

Higher National Unit Specification

General information for centres

Unit title: Physical Crime Reduction

Unit code: F0E3 35

Unit purpose: This Unit is designed to enable candidates to develop skills in physical crime reduction. It will enable them to adopt a problem solving approach to the analysis of the physical environment and security management systems from a crime reduction perspective. They will also be able to draw conclusions from the analysis and, on the basis of these conclusions, make recommendations for the reduction of crime.

On completion of the Unit the candidate should be able to:

- 1 Analyse the use of security equipment and systems in physical crime reduction
- 2 Recommend methods to reduce crime by improving safety and security of premises and locations

Credit points and level: 1 HN Credit at SCQF level 8: (8 SCQF credit points at SCQF level 8*)

**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 have, or be in a position to gain, experience of working in crime reduction or community safety. They should have a good working knowledge of relevant general procedures which could be gained through experience of working in a crime reduction environment.

Core Skills: There are opportunities to develop the Core Skills of Problem Solving, Communication, Information Technology and Numeracy at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

General information for centres (cont)

Assessment: This Unit can be assessed by an integrated practical assignment in which candidates carry out a security survey of an actual built environment. Candidates can carry out an inspection of the environment. On the basis of this they can highlight good examples of physical crime reduction and recommend effective physical crime reduction measures which could be introduced to further reduce the risk of crime. Candidates will be expected to adopt a problem solving approach and to present their work using a report format relevant to the area in which they work. The results of the inspection should be accompanied by a witness testimony to prove that the candidates followed the correct procedures when carrying out the inspection.

Higher National Unit specification: statement of standards

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

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

Analyse the use of security equipment and systems in physical crime reduction

Knowledge and/or skills

- ◆ Crime risk assessment
- ◆ Inspection of built environment
- ◆ Physical environment
- ◆ Security measures
- ◆ Security management systems
- ◆ Problem solving approaches

Outcome 2

Recommend methods to reduce crime by improving safety and security of premises and locations

Knowledge and/or skills

- ◆ 3 Rs — reasonable, risk commensurate and realistic
- ◆ Product specifications
- ◆ Operational requirements

Evidence Requirements for the Unit

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can use an accepted problem solving approach to compile a security survey relating to specified built environment in a particular location.

The security survey must draw on knowledge and/or skills items from both Outcomes and must meet the following requirements:

- ◆ be based on a systematic and comprehensive inspection and risk assessment of the built environment which covers perimeter protection, shell protection and internal security
- ◆ incorporate problem identification, problem details and appropriate action
- ◆ be based on information gathered from a range of relevant sources, including partners

Higher National Unit specification: statement of standards (cont)

Unit title: Physical Crime Reduction

- ◆ include an analysis of all relevant information and draw valid conclusions from this analysis on the underlying causes and characteristics of crimes which could occur in or on the built environment or at the location
- ◆ on the basis of the conclusions, make, specific, cost effective recommendations for physical crime reduction which cover the physical environment, security measures and security management systems and which are reasonable, risk commensurate and realistic
- ◆ make use of relevant product specifications and take account of the operational requirements of the premises/location in the recommendations
- ◆ provide reasoned justification for all conclusions and recommendations
- ◆ be presented in an accepted report format

In addition, the evidence must include a witness testimony from a person recognised within the field to be occupationally competent. This must confirm that the witness has observed the candidate conducting the inspection for the security survey and that the candidate has correctly followed the process and procedures required to carry out an inspection of this type.

Assessment guidelines

Assessment for this Unit should consist of an integrated practical assignment which will require candidates to apply their knowledge and understanding of physical crime reduction. It will take the form of a security survey based on an actual built environment. The built environment selected should have sufficient scope to allow candidates to cover all aspects of the standards. They should provide examples of measures to bring about crime reduction but also offer candidates opportunities to recommend ways by which crimes could be further reduced.

