1.1 Describe how Home Office values underpin Border Force work 1.2 Summarise the activities that are conducted at the primary and secondary control 1.3 Explain how the Border Force facilitates the import and export of legal good
2. Understand the basic processing of passengers at the Primary Control Point	2.1 Identify the purpose, characteristics and activities of Primary Control Points 2.2 Explain how to process passengers in accordance with Border Force procedures



# Qualification Delivery

## What facilities and/or equipment are needed to deliver this qualification?

The approved centre is required to have:

- one or more delivery sites with facilities to support the programme of training and assessment
- equipment in place to facilitate the full programme of learning and assessment
- opportunities in the workplace for learners to carry out tasks/activities which allow them to generate evidence to meet assessment criteria.

## What qualification materials support this qualification?

This qualification is supported by additional documents which must be read by all relevant personnel within approved centres approved to offer this qualification. These include:

- SFJ Awards Level 3 Diploma in Border Enforcement at the Primary Control Point Qualification Handbook, detailing unit specifications, learning outcomes and assessment criteria for the qualification
- SFJ Awards Centre Handbook
- SFJ Awards Assessment Guidance
- SFJ Awards Quality Assurance (Internal and External) Guidance

Our policies are available on the SFJ Awards website  
<https://sfjawards.com/policies/>.

SFJ Awards also have template forms available to support assessors and internal quality assurers.

## What workforce is needed to be able to deliver this qualification?

The approved centre is required to have a qualified and competent qualification workforce in place which includes as a minimum:

- Head of Centre
- Centre Coordinator
- Assessor(s) and Internal Quality Assurers (IQA) who:
  - Are occupationally knowledgeable in border enforcement
  - Have current occupational competence in border enforcement
- Assessors who are:
  - Qualified with a recognised assessor qualification, or
  - Working towards a recognised assessor qualification, or
  - Able to prove equivalent competence through training to appropriate national standards
- IQA(s) who are:
  - Qualified with a recognised IQA qualification, or
  - Working towards a recognised IQA qualification, or
  - Able to prove equivalent competence through training to appropriate national standards

## How much does this qualification cost?

Qualification registration fees are available from SFJ Awards on request.

## How to apply to deliver this qualification

SFJ Awards' approved centres should complete the Qualification Approval Form available from Odyssey or the Centre Resources section of the website:

[www.sfjawards.com/centres/centre-resources](http://www.sfjawards.com/centres/centre-resources)

Other centres will need to become approved by SFJ Awards. For information and the centre application form please see our website:

[www.sfjawards.com/centres/become-a-centre](http://www.sfjawards.com/centres/become-a-centre)

For more information please contact SFJ Awards' Customer Support Team:

**Tel: 0114 284 1970**

**Email: [info@sfjawards.com](mailto:info@sfjawards.com)**

**Website: [www.sfjawards.com](http://www.sfjawards.com)**



# Qualification Structure

Learners must successfully complete 8 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Understanding Border Force responsibilities	3	14	Y/505/4892	Assessment methods that can be used for this qualification are as follows:
Communication, observation and questioning skills in Border Force work	3	14	F/505/4935	<ul style="list-style-type: none"><li>• E-assessment</li><li>• Multiple Choice Examination</li><li>• Oral Examination</li><li>• Portfolio of Evidence (including for example records of professional discussions, question and answer sessions, reflective accounts)</li><li>• Practical Demonstration / Assignment</li><li>• Written Examination</li></ul>
Note taking and witness statements in Border Force work	3	8	K/505/4279	
Processing passengers at borders	3	24	H/505/4281	
Assessing passports and other travel documentation at borders	3	12	L/505/4937	
Forgery and counterfeit documentation in Border Force work	3	18	T/505/4284	
Understanding asylum and immigration in Border Force work	3	4	A/505/4285	
Equality and Diversity in public service	3	6	R/505/0047	

# Contacts



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## **Qualifications Wales**

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## **CCEA**

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Website: <https://ccea.org.uk/regulation>

## **Skills for Justice**

How to contact: [www.sfjuk.com/contact](http://www.sfjuk.com/contact)  
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SFJ Awards is part of the Workforce Development Trust, a not for profit organisation, together with Skills for Justice and Skills for Health. For over 10 years Skills for Health and Skills for Justice have been working with employers, Governments of the UK and agencies within the skills system, to better equip workforces with the right skills now and for the future. During this time both Skills for Health and Skills for Justice have earned an enviable reputation for their knowledge of the health and justice sectors and their proactive approach to the development of skills and qualifications, along with an ability to deliver genuinely workable solutions for the employers they represent. SFJ Awards is an awarding organisation that builds upon this reputation. We work with employers in the policing, community safety, legal, armed forces and health sectors and understand their specific challenges, enabling us to quality assure learning outcomes that are suited to the needs of the sectors.