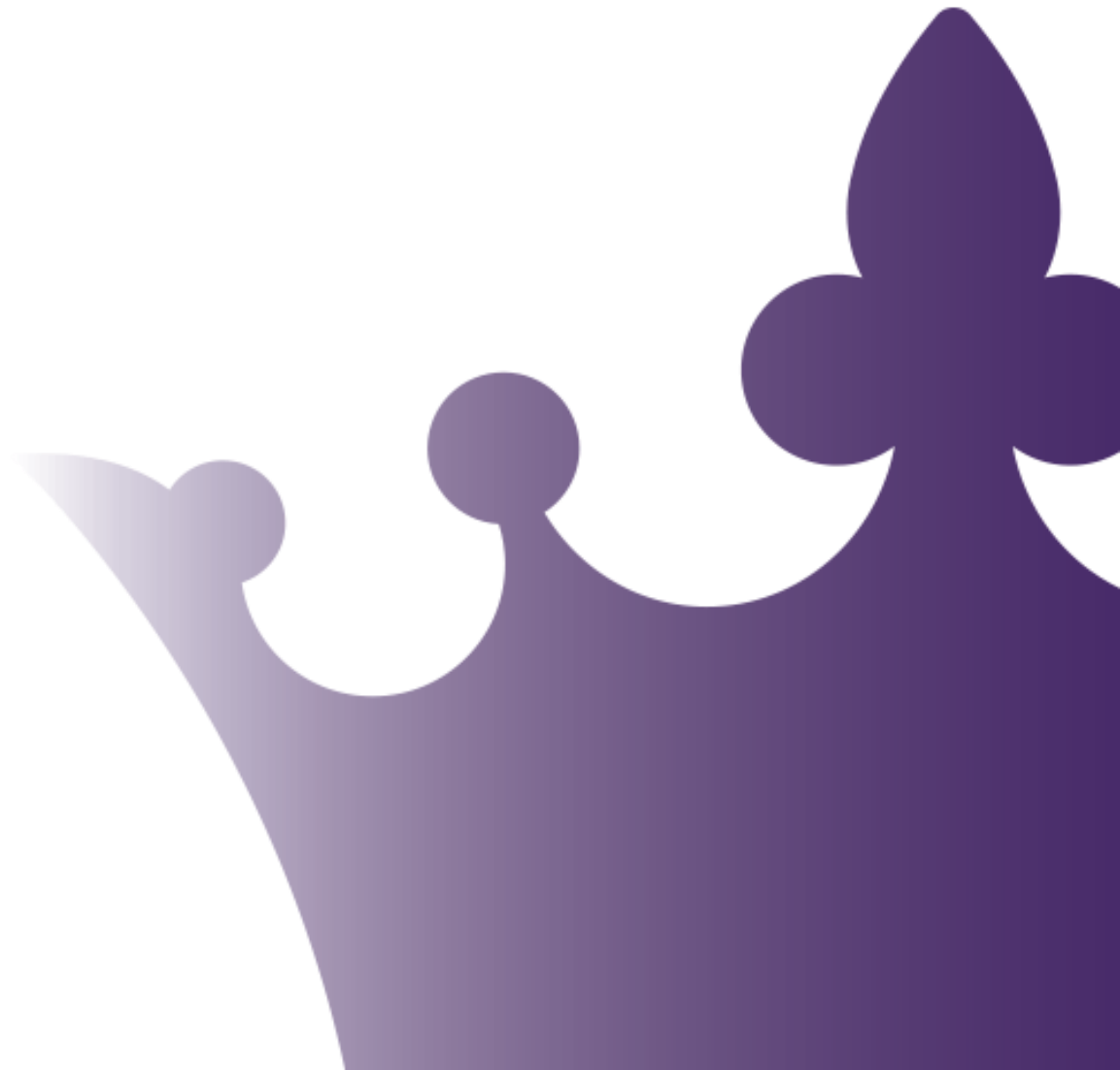




SFJ Awards Level 3 Award for Professional Investigators

Regulation No: 600/3345/9



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Contact Us

We are here to help if you need further guidance from us. The SFJ AWARDS customer service team can be contacted between 9am and 5pm Monday to Friday at:

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Introduction

This specification is intended for trainers, centres and learners. General information regarding centre approval, registration, Odyssey Online (SFJ AWARDS's candidate management system), assessment papers, certification, reasonable adjustments, special consideration, appeals procedures, are available from the website. This document should be read in conjunction with the SFJ AWARDS QMS Centre guide available from the website.

