



Diploma for Communications Data Investigations – Single Point of Contact

LEVEL
4

This qualification is aimed at those individuals working as a Communications Data Investigations – Single Point of Contact (CDI-SPoC)



Total Qualification Time:
844 hrs

Qualification Number: 610/0488/1

Qualification Age: 18



Guided Learning (GL):
670 hrs

Availability: This qualification is regulated in England and Wales

Operational From: 1 February 2022



Qualification Objectives

What does this qualification cover?

The objective of this qualification is to provide learners with the essential knowledge, understanding and skills for the identification, acquisition, analysis and dissemination of communications data in the role of Communications Data Investigations – Single Point of Contact (CDI-SPoC).

Who is the qualification for?

This qualification is aimed at those employed/starting employment as a CDI-SPoC.

Who supports this qualification?

The qualification has been developed in collaboration with the College of Policing and is based on their Digital Policing Communications Data Investigations – Single Point of Contact (CDI-SPoC) National Policing Curriculum. It is also supported by the NPCC Digital Trust and Evidence Group and the National Communications Data Service at the Home Office.



Qualification Progression

What future education could this qualification lead to?

Learners could progress to further qualifications in information technology or investigations.

What future employment could this qualification lead to?

This qualification creates opportunities for progression to employment as a qualified CDI-SPoC and to related roles, such as:

- Communications Data Investigator Manager
- Digital Media Investigation Co-ordinator



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, or about to start working, in a role as a Communications Data Investigations – Single Point of Contact

How will it be assessed?

This qualification contains 6 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 sources and types of communications data
2. Be able to use sources and types of communications data according to force and national protocols

Assessment criteria

The learner will...

- 1.1 Critically compare different devices used to source communications data
- 1.2 Explain technical access methods for communications data
- 1.3 Evaluate the communication services for gathering and submitting data
- 2.1 Gather and submit types of communications data from various and multiple sources
- 2.2 Complete documentation for the acquisition of communications data and associated material
- 2.3 Resolve IP addresses in order to gather and submit communications data

What will be assessed?

Portfolio of evidence and demonstration of 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 4 Diploma for Communications Data Investigations – Single Point of Contact 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 Communications Data Investigations
 - Have current occupational competence in Communications Data Investigations
- 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 learners through the College of Policing.

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 6 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Operating within the requirements of legislation and the Code of Practice for communications data	4	85	A/650/1348	Coursework, E-assessment, Multiple Choice Examination, Portfolio of Evidence, Practical Demonstration/Assignment, Practical Examination, Written Examination
Understanding sources and acquisition of communication data	4	170	D/650/1349	Coursework, E-assessment, Multiple Choice Examination, Portfolio of Evidence, Written Examination
Acquiring and disseminating communications data	4	125	J/650/1350	Coursework, E-assessment, Multiple Choice Examination, Portfolio of Evidence, Practical Demonstration/Assignment, Practical Examination, Written Examination
Analysing communications data from Telecommunications Operators (TO) and Postal Operators (PO)	4	105	K/650/1351	Coursework, E-assessment, Multiple Choice Examination, Portfolio of Evidence, Practical Demonstration/Assignment, Practical Examination, Written Examination
Using communications data to support an investigation	4	115	L/650/1352	Coursework, E-assessment, Multiple Choice Examination, Portfolio of Evidence, Practical Demonstration/Assignment, Practical Examination, Written Examination
Introduction to investigations	4	70	M/650/1353	Coursework, E-assessment, Multiple Choice Examination, Portfolio of Evidence, Written Examination

Contacts



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Ofqual

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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 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.