

## Higher National Unit Specification

### General information for centres

**Unit title:** Police Operations: Advanced Police Driving

**Unit code:** DN65 36

**Unit purpose:** This unit is designed to provide candidates with the knowledge and skills to drive police vehicles with a high degree of efficiency in different road, weather and traffic conditions. It also enables candidates to develop skills in manoeuvring police vehicles. On completion of the unit the candidate should be able to:

1. Explain the principles of police driving.
2. Drive police vehicles safely in different road and traffic conditions and situations with full consideration for other road users.
3. Use car control skills when driving police vehicles.

**Credit points and level:** 3 Credits at SCQF level 9: (24 SCQF credit points at SCQF level 9\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Candidates should be able to demonstrate that they possess a good standard of driving skill. They could do this by successfully completing the Standard Police Driving component of the Association of Chief Police Officers in Scotland (ACPOS) Driver Training Programme. Candidates should also be familiar with general police procedures and those relating to road policing operations which they could achieve through experience of working as a police officer. Candidates who are serving police officers should have successfully completed their probationary period and associated training courses.

**Core skills:** There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

**Context for delivery:** This unit is a mandatory unit in the Professional Development Award: Diploma in Road Policing Operations. It is recommended that it should be taught and assessed as part of this group award. However, it may also be delivered on a stand-alone basis for specific purposes such as continuing professional development.

**Assessment:** This unit is assessed both by written examinations and by observation of practical driving skills carried out in actual road conditions. There are three examinations which should test underpinning knowledge and understanding of driving skills comprising the Highway Code, Roadcraft Manual and the Human Aspects of Police Driving. The practical tests allow candidates to demonstrate that they possess driving skills of a high standard.

## Higher National Unit specification: statement of standards

**Unit title:** Police Operations: Advanced Police Driving

**Unit code:** DN65 36

The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

(If you think holistic assessment is the best assessment strategy for the Unit and you wish to state *Knowledge and/or Skills* and *Evidence requirements* for the Unit as a whole, please add the following statement here: 'Please refer to *Knowledge and/or skills for the Unit* and *Evidence requirements for the Unit* after the Outcomes.')

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Explain the principles of police driving

#### Knowledge and/or skills

- ◆ Roadcraft Manual
- ◆ Highway Code
- ◆ Human Aspects of Police Driving

#### Evidence requirements

Candidates must provide evidence which relates to all the knowledge and/or skills items in this Outcome. It should consist of written answers to three separate examinations on:

- ◆ Roadcraft Manual
- ◆ Highway Code
- ◆ Human Aspects of Police Driving

The examinations on the Roadcraft Manual and on the Highway Code will each comprise 50 multiple choice questions and last 1 hour 15 minutes. The examination on Human Aspects of Police Driving will comprise 25 multiple choice questions and last 38 minutes. In all three examinations questions may relate to any part of the relevant document. Candidates must achieve a mark of at least 75%. The examinations should be closed book and should be held in controlled conditions.

#### Assessment guidelines

The examinations may be taken at any point once candidates have had the opportunity to assimilate all the relevant knowledge. It is likely that all three examinations – on the Highway Code, Roadcraft Manual and the Human Aspects of Police Driving – will be completed at a relatively early stage in the training programme.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Police Operations: Advanced Police Driving

### **Outcome 2**

Drive police vehicles safely in different road and traffic conditions and situations with full consideration for other road users

#### **Knowledge and/or skills**

- ◆ Preparation for driving – safety checks; roadworthiness; suitable equipment; procedures for reporting defects
- ◆ Driving on roads – urban and rural
- ◆ Driving on motorways and dual carriageways – joining and leaving; dealing with higher relative speed; overtaking; driving safely
- ◆ Driving during darkness and low light/or poor visibility – differences in available information; effects on planning and anticipation
- ◆ Relevant police procedures
- ◆ Relevant road traffic legislation

#### **Evidence requirements**

Candidates must provide evidence which relates to all the knowledge and/or skills items in this Outcome. It must be consistent with the Roadcraft Manual, the Highway Code and with relevant police procedures. Candidates must also obey all road traffic legislation except those provisions which are exempt for the purposes of advanced police driving. They must adhere to all speed limits except 60 and 70 miles per hour speed limits which, when safe, may be exceeded in order to make maximum, safe progress.