Version Number

Please ensure that you have the latest and most up to date version of documents. Please check the website for the most up to date version. To check which version you have please see the footer which will give you the version number.

Version Number	Content of Change
V6.0	Updates made to pages 4 and 5
V7.0	QCF removed from qualification title GLH revised and TQT introduced Reference to credits removed RPL pathway introduced
V8.0	Unit numbers changed: Unit 1: Principles of Planning and Reporting Investigations (Was: A/503/0679; Now: K/616/0757) Unit 2: Principles of Gathering and Using Information for Investigations (Was: M/503/0680; Now: A/615/9399)
V9.0	Head office address updated Specification updated in accordance with the relevant data protection legislation (GDPR)
V10.0	All pages reformatted

About this Qualification

The SFJ AWARDS Level 3 Award for Professional Investigators is a qualification for individuals who work or would like to work as professional investigators. It focuses on how to research information from various sources; gather information through interviews; and have an overview of surveillance operations, both overt and covert; on gathering information in support of an investigation; planning and reporting investigations. This includes identifying the objectives of the investigation; dealing with conflicts of interest; and how to report and present the findings on the investigation. The qualification also deals with maintaining the security and confidentiality of all information during the investigation. Throughout, there is also the requirement of knowing and complying with the laws and regulations relevant to carrying out investigations. This qualification is based on the SIA Specification for Learning and Qualifications for Private Investigators and Pre-Cognition activities.

Objective

Supporting a role in the workplace.

Purpose

B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area.
 B2. Develop knowledge and/or skills in a subject area.

Sector

1.4 Public services.

Structure

Learners must complete the two mandatory units.

	Unit Number	Unit	Level	TQT*	GLH**
1	K/616/0757	Principles of Planning and Reporting Investigations	3	23	15
2	A/615/9399	Principles of Gathering and Using Information for Investigations	3	30	16
Total			3	53	31

Total Qualification Time (TQT)*

This is an estimate of the total length of time that a learner typically takes to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes. TQT is comprised of Guided Learning (GL) and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. If a credit value is assigned to a qualification it is determined by TQT, as one credit corresponds to 10 hours of learning.

Guided Learning Hours (GLH)**

GLH are all times when a member of provider staff is present to give specific guidance towards the learning aim being studied on the programme. This definition includes examinations, lectures, tutorials, and supervised study. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the learners. It is the responsibility of training centres to decide the appropriate course duration, based on their learners' ability and level of existing knowledge. It is possible, therefore, that the number of GLH can vary from one training centre to another according to learners' needs.

Delivery

The introduction of TQT should not affect or change your method and times of delivery.

The GLH are 31 and the TQT are 53. The course may be delivered full time or part time. It is the responsibility of training centres to decide the appropriate course duration, based on their learners' ability and level of existing knowledge. It is possible, therefore, that learners who have considerable experience and knowledge in the sector may not need to undertake the full training course and are sufficiently prepared to sit the assessment. Centres must assess all learners wishing to be exempt from the training using the SFJ AWARDS form for mapping previous learning which is available from the website. Centres must be able to evidence this process for audit purposes.

Assessment

Assessment is by two multiple choice examinations (one for each unit) and portfolio.

Unit	Assessment	Number MCQ of questions	Learning Outcomes	Time Allowed	
1	Principles of Planning and Reporting Investigations	Multiple choice exam: externally set and marked by SFJ AWARDS	20	All	45 Minutes
2	Principles of Gathering and Using Information for Investigations	Multiple choice exam: externally set and marked by SFJ AWARDS	25	All except Assessment Criteria 3.1	45 Minutes
		Portfolio: Internally set and marked and quality assured by SFJ AWARDS	N/A	Assessment Criteria 3.1	N/A

The multiple choice examinations must be carried out under exam conditions and a full SIA Identification check must be completed. Please see the SFJ AWARDS website for details of examination requirements, the list of SIA acceptable forms of identification is included at the end of this specification.

An achievement record for the portfolio element of this qualification is available for centres to download from the website.

This qualification is not graded, successful learners achieve a pass.

Age Range and Geographical Coverage

This qualification is approved for learners 18 plus in England, Wales and Northern Ireland.

Learner Entry Requirements

There are no formal entry requirements. However, learners should be able to work at level 2 or above and be proficient in the use of English language.

Progression

Candidates can progress directly into employment.

Tutor Requirements

All trainers delivering this qualification must have:

- Appropriate teaching qualification e.g. PTLLS.
- Three years frontline operational experience in the last ten, relevant to the area that they are training.
- Continuous professional development (CPD).
- Membership of a professional association is advantageous but not mandatory.

