



# Supporting and Assisting Police Federation Members

LEVEL  
3

This qualification is aimed at those staff working for the Police Federation of England and Wales who support Police Federation members.



**Total Qualification Time:**  
**30 hrs**

**Qualification Number:** 610/0191/0

**Qualification Age:** 16



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

**Availability:** This qualification is regulated in England and Wales

**Operational From:** 1 December 2021



# Qualification Objectives

## What does this qualification cover?

The main objective of this qualification is provide staff with an improved understanding of the work of the Police Federation of England and Wales and their members. This will allow head office and regional staff to better support and assist Police Federation members.

## Who is the qualification for?

This qualification is aimed at those staff who support and assist Police Federation members.

## Who supports this qualification?

The qualification has been developed in collaboration with the Police Federation of England and Wales.



# Qualification Progression

## What future education could this qualification lead to?

Learners could progress to the SFJ Awards Level 4 Award in Representing and Advising Police Federation Members, or a range of business, management and administrative qualifications.

## What future employment could this qualification lead to?

Learners could progress within the Police Federation of England and Wales or the qualification could facilitate employment in business, management or administrative roles.



# Qualification Achievement

## What are the entry requirements for the qualification?

Prior to registration learners are required to be:

- accurately identified
- at least 16 years of age
- working in a role at the Police Federation of England and Wales, which will allow demonstration of skills

## How will it be assessed?

This qualification contains 1 mandatory unit 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:

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### Learning outcomes

The learner will...

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1. Understand the purpose, structure and objectives of the Police Federation of England and Wales

2. Know how to access to information

## How is the qualification achieved?

The learner will need to complete 1 mandatory unit.

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### Assessment criteria

The learner will...

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1.1 Explain the:

- purpose
- structure
- objectives

of the Police Federation of England and Wales

2.1 Explain how to access information relevant to own role

## What will be assessed?

Evidence of the learner's understanding through assessment methods designed to assess knowledge e.g. in a portfolio of evidence. The learner will also need provide evidence that demonstrates their skills either in the training environment or in the workplace.



# 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 Award for Staff Supporting and Assisting Police Federation Members 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 and the work of the Police Federation
  - Have current occupational competence in the work of the Police Federation
- 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

This qualification is only available to the Police Federation of England and Wales.

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 one mandatory optional unit to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Supporting and Assisting Police Federation Members	3	20	L/650/0796	The qualification can be assessed through a combination of the following methods: <ul style="list-style-type: none"><li>• Coursework</li><li>• E-assessment</li><li>• Multiple Choice 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>

# Contacts



## **SFJ Awards**

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

## **Ofqual**

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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 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, Qualifications Wales in Wales, and SQA in Scotland.

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.