Candidates must provide performance evidence to show that, prior to and during a supervised in-car drive, they can undertake the following:

- ◆ Conduct a check of the safety and roadworthiness of the vehicle. This should cover oil, water, tyres, fuel and ancillary equipment. It should be consistent with the guidance in the vehicle manufacturer's handbook.
- ◆ Check that the equipment in the vehicle is in operational condition and suitable for all anticipated incidents.
- ◆ Use correct procedures to report any defects, damage or faults relating to the vehicle and its equipment.
- ◆ Join and leave motorways and dual carriageways in accordance with correct procedures
- ◆ Maintain a safe road position for following and overtaking on urban and rural roads, motorways and dual carriageways with regard to existing road traffic conditions
- ◆ Extend driving observations to deal with higher relative speeds on urban and rural roads and on motorways and dual carriageways
- ◆ Demonstrate how to adapt driving to the differences in observed information in darkness/low light/poor visibility and the effects of this on planning and anticipation

To ensure full coverage of all knowledge and/or skills items, evidence in the form of responses to specific assessor questions on underpinning knowledge and understanding is required as a supplement to the performance evidence.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Police Operations: Advanced Police Driving

### **Assessment guidelines**

Candidates could generate evidence for this Outcome during a training programme which includes regular supervised in-car drives as an integral part of the programme. Alternatively, or in addition, evidence could be generated as part of a specific test drive. For driving in darkness, assessor questions may be the sole form of evidence during the summer when long daylight hours may make it difficult to gather sufficient performance evidence.

The assessments cover practical skills. In addition, candidates would find it helpful to maintain regular records of their progress during the training period. These should help them to understand what is required during assessment as well as assisting them to know when they have reached the required standard of practical performance. Assessment for this Outcome can be undertaken on a continuous formative basis as candidates develop their driving skills to a suitable standard.

### **Outcome 3**

Use car control skills when driving police vehicles

#### **Knowledge and/or skills**

- ◆ Starting/stopping drills
- ◆ System of Car Control (SOCC)
- ◆ Car control skills – steering; use of the accelerator; use of brakes; gear changing
- ◆ Cornering
- ◆ Observation, planning and anticipation
- ◆ Speed and safety
- ◆ Overtaking
- ◆ Manoeuvrability
- ◆ Skidding

#### **Evidence requirements**

Candidates must provide evidence which relates to all the knowledge and/or skills items in this Outcome. It must be consistent with the Roadcraft Manual, the Highway Code and with relevant police procedures. Candidates must also obey all road traffic legislation except those provisions which are exempt for the purposes of advanced driving. They must adhere to all speed limits except 60 and 70 miles per hour speed limits which, when safe, may be exceeded in order to make maximum, safe progress.

Candidates must complete three supervised final test drives, at least one of which should be in a vehicle fitted with automatic transmission. Each drive should be 20 – 25 miles in length and should cover a range of different road and traffic conditions.

Candidates must complete the manoeuvrability course designed by the Scottish Police College within a time limit of 90 seconds.

## Higher National Unit specification: statement of standards (cont)

### Unit title: Police Operations: Advanced Police Driving

Over the three final test drives, candidates must demonstrate that they can drive a vehicle effectively and efficiently in terms of the criteria listed below.

#### Starting/stopping drills

- ◆ Perform pre and post-drive checks correctly and efficiently
- ◆ Use auxiliary vehicle equipment as necessary
- ◆ Park safely and securely in order to reduce the risk of danger to other vehicle road users and loss or damage to the vehicle and its content

#### Car control skills

##### *Steering*

- ◆ Use pull-push method of steering in a smooth and precise manner

##### *Use of accelerator*

- ◆ Use the accelerator precisely and smoothly
- ◆ Vary speed in response to changing road traffic conditions by use of the accelerator

##### *Use of brakes*

- ◆ Use the brakes precisely and smoothly
- ◆ Use the brakes in a timely and gradual manner other than in an emergency
- ◆ Slow down or stop the vehicle under control

##### *Gear changing*

- ◆ Make gear changes smoothly
- ◆ Engage the correct gear for the road speed
- ◆ Engage a chosen gear without going through an intermediate gear first
- ◆ When selecting a lower gear match engine speed to road speed
- ◆ Show good co-ordination of hand and foot movements

#### The System of Car Control

- ◆ Identify hazards or potential hazards as defined in the Roadcraft Manual
- ◆ Apply appropriate phases of the System of Car Control

#### Cornering

- ◆ Assess the severity of corners and bends
- ◆ Maintain a constant speed whilst negotiating corners and bends
- ◆ Apply the key principles of safe cornering

#### Observation, Planning and Anticipation

- ◆ Scan the surrounding environment
- ◆ Use information gained from observations to identify, anticipate and prioritise hazards or potential hazards and formulate a driving plan
- ◆ Provide a fluent, concise and detailed verbal commentary