Internal Verification

Internal verification must be carried out for this qualification in accordance with the centre internal verification policy. Internal verifiers should hold the same qualifications as tutors, in addition an internal verifier qualification is recommended but not mandatory.

RPL

Learners who completed the following units may RPL for units of the same name but different number:

Unit title	New unit number	Old unit number
Principles of Planning and Reporting Investigations	K/616/0757	A/503/0679
Principles of Gathering and Using Information for Investigations	A/615/9399	M/503/0680

Information Commissioners Office

Private Investigators should notify (register) the Information Commissioners Office to ensure that they have an entry on the Commissioner's public register that they are processing personal data. This entry should include details of their use of personal data. For more information visit: www.ico.gov.uk/tools_and_resources/register_of_data_controllers.aspx.

SIA

This qualification is mapped to the SIA Specification for Learning and Qualifications for Private Investigators and Pre-Cognition activities. It is recognised by the SIA as meeting the current qualification requirement for licensing (when this comes into effect):

Extract from SIA letter dated 16th December 2011: "Following the satisfactory assessment of SFJ AWARDS's Private Investigator Award, I am pleased to confirm support for this endorsement request.

Please note that if licensing is introduced in more than three years from now, the Core Competency Specifications may need to be reviewed. This could mean that qualified operatives would need to take some form of top-up training if requirement gaps are identified".

In preparation for licensing it is therefore a requirement that a full SIA ID check is carried out. When licensing does come into effect SFJ AWARDS will upload to the SIA the data on learners who have successfully completed this qualification; enabling learners to apply for the SIA licence.

Centre Requirements

Centres must be approved by SFJ AWARDS in order to offer this qualification.

Unit 1: Principles of Planning and Reporting Investigations K/616/0757

Total Unit Time: 23
 Guided Learning Hours: 15
 Unit Level: 3

Unit Description: This unit focuses on planning and reporting investigations. This includes identifying the objectives of the investigation; dealing with conflicts of interest; and how to report and present the findings of the investigation. The unit also covers knowing and complying with the relevant legislation and regulations.

Unit Grid: Learning Outcomes/ Assessment Criteria /Content

Learning Outcome - The learner will:	Assessment Criteria - The learner can:		Indicative Contents
1. Know how to establish the objectives and ongoing feasibility of an investigation	1.1	Determine the purpose of different investigations	Purpose of different investigations: Prosecution, litigation, prevention of loss or crime, prevention of litigation, recovery of property, including information, intelligence gathering, discipline, location of person or property
	1.2	Assess what information is needed to meet different investigational requirements	Information needed to meet different investigational requirements: Establishing purpose, investigation plan with targets, timescale, review, progress and reporting. Access to relevant legislation and regulations and how these impact on investigation. Investigations options: overt, covert, direct, indirect; methodologies to be used to gather information: interviewing witness, suspects and other relevant people, locating witness/suspects/other, statement taking, surveillance operations (overt or covert), recording evidence, desk research: e.g. records, registers, databases (paper-based or electronic). Identify available sources and resources e.g. people, equipment, information, finance, specialists, cost, colleagues, external agencies, specialists, legal advisers, clients. The importance of reviewing and updating plans in response to changing circumstances
	1.3	Identify criteria for establishing the feasibility of an investigation	Criteria for establishing the feasibility of an investigation: The legality of an investigation, possible consequences; purpose, sources and resources available, cost and budget, client expectations, time scale; potential value and availability of information; compliance with relevant legislation, regulations and codes of practice, and organisational guidelines. Establishing parameters of the investigation, e.g. financial, timescales, responsibilities, legal or regulatory, ethical, moral, change in circumstances. Constraints of the investigation: financial, resources, time, logistical (distance, location), personnel, legal, ethical, moral, professional values

