



Police First Line Management

LEVEL
4

This qualification is aimed at those who are aspiring and practising managers within the police sector



Total Qualification Time:
344 hrs

Qualification Number: 601/7447/X

Qualification Age: 19



Guided Learning (GL):
146 hrs

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

Operational From: 1 September 2015



Qualification Objectives

What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge and skills required within first line management in the police service. It covers areas such as supervising investigations and responses to critical incidents, police operations, conducting briefings and debriefings and managing staff.

Who is the qualification for?

This qualification is aimed at those in or wishing to progress to a first line management role in policing.

Who supports this qualification?

The development of this qualification was led by Skills for Justice and the College of Policing in collaboration with police forces and awarding organisations.



Qualification Progression

What future education could this qualification lead to?

This qualification offers progression into other management and police related qualifications.

What future employment could this qualification lead to?

Learners could progress to management roles within the police service.



Qualification Achievement

What are the entry requirements for the qualification?

Prior to registration learners are required to be:

- accurately identified
- at least 19 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.

What will be assessed?

The units contain the learning outcomes and the assessment criteria that the learner is to be assessed against.

All learning outcomes within the qualification will be assessed.

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:

Learning outcomes

The learner will...

1. Understand legal and organisational requirements, codes of practice and guidelines in relation to planning police operations

2. Be able to deliver results

Assessment criteria

The learner will...

- 1.1 Summarise legislation, codes of practice and guidelines for planning police operations
- 1.2 Summarise policies and procedures for planning police operations
- 1.3 Explain how the required authorities are obtained

- 2.1 Make planning and resourcing decisions that optimise the available resources, skills and expertise
- 2.2 Use delegation techniques whilst delivering targets
- 2.3 Empower individuals to take responsibility for their decisions and actions within agreed parameters
- 2.4 Adapt plans, priorities and resource allocations to meet changing circumstances and priorities



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 4 Certificate in Police First Line Management 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 policing
 - Have current occupational competence in policing
- 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

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

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

Tel: 0114 284 1970

Email: info@sfjawards.com

Website: www.sfjawards.com



Qualification Structure

Learners must successfully complete 8 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Conduct evidence based information briefings, tasking and debriefings	4	16	R/507/6650	The units can all be assessed through: <ul style="list-style-type: none">• Portfolio of Evidence• Practical Demonstration/Assignment
Prepare for, monitor and maintain police operations	4	11	Y/507/6651	
Supervise the response to critical incidents	4	24	R/508/4120	
Supervise police investigations and investigators	4	18	H/507/6653	
Provide leadership and management	4	28	L/506/1953	
Manage team performance	3	21	A/506/1821	
Manage personal and professional development	3	12	T/506/2952	
Conduct performance reviews with individuals in policing	3	16	Y/508/4121	

Contacts



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Ofqual

Tel: 0300 303 3344
Email: public.enquiries@ofqual.gov.uk
Website: www.gov.uk/government/organisations/ofqual

Qualifications Wales

Tel: 01633 373 222
Email: enquiries@qualificationswales.org
Website: www.qualificationswales.org

CCEA

How to contact: <https://ccea.org.uk/contact>
Email: info@ccea.org.uk
Website: <https://ccea.org.uk/regulation>

Skills for Justice

How to contact: www.sfjuk.com/contact
Email: contactus@sfjuk.com
Website: www.sfjuk.com

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SFJ Awards

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SFJ Awards is an awarding organisation recognised and regulated by the Office of the Qualifications and Examinations Regulation (Ofqual) in England, Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland and Qualifications Wales in Wales.

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.