## Higher National Unit specification: statement of standards (cont)

### Unit title: Police Operations: Advanced Police Driving

#### Driver attitudes

- ◆ Demonstrate a calm, considered and professional approach when driving
- ◆ Demonstrate the positive attitudes required of the police driver as outlined in the Roadcraft Manual and Human Aspects of Police Driving

#### Speed and Safety

Use of progress and half distance acceleration

- ◆ Be able to stop on the correct side of the road in the distance that can be seen to be clear
- ◆ Use the half distance method of acceleration
- ◆ Drive in a progressive manner within own limitations, those of the vehicle and the road, weather and traffic conditions

#### Positioning (following/overtaking/safety)

- ◆ Demonstrate a proper position behind preceding vehicle
- ◆ Adopt a safe road position

#### Overtaking

- ◆ Plan and execute overtakes
- ◆ Use the key safety points of overtaking as specified in the Roadcraft Manual
- ◆ Comply with the advice given in the Highway Code regarding overtaking

In addition, candidates must provide performance evidence to show that, during a supervised in-car drive, they can:

- ◆ recognise and correct the causes of skidding
- ◆ manoeuvre a vehicle in a range of situations.

To ensure full coverage of all knowledge and/or skills items, evidence in the form of responses to specific assessor questions on underpinning knowledge and understanding may be used as a supplement to the performance evidence.

### Assessment guidelines

Candidates could generate evidence for this Outcome during specific test drives designed to assess their driving capability and their ability to manoeuvre, and recognise and correct skids, which are both likely to require a special dedicated assessment. These are most likely to be undertaken at the end of a training programme by which time candidates will have had time to learn and to practise the various skills involved. The assessor can use a checklist to record her/his judgements during the test drive. Where necessary, evidence from the test drives can be supplemented with evidence generated during other supervised in-car drives and by assessor questions.

The assessments cover practical skills and candidates may find it helpful to maintain regular records of their progress during the training period. These can help them to understand what is required during assessment as well as assisting them to know when they have reached the required standard of practical performance.

## **Administrative Information**

<b>Unit code:</b>	DN65 36
<b>Unit title:</b>	Police Operations: Advanced Police Driving
<b>Superclass category:</b>	ZH
<b>Date of publication:</b>	June 2005
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## **Higher National Unit specification: support notes**

### **Unit title: Police Operations: Advanced Police Driving**

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 120 hours.

### **Guidance on the content and context for this Unit**

This unit is intended for police officers and others who wish to develop their driving skills to the advanced standard required of police advanced drivers. It is one of six units which make up the Professional Development Award: Diploma in Road Policing Operations. It can also be delivered as a stand-alone unit. Candidates will normally be following a recognised training programme in advanced driving such as that provided by the Road Policing Division of the Scottish Police College. Candidates will require to have successfully completed the Standard Police Driving course of the ACPOS Driver Training Programme.

The unit is based on the advanced element of the ACPOS Driver Training Programme. It provides a detailed summary of the tasks that must be undertaken to achieve competence in advanced driving. The requirements for this programme are set out in a manual published by ACPOS and entitled, '*Police Driver Training Programme*'. The notes below reflect the contents of this manual.

Throughout, the work undertaken should be consistent with all current police procedures and with current Road Traffic and other relevant legislation including that on health and safety. Candidates may, however, take advantage of some exemptions from road traffic legislation which are granted for the advanced driving programme. Candidates should also be aware of the material contained in the vehicle handbooks for the vehicles which they are using.

#### **Outcome 1**

All relevant underpinning knowledge and understanding is contained in the police publications, 'Roadcraft Manual' and 'Human Aspects of Police Driving'. The Roadcraft Manual for this unit builds on knowledge and understanding developed as part of the Standard Police Driving Programme. Candidates should also be thoroughly familiar with all aspects of the current edition of the Highway Code. This Outcome covers Aims 1 and 9 of the advanced element of the ACPOS Driver Training Programme.

#### **Outcomes 2 and 3**

Outcome 2 covers Aims 2, 11 and 13 of the advanced element of the ACPOS Driver Training Programme.

Outcome 3 covers Aims 3 – 10, 12 and 14 – 16 of the advanced element of the ACPOS Driver Training Programme.

Both Outcomes 2 and 3 are practical Outcomes and are based on the System of Car Control (SOCC) and on the importance of scanning the driving environment. To encourage the development of both, candidates must learn to perform a running commentary on their driving. This allows them to demonstrate the efficiency of the way they scan their driving environment as well as showing how explicitly and how effectively they can put underpinning knowledge and theory into practice.