1.4	State the appropriate legislation that should be followed when carrying out investigations	<p>Appropriate legislation that should be followed when carrying out investigations: Awareness of differences in legislation within the nations. Current legislation, guidelines and codes of practice including the SIA's Standards of Behaviour for Private Investigators and Precognition Agents, laws of evidence and procedures (including acquisition and preservation of evidence), privacy and information laws, criminal and civil procedure, human rights laws, how to obtain information by lawful means, searching for information and preserving evidence, health and safety etc.</p> <p>Examples of relevant legislation: Criminal Procedure and Investigations Act 1996 (as amended by the Criminal Justice Act 2003), Data Protection Act 2018, Freedom of Information Act 2000, Health and Safety Acts and Regulations, Human Rights Act, 1998, Police and Criminal Evidence Act, 1984, as amended by The Criminal Justice Act 2003, and The Serious Organised Crime Act 2005; Prevention of Corruption Acts 1906 and 1916; Private Security Industry Act 2001; Protection from Harassment Act; Public Interest (Disclosure) Act 1998; Regulation of Investigatory Powers Act 2000; Sexual Offences Act 2003, Sections 67 and 68 with regard to voyeurism; Civil Procedure Rules 1999; Criminal Procedure Rules 2005; Solicitors Conduct Rules 2007; Health and safety issues involved in searching for information and preserving evidence</p>
1.5	Identify possible consequences of carrying out an investigation	<p>Possible consequences of carrying out an investigation: Conflict of interest, legal implications and changes in legislation, regulation or codes of practice; social or community impact, involvement of Enforcement Agencies, Police, Customs & Revenue, Security Services (e.g. a Crime investigation or Surveillance operation); Media interest /involvement, National or International boundaries, covert surveillance being compromised, collateral intrusion, lack of information, Identification of the need to cater for special needs, age, limited ability; escalation of costs; the need to provide evidence in court etc.</p>
1.6	Explain how to establish collaborative relationships with all involved	<p>Establish collaborative relationships: Identification of people and agencies involved including client and colleagues: colleagues, specialists, police and other public services and enforcement agencies (e.g. HMRC, Benefits Agency, HSE, etc.), employers, neighbours, associates, friends of the 'target', the client. The importance of establishing and maintaining professional relationships. Methods of establishing effective communication with collaborative partners: formal, informal, direct, indirect. Providing and receiving information, maintaining effective collaboration with external people and parties whilst maintaining the required level of confidentiality of information, the importance of ensuring currency of information shared between collaborative partners</p>

2. Know how to deal with actual or potential conflicts of interest	2.1	State what options are available to deal with conflicts of interest in an investigation	Options available to deal with conflicts of interest: Identifying conflicts of interest: commercial, operational, legal or regulatory, ethical; options: redefining the investigation's objectives, recommending alternative action, abandoning the investigation, transferring the investigation to a colleague, seeking independent professional advice; when to involve police and/or other public services
	2.2	Explain the possible consequences of not dealing effectively with conflicts of interest	Consequences of not dealing effectively with conflicts of interest: Prosecution, loss of confidence from client and other parties, financial etc.
3. Know how to report and present the findings of an investigation	3.1	Describe the different types of investigation reports	Different types of investigation reports: Investigation reports, surveillance reports, interview reports, investigation plan with targets, timescale, review, progress and reporting, reports for evidential purposes etc. Types: ad-hoc, formal, planned (according to an agreed timescale), interim, verbal, written. Format and information to be included: photographic, video recordings, written (paper based, electronic), audio
	3.2	Describe the requirements of investigation reports in terms of meeting client and legal needs	Requirements of investigation reports in terms of meeting client and legal needs: Establishing client requirements: format e.g. written, verbal, presentation, full, interim, informal, according to agreed time scale. Purpose of report and type of client. Confidentiality, accuracy, security of evidential documentation, photographs, client expectations. Ensuring compliance with current legislation, regulations, confidentiality, codes of practice and organisational guidelines e.g. data protection etc. Ensuring accuracy, validity, reliability and completeness, Presenting information and findings to different types of clients. Private individuals, corporate, public bodies, police, local authorities, government departments. The importance of providing complete and appropriate authenticated documentation. Ensuring clients' agreed needs and expectations are met in terms of reporting and presenting the results of the investigation: handling sensitive information, recommending further investigative action

Unit 1 Guidance on Delivery and Assessment

Delivery

This unit develops the learner's knowledge and understanding of how to establish the objectives and ongoing feasibility of an investigation, how to deal with actual or potential conflicts of interest and how to report and present the findings of an investigation. Throughout the unit there is emphasis on knowing and complying with the relevant legislation and regulations.

Assessment

Assessment for this unit is by multiple choice examination (externally set and marked by SFJ AWARDS) held under examination conditions.

Links

This unit is based on the SIA Specification for Learning and Qualifications for Private Investigators and Pre-Cognition activities.

