



Award in CCTV Investigation and Evidence Retrieval

LEVEL

3

This qualification is aimed at those working within and/or on behalf of Police forces and will provide knowledge surrounding roles, responsibilities and legislation in CCTV investigation and evidence retrieval, as well as the skills required to retrieve CCTV footage for investigative purposes.



Total Qualification Time:
38 hrs

Qualification Number: 610/0843/6

Qualification Age: 18



Guided Learning (GL):
24 hrs

Availability: This qualification is regulated in England and Wales

Operational From: 1 May 2022



Qualification Objectives

What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge and skills required in CCTV investigation and evidence retrieval.

Who is the qualification for?

This qualification is aimed at those working within and/or on behalf of Police forces and will provide knowledge surrounding roles, responsibilities and legislation in CCTV investigation and evidence retrieval, as well as the skills required to retrieve CCTV footage for investigative purposes.

Who supports this qualification?

The qualification has been developed in collaboration with Red Snapper Learning.



Qualification Progression

What future employment could this qualification lead to?

Learners could progress into roles around CCTV investigation and evidence retrieval.



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 3 mandatory units.

What will be assessed?

Assessment methods for the qualification include:

- Coursework
- Practical Demonstration

How will it be assessed?

This qualification contains 3 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 the purpose of CCTV
2. Be able to use CCTV systems to conduct CCTV searches and download CCTV evidence

Assessment criteria

The learner will...

- 1.1 Define what is meant by CCTV
- 1.2 Summarise the reasons why CCTV is used
- 2.1 Navigate CCTV menus
- 2.2 Conduct CCTV system searches



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 Award in CCTV Investigation and Evidence Retrieval 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 CCTV investigation and evidence retrieval
 - Have current occupational competence in CCTV investigation and evidence retrieval
- 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.

For more information about this qualification:

Please contact SFJ Awards' Contracts and Product Team:

Tel: 0114 284 1970

Email: qualificationsteam@sfjawards.com

Website: www.sfjawards.com



Qualification Structure

Learners must successfully complete 3 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Roles, Responsibilities and Legislation involved in CCTV Investigation and Retrieval	3	12		<ul style="list-style-type: none">• Coursework• Practical Demonstration
CCTV Systems and Health & Safety Considerations	3	8		
Navigating, Seizing, Installing and Testing CCTV Machines	3	4		

Contacts



SFJ Awards

Tel: 0114 284 1970
Email: info@sfjawards.com
Website: www.sfjawards.com

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

© SFJ Awards 2021

The content of this document is, unless otherwise indicated, Copyright © SFJ Awards and may not be copied, revised, reproduced, or distributed, without prior written consent from SFJ Awards. However, approved SFJ Awards centres may use and reproduce this document free of charge when teaching/assessing learners working towards SFJ Awards qualifications, or for SFJ Awards related administration purposes. Learners may copy the document for their own use only when working towards SFJ Awards qualifications via an approved SFJ Awards centre. Enquiries should be addressed to SFJ Awards.

SFJ Awards

Consult House, 4 Hayland Street, Sheffield S9 1BY

Tel: 0114 284 1970
Email: info@sfjawards.com
Website: www.sfjawards.com

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.