



LEVEL

3

## Certificate in Knowledge of Policing

This qualification is aimed at those interested in a future career in policing for roles such as Special Constables, Police Community Support Officers and Police Constables



**Total Qualification Time:**  
**290 hrs**

**Qualification Number:** 601/8126/6

**Qualification Age:** 18



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

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

**Operational From:** 1 December 2015



# Qualification Objectives

## What does this qualification cover?

The objective of this qualification is to prepare the learner for further learning and training, and to develop their knowledge and understanding of policing practice. The qualification recognises the knowledge and understanding required for competence, but does not provide the competences themselves.

## Who is the qualification for?

This qualification is aimed at those who are interested in a future career in policing for roles such as Special Constables, Police Community Support Officers and Police Constables. It covers different aspects of priority and volume investigations, using police powers and dealing with victims, witnesses and suspects.

## Who supports this qualification?

The qualification has been developed in collaboration with the College of Policing, Skills for Justice and police forces.



# Qualification Progression

## What future education could this qualification lead to?

This qualification could lead to education in higher education, such as the policing degree, or other vocational qualifications in public services.

## What future employment could this qualification lead to?

This qualification could support learners into employment in the policing sector.



# 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

## How is the qualification achieved?

The learner will need to complete 10 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 10 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.

This is a knowledge-based qualification. Examples of learning outcomes and assessment criteria are:

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### Learning outcomes

The learner will...

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1. Understand the features of evidence-based preventative policing
2. Understand how to provide initial support to victims, witnesses and vulnerable people

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### Assessment criteria

The learner will...

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- 1.1 Outline the principles of an evidence-based preventative policing approach to reducing crime
- 1.2 Explain the need for collaborative working when implementing an evidence-based preventative policing approach
- 2.1 Explain how to develop a support plan that is appropriate to individuals' needs and wishes
- 2.2 Describe the types of records required to meet individual and national service requirements
- 2.3 Summarise the legal and national service requirements in respect of:
  - confidentiality
  - access to information provided by individuals
  - how the information will be recorded and stored



# 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 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 Certificate in Knowledge of Policing 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 the policing sector
- 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 10 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Knowledge of evidence-based preventative policing	3	8	R/507/9144	The units can be assessed through methods appropriate for knowledge-based criteria including: <ul style="list-style-type: none"><li>• Portfolio of evidence</li><li>• Written tests</li><li>• Multiple-choice questions</li></ul>
Knowledge of supporting victims, witnesses and vulnerable people	3	10	Y/507/9145	
Knowledge of managing conflict situations in policing	3	10	D/507/9146	
Knowledge of using police powers to deal with suspects	3	10	H/507/9147	
Knowledge of conducting police searches	3	10	K/507/9148	
Knowledge of handling information and intelligence	3	10	M/507/9149	
Knowledge of providing an initial response to policing incidents	3	10	H/507/9150	
Knowledge of conducting priority and volume investigations	3	12	K/507/9151	
Knowledge of interviewing victims and witnesses in relation to priority and volume investigations	3	6	M/507/9152	
Knowledge of interviewing suspects in relation to priority and volume investigations	3	10	T/507/9153	

# Contacts



## **SFJ Awards**

Tel: 0114 284 1970  
Email: [info@sfjawards.com](mailto:info@sfjawards.com)  
Website: [www.sfjawards.com](http://www.sfjawards.com)

## **Ofqual**

Tel: 0300 303 3344  
Email: [public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk)  
Website: [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)

## **Qualifications Wales**

Tel: 01633 373 222  
Email: [enquiries@qualificationswales.org](mailto:enquiries@qualificationswales.org)  
Website: [www.qualificationswales.org](http://www.qualificationswales.org)

## **CCEA**

How to contact: <https://ccea.org.uk/contact>  
Email: [info@ccea.org.uk](mailto:info@ccea.org.uk)  
Website: <https://ccea.org.uk/regulation>

## **Skills for Justice**

How to contact: [www.sfjuk.com/contact](http://www.sfjuk.com/contact)  
Email: [contactus@sfjuk.com](mailto:contactus@sfjuk.com)  
Website: [www.sfjuk.com](http://www.sfjuk.com)

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## **SFJ Awards**

**Consult House, 4 Hayland Street, Sheffield S9 1BY**

**Tel: 0114 284 1970**  
**Email: [info@sfjawards.com](mailto:info@sfjawards.com)**  
**Website: [www.sfjawards.com](http://www.sfjawards.com)**

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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.