Unit 2: Principles of Gathering and Using Information for Investigations A/615/9399

Total Unit Time:	30
Guided Learning Hours:	16
Unit Level:	3

Unit Description: This unit focuses on gathering information in support of an investigation. This includes: knowing how to research information from various sources; gather information through interviews; and have an overview of surveillance operations, both overt and covert. The unit also deals with maintaining the security and confidentiality of all information gathered during the investigation. Throughout the unit, there is also the requirement of knowing and complying with the laws and regulations relevant to carrying out investigations.

Unit Grid: Learning Outcomes/ Assessment Criteria /Content

Learning Outcome - The learner will:	Assessment Criteria - The learner can:		Indicative Contents
1. Know how to research and analyse information in support of an investigation	1.1	Identify appropriate sources of information to support an investigation	Appropriate sources of information: How to identify and search for appropriate sources of information to support the investigation e.g. documents, electronic, covert human information sources (informants), professional contacts, witnesses; types e.g. physical exhibits (e.g. objects, documents), intelligence, forensic exhibits, testimonials (e.g. oral) and documentary evidence. Compliance with current legislation and codes of practice
	1.2	Evaluate the main methods of researching information	Main methods of researching information: Desk research, telephone, face-to-face (e.g. experts, third parties), internet, interviews (e.g. witnesses, suspects), surveillance (overt, covert), open source research (e.g. libraries, central information facilities), exhibit management; evaluation of each, appropriateness of methods in different circumstances, their value for different purposes
	1.3	Explain why information and evidence should be analysed and graded	Information and evidence should be analysed and graded: Ensuring continuity, confidentiality and integrity of information; establishing the value/evidential value and reliability of information and intelligence; establish patterns, links and trends; identify irregularities, including actual/potential criminal activity, breaches of civil law and breaches of organisational rules or procedures, assessing and cross referencing information, identifying the availability of additional evidence, confirming and agreeing objectives of the investigation. Methods for grading information should be logical and systematic e.g. by source, information type, evidence, reliability, value

1.4	Explain the value of corroborating information	Value of corroborating information: The importance of corroborating, risks of not corroborating/incorrect information; corroborating information systematically; establishing patterns and links, the reliability of information, ensuring accuracy, value for evidential purposes; methods used to corroborate information; corroborative sources (usefulness and reliability); reliability and validity of corroborated information
1.5	Explain why it is important to maintain the continuity and integrity of evidence	Continuity and integrity of evidence: Suitability of evidence for evidential purposes; being able to provide the continuity of evidence and respond appropriately to challenge. Meeting objectives of investigation. How to handle and store written and recorded information to preserve its security; provide the relevant parties with complete and appropriate authenticated documentation. Importance of maintaining the continuity and integrity of evidence, how and why records and exhibits need to be stored to protect their integrity, evidential purposes
1.6	Describe how to maintain the continuity and integrity of evidence	How to maintain the continuity and integrity of evidence: How evidence is kept safe and secure, properly marked, identified and recorded; ensuring that its continuity and integrity is maintained; prompt and appropriate action on finding information which may be used as evidence; how and why records and exhibits need to be stored to protect their integrity
1.7	State the requirements of legislation relevant to searching for, obtaining and handling information, including the disposal of information not needed to support an investigation	Requirements of legislation: Awareness of differences of legislation in the 4 nations; legislation of evidence and procedures (including acquisition and preservation of evidence), privacy and information laws, criminal and civil procedure, human rights, necessary authority and permissions to carry out searches for information regarding people or property retention and disposal of information or evidence not wanted. Current legislation, regulation and codes of practice relevant to obtaining and holding information lawfully e.g. relevant parts of: Criminal Procedure and Investigations Act 1996 (as amended by the Criminal Justice Act 2003), Data Protection Act 2018, Freedom of Information Act 2000, Health and Safety Acts and Regulations, Human Rights Act 1998, Police and Criminal Evidence Act 1984 as amended by The Criminal Justice Act 2003 and The Serious Organised Crime Act 2005, Prevention of Corruption Acts 1906 and 1916, Private Security Industry Act 2001, Public Interest (Disclosure) Act 1998, Regulation of Investigatory Powers Act 2000, Sexual Offences Act 2003, Sections 67 and 68 with regard to voyeurism, Civil Procedure Rules 1999, Criminal Procedure Rules 2005, Solicitors Conduct Rules 2007, SIA Standards of Behaviour