## **Higher National Unit specification: support notes (cont)**

**Unit title:** Police Operations: Advanced Police Driving

### **Guidance on the delivery and assessment of this Unit**

This unit is an integral part of the training given to police officers involved in road policing operations. It can also be delivered as a stand-alone unit.

The unit could be taught by both classroom instruction and by practical exercises which will mostly consist of practice driving sessions. Classroom instruction should cover the underpinning knowledge which for this unit is based on the Roadcraft Manual, the Highway Code and Human Aspects of Police Driving. As a result of this, candidates should be fully aware of all aspects of advanced driving. The emphasis throughout should be on applying the concepts learned to driving in a variety of road, traffic, weather and other conditions.

The Road Policing Division of the Scottish Police College has produced a '*Driver Development Portfolio*' for the use of candidates on the advanced element of the ACPOS Driver Training Programme. This booklet contains the learning Aims and Outcomes for each stage of the Advanced Driving Course as well as a series of 'Daily Progress Forms' which candidates can use to monitor and assess their progress and to evaluate feedback which they have been given. These forms provide a helpful way by which candidates can self-check their own progress as well as providing a structure for practical driving exercises.

Assessment should test the ability of candidates to explain and apply the various types of underpinning knowledge. This should be achieved by written examinations testing the underpinning knowledge. It should be supplemented by observation of candidates during supervised in-car drives which are a significant part of the training programme. Generally, in-car drives are formative and designed to allow candidates to develop and practise skills at a suitable level. However, they can provide opportunities for candidates to show that they have reached the required standard e.g. in Skid recognition and Correction. Where this does occur, candidates can be credited with the achievement.

Formal test drives also form part of the assessment, particularly for Outcome 3. The Scottish Police College has developed suitable assessor guidance and checklists which can be used to assist the assessment process. The Scottish Police College manoeuvrability test is a mandatory part of the assessment for Outcome 3 of the unit. Test drives will probably take place at the end of the delivery period although in-car drives will occur during the delivery process. It is recommended that candidates complete the written examinations before candidates undertake the practical assessment work.

### **Open learning**

This unit could be delivered partially by Open Learning. Candidates could acquire the underpinning knowledge of the Roadcraft Manual, the Highway Code and Human Aspects of Police Driving using Open Learning. This is, however, predominantly a practical unit and candidates require opportunities to practise their advanced driving skills under supervision. They must also complete the three final test drives and undertake the manoeuvrability test, all of which must be undertaken in supervised conditions. It is likely that supplementary performance evidence (on driving on motorways for example) would also be required. Arrangements to allow this to be provided would also have to be made. In addition, appropriate arrangements would need to be made for quality assurance.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Police Operations: Advanced Police Driving

### **Candidates with additional support needs**

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on the SQA website [www.sqa.org.uk](http://www.sqa.org.uk)

## **General information for candidates**

### **Unit title: Police Operations: Advanced Police Driving**

This unit forms part of the Diploma in Road Policing Operations which is a Professional Development Award accredited by SQA. You may, however be undertaking this unit on a stand-alone basis.

It is designed to enable you to develop your driving skills to an advanced standard. It follows on from the Standard Driving Course and, to be eligible for this unit, you must have successfully completed this course or a suitable equivalent programme. You must also have good driving skills and if you are a police officer you must have successfully completed your probationary period and associated training courses.

The unit will provide you with the relevant underpinning knowledge and understanding largely based on the Roadcraft Manual and the Highway Code. It also covers the standard of behaviour towards other road users required of police officers and which represents good practice for all drivers. You will be given considerable opportunity to apply this knowledge and understanding by practising driving in a variety of road, weather and traffic conditions.

The assessment for the unit is three examinations – one on each of the Highway Code, Roadcraft Manual, the and Human Aspects of Police Driving. The first two consist of 50 multiple choice questions each while the third one has 25 multiple choice questions. Each has a pass mark of 75%.

In addition, you will be required to undertake three final test drives each covering 20 – 25 miles. During these drives you will be observed on a range of car control skills, including parking, cornering and overtaking.

You will also be observed during your practice drives and this will allow you to demonstrate that you can drive safely on motorways and dual carriageways as well as in the hours of darkness and in poor visibility. The practice drives will also allow you to show that you can correct skids in a vehicle and manoeuvre a vehicle correctly in accordance with various road situations. You will be required to complete a manoeuvrability course within 90 seconds and to respond correctly to questions which your assessor may ask during test drives.

You will have succeeded in meeting all the requirements of this unit if you pass all these assessments.