2. Know how to interview people to gather information	2.1	Describe the main types of interview and when they should be used	Main types of interview and when they should be used: Types of interviews: formal, informal, ad-hoc, general enquiries, pre-planned, the correct procedures for managing the presence of third parties, procedures to interview under-16s and vulnerable adults, location, necessary equipment and people, appropriate method according to circumstances and purpose. Methods of recording information
	2.2	Describe relevant interview techniques and procedures	Interview techniques and procedures: Accurate and legible statements, including corrections, alterations and additions which have been agreed and endorsed by interviewees. Processes and techniques used for carrying out interviews of: witnesses (co-operative, non-co-operative), suspects (co-operative, non-co-operative), other relevant persons, non-English speakers, using interpreters and translators. Communication: open and closed questions. Relevant legislation
	2.3	Describe how to carry out effective interviews	Carry out effective interviews: Establishing aims and objectives, ensuring integrity of evidence, methods of recording. Effective communication, the importance of body language, how to suspend and reconvene interviews
	2.4	Explain how relevant legislation and SIA Standards of Behaviour impact on interviewing	Relevant legislation and SIA Standards of Behaviour impact on interviewing: Legislation relating to: laws of evidence and procedures (including acquisition and preservation of evidence), privacy and information laws, criminal and civil procedure, human rights laws, appropriate behaviour, confidentiality etc.
	2.5	Describe how information should be recorded during an interview and stored after the interview for evidence in court	How information should be recorded during an interview and stored after the interview for evidence in court: Evidence is kept safe and secure, properly marked, identified and recorded, whilst ensuring that its continuity and integrity is maintained, handling and storage of records and exhibits to protect their integrity, ensure continuity, and preserve value as evidence physical (e.g. safes, secure storage, marked and recorded) electronic (e.g. encryption, pass word protected) chain of evidence procedures
3. Know how surveillance can be used to gather information	3.1	Describe how to prepare and plan a surveillance operation	Prepare and plan a surveillance operation: Specifying the objectives of the surveillance, obtaining, where appropriate, the authority to carry it out, choosing and using legal and proportionate surveillance methods, ensuring equipment to be used is working properly, ensuring all parties involved in the surveillance understand their roles and responsibilities. Reconnoitring the location. Specifying the objectives of the surveillance. Evidence to be recorded during surveillance e.g. photographs, video recordings, audio, written logs and ensuring its accuracy, logging, confidentiality, value as information or evidence to support the investigation; retention of original notes, etc. to comply with legal requirements

	3.2	Describe overt and covert surveillance techniques that comply with relevant legislation	Overt and covert surveillance techniques: Compliance with legislation, regulations, codes of practice and organisational guidelines; how they impact on choosing and using surveillance methods and equipment. Definition of covert and overt surveillance. Methods of carrying out surveillance: e.g. mobile (vehicle), pedestrian, single operative and team operations, static, technical. Surveillance equipment: availability, capabilities, limitations, suitability. Health and safety considerations relevant to surveillance operations including personal safety. Preparing and planning surveillance operations: purpose of surveillance operation, obtaining appropriate authority, briefing people involved in surveillance operations, identifying equipment needed and confirming its operational performance and reconnoitring the subject's location. How to transcribe written or recorded surveillance notes accurately
	3.3	Describe the different equipment that can legally be used during surveillance operations in terms of its capabilities, limitations and suitability	Different equipment that can legally be used during surveillance operations: Types of cameras and lenses; photographs and footage, how equipment can be used legally and what uses are illegal, relevant legislation, suitability for investigation requirements, suitability for location including day and night conditions, short and long distances. Uses of equipment that is not legal: e.g. when equipment is used illegally for intrusive surveillance to infringe on a person's human rights of privacy
4. Understand how to maintain the security and confidentiality of information gathered	4.1	Explain why the security and confidentiality of information must be maintained	Why the security and confidentiality of information must be maintained: Compliance with legislation, codes of practice, client confidentiality; how long data should be kept, consequences of not maintaining e.g. evidence not evidential, loss of business/confidence, prosecution
	4.2	Describe how the security and confidentiality of information must be maintained	How the security and confidentiality of information must be maintained: Range: documents, both paper and electronic; photographic; video; audio; physical e.g. clients' details, communications, operational plan etc. Format of information e.g. written (paper based, electronic), photographic, video recordings, audio, physical exhibits (chain of evidence). Methods of information transmission: e.g. electronic, textual, verbal. Maintaining the security and confidentiality of information to comply with: clients' instructions or requirements, legal requirements, professional codes of practice. Methods for maintaining the safety and security of information and evidence

5. Understand relevant Health and Safety issues	5.1	Describe situations where the personal health and safety of the investigator may be at risk	Situations: Surveillance operations, searching for information, preservation of evidence, interviewing, office, street, late night etc.
	5.2	Explain how to avoid or minimise personal health and safety risks	Minimise personal health and safety risks: Of self and others; health and safety legislation and regulations, carrying out risk assessments; dynamic risk assessment. Conflict management: recognising potential conflict situations, dealing with aggressive or antisocial behaviour, defusing conflict, avoiding conflict. Communications skills: active listening, non-verbal, communication cycle

Unit 2 Guidance on Delivery and Assessment

Delivery

This unit develops the learner's knowledge and understanding of how to research and analyse information in support of an investigation, how to interview people to gather information, how surveillance can be used to gather information, how to maintain the security and confidentiality of information gathered and to understand relevant Health and Safety issues. Throughout the unit there is emphasis on knowing and complying with the relevant legislation and regulations.

Unit Scope

AC 4.2: Describe how the security and confidentiality of information must be maintained:

Scope: i.e. documents, both paper and electronic; photographic; video; audio; physical.

AC 3.1: Describe how to prepare and plan a surveillance operation:

Scope:

- Specifying the objectives of the surveillance.
- Obtaining, where appropriate, the authority to carry it out.
- Choosing and using legal and proportionate surveillance methods in accordance with the SIA Standards of Behaviour stated in Annex A.
- Checking that the equipment to be used is working properly.
- Ensuring all parties involved in the surveillance understand their roles and responsibilities.
- Reconnoitre the subject's location.

Assessment

Assessment is by a combination of a multiple choice examination (externally set and marked by SFJ AWARDS) under examination conditions and a portfolio internally set and marked and quality assured by SFJ AWARDS. An achievement record for the Portfolio element is available to download from the website. Both parts must be completed successfully to achieve this unit.

Portfolio: Only one Assessment Criterion is assessed by portfolio:

3.1 Describe how to prepare and plan a surveillance operation. The scope for this AC is listed above and must be met in full.

To achieve this assessment criterion learners could actually prepare and plan a surveillance operation which can be either real or fictitious. The brief of the surveillance should be included in the portfolio and if fictitious must be realistic. For the purpose of this assessment learners are NOT expected to carry out the surveillance, only to prepare and complete the plan. Learners who are already working as professional investigators could submit the evidence of preparation and planning for an operation that they have previously completed. Please note that all confidential information MUST be deleted/made unreadable. Holistic assessment is encouraged; preparing and planning one operation should provide all the evidence necessary to meet the requirements of this criterion.

An External Verifier (EV) will be appointed once you have registered your first cohort of learners, in order to carry out SFJ AWARDS Quality Assurance Procedures and report on your accredited qualifications. They will make at least one visit to your centre each year and will issue an EV Report Form after each visit. Please note that **learner certificates will not be issued** until after the first EV visit has happened and your centre has been satisfactorily verified by the EV. The EV communicates with SFJ AWARDS through the EV Report Form, which ensures sufficient sampling of evidence in order to confirm that SFJ AWARDS quality standards are being applied before the issue of any certificates. In line with Ofqual's requirements we ask you to ensure that all assessment records and tracking documentation are up to date and complete before each of the EV visits. All such records should be available to the EV and kept for a period of 2 years from the date of learner completion. Please ensure you keep, as a condition of this approval, a complete copy of the centre approval documentation you have issued to us, as from time to time the EV and other SFJ AWARDS personnel may wish to review such documentation.

Links

This unit is based on the SIA Specification for Learning and Qualifications for Private Investigators and Pre- Cognition activities.

List of Acceptable Forms of Identification for SIA Licensed Linked Examinations

Valid from July 2015

Learners must present:

Two identity documents from group A. At least one document must show your current address and at least one document must show your date of birth.

Or

One identity document from group A and two documents from group B. At least one document must show your current address and at least one document must show your date of birth.

Group A Documents:

- 1 Signed valid passport of any nationality
- 2 Valid photo driving licence (both parts of the full or provisional licence are required) Issued by Northern Ireland DVLA*
- 3 UK original birth certificate issued within 12 months of birth
- 28 UK biometric residence permit
- 29 Valid UK photo driving licence (no counterpart necessary) issued by UK DVLA. (but not by Northern Ireland DVLA)*

Group B Documents:

- 4 UK adoption certificate
- 5 Valid EU photo ID card
- 6 Valid UK firearms licence with photo
- 7 Signed valid UK paper driving licence
- 8 Marriage certificate or Civil Partnership certificate, with translation if not in English
- 9 UK birth certificate issued more than 12 months after date of birth, but not a photocopy
- 10 Non-UK birth certificate, with translation if not in English
- 11 P45 statement of income for tax purposes on leaving a job issued in the last 12 months
- 12 P60 annual statement of income for tax purposes issued in the last 12 months
- 13 Bank or building society statement issued to your current address, less than three months old. You can use more than one statement as long as each is issued by a different bank or building society
- 14 2nd Bank or building society statement issued to your current address, less than three months old from a different provider to 13
- 15 Mortgage statement issued in the last 12 months
- 16 Utility bill (gas, electric, telephone, water, satellite, cable,) issued to your current address within the last three months. **You can only use one utility bill in support of your application** (mobile phone contracts are NOT accepted)
- 18 Pension, endowment or ISA statement issued in last 12 months
- 20 British work permit or visa issued in last 12 months
- 21 Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months. You can use more than one letter as long as each is issued by a different Government department or a different local authority
- 22 2nd letter from different provider to 21
- 23 A credit card statement sent to your current address within the last three months. You can use more than one statement as long as each is issued by a different issuer
- 24 2nd credit card statement from different provider to 23
- 25 Council Tax statement issued in the last 12 months
- 27 Child benefit book issued in last 12 months
- 30 Valid NI issued driving licence photo card only (issued by Northern Ireland DVLA)*
- 31 Valid driving license paper counterpart only issued by DVLA Great Britain or Northern Ireland.*

Summary of changes: Changes to 2, 29, 30 and 31

* NB: A two part driving license cannot be used as both a Group A and a Group B document

SIA Standards of Behaviour for Private Investigators and Precognition Agents

SIA research showed that the following standards of behaviour should be demonstrated by those operating within the private investigator sector.

Private Investigators should accept responsibility for their actions and diligently carry out their roles in ways which ensure that they:

- Confirm clients' identities and establish that they have legal and moral right to commission an investigation.
- Agree in advance with clients the objectives of the investigation and the fees, terms and conditions which will apply.
- Deal with clients and others with discretion and courtesy and in ways which do not bring the reputation of either themselves in particular or the profession of private investigation in general, into disrepute.
- Respect and protect clients' and others' privacy and lawful confidentiality.
- Objectively disclose to clients all the information arising from an investigation, whether it is advantageous or disadvantageous, unless the law dictates otherwise.
- Ensure that investigation specific and business records, administrative systems and procedures comply with legal requirements, protect against accidental disclosure and reflect best practice.
- Carry out investigations in ways which are moral, honest, truthful and fair whilst adhering to legal and regulatory requirements.
- Accept only those commissions which they consider themselves qualified to carry out.
- Seek advice from and/or refer clients to, only those who have the experience, knowledge and skills needed to carry out the work, meet the necessary legal requirements and operate to the same/similar code of ethics.
- Assist, when required by law to do so, the legal and regulatory authorities.
- Act fairly and not discriminate on the grounds of gender, sexual orientation, marital status, race, nationality, ethnicity, religion or beliefs, disability, or any other difference in individuals which is not relevant to the Private Investigator's responsibility.
- Promote, through their general demeanour and in dealings with clients, the general public, colleagues and the authorities, the professionalism and integrity of the private investigation community.

Private Investigators should notify (register) the Information Commissioners Office to ensure that they have an entry on the commissioner's public register that they are processing personal data. This entry should include details of their use of personal data.

For more information visit: www.ico.gov.uk/tools_and_resources/register_of_data_controllers.aspx

Resources

Training

Centres may use their own or published learner support materials in delivering the qualification. Whatever support materials centres choose to use, they should ensure that their delivery methodology adequately prepares the learner for assessment.

SFJ AWARDS endorses published training resources and learner support materials by submitting the materials to a rigorous and robust quality assurance process, thus ensuring such materials are relevant, valid and appropriately support the qualification.

Resources and Useful websites

Security Industry Authority	www.the-sia.org.uk
“Introduction to Learning Leading towards Licence linked Qualifications a guide for Awarding bodies and training Providers” and other relevant documents and information.	
Health and Safety Executive	www.hse.gov.uk
The Information Commissioners Office	www.ico.gov.uk
Office of Public Sector Information	www.opsi.gov.uk
Equalities and Human Rights Commissions	www.equalityhumanrights.com
Health and Safety Executive for Northern Ireland	www.hseni.gov.uk
Public Prosecution Service (Northern Ireland)	www.ppsni.gov.uk
Northern Ireland Office	www.nio.gov.uk
Northern Ireland Assembly	www.niassembly.gov.uk
Equality Commission for Northern Ireland	www.equalityni.org