Candidates should be encouraged to adopt a problem solving approach and to present their survey using a report format relevant to the area in which they work. Wherever practicable, candidates should undertake the security survey in their normal working environment. Candidates must obtain confirmation that they have followed the correct survey procedures from an occupationally competent witness.

Administrative Information

Unit code: F0E3 35
Unit title: Physical Crime Reduction
Superclass category: QH
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History of Changes:

Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Physical Crime Reduction

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 40 hours.

Guidance on the content and context for this Unit

This Unit is intended for persons engaged in crime reduction/community safety work. Candidates will normally be following a recognised training programme such as that provided by the Scottish Police College.

The Unit is one of four units which make up the Professional Development Award: Diploma in Community Safety and Crime Reduction. It is closely linked to the Unit in *Social Crime Reduction*, and the two should be seen as complementary.

The positive impact that crime reduction can have on creating safer communities and improving the social environment is recognised by the Association of Chief Police Officers in Scotland (ACPOS). This Unit is designed to give candidates the theoretical and practical skills needed for effective physical crime reduction. Candidates will be able to develop the analytical skills required to assess the safety and security of premises, security management systems and equipment and make recommendations on methods which will contribute to crime reduction. Candidates should be encouraged to adopt a systematic problem solving approach (such as SARA — Scan, Analysis, Response, Assessment) to physical crime reduction.

Candidates should recognise also the importance of working in co-operation with others in developing physical crime reduction measures. The Unit is practically oriented and concentrates on the application of the knowledge and skills of physical crime reduction.

The Unit should cover the safety and security of all kinds of buildings and premises in the built environment. Examples include: dwelling houses, hospitals, hotels, retail premises, schools, local authority buildings, crown and sub-post offices, historic houses, museums, art galleries and churches, police buildings, warehouses, strongrooms.

The following notes give some additional information on each Outcome. Throughout, the Unit should relate to legislation and practice current at the time the Unit is delivered.

Outcome 1

Crime risk assessment: crime pattern analysis, problem solving models, National Intelligence Model (NIM), role of the analyst

Inspection of built environment: preparation and approach to security surveying, perimeter protection, shell protection

Physical environment: glazing and window protection — types of glass, security qualities of different types, locking systems: role and purpose of different types of locks, security fencing — types of fencing, lighting — types of lighting, security qualities of different types, fire safety

Higher National Unit specification: support notes (cont)

Unit title: Physical Crime Reduction

Security measures: intruder alarm systems: CCTV — role and capabilities of CCTV, relevant legislation, property marking, counter terrorism — protective security measures

Security management systems: town centre management, management policies and procedures, plastic card fraud: high technology crime

Problem Solving approaches: SARA — scanning, analysis, response, assessment; SECAPRA — security, ethics, community, acquire and analyse information, partnerships, resources, assessment; CAPRA — community, acquire and analyse information, partnerships, resources, assessment

Outcome 2

3 Rs — reasonable, risk commensurate and realistic

Product specifications: candidates should have sufficient product knowledge to be able to access and refer to relevant and current product specifications

Operational requirements: candidates should be able to take account of the effect that the operational requirements of premises can have on safety and security. They should also be aware of the role of specialists such as Architectural Liaison Officer who may be able to offer advice on recommendations

Guidance on the delivery and assessment of this Unit

This Unit can be delivered on a stand-alone basis or as part of a development programme for persons engaged in crime reduction work.

Delivery of this Unit will involve ensuring that candidates do acquire the relevant underpinning knowledge, some of which could be done through distance learning, including pre-reading prior to a training course. This is a practical Unit and candidates should be aware of how physical crime reduction can be successfully achieved and of the problems which those engaged in physical crime reduction have to solve. For this reason, delivery can include outside speakers from the security industry as well as contributions from experienced police officers and other professionals involved in safety and security. Contributions like this can help to broaden the outlook of candidates and demonstrate the value and importance of positive co-operation with others. Candidates can be encouraged also to directly apply the material in the Unit to their own working environment, for example, by researching possible ways to reduce crime in situations familiar to them. Their own operational environment may also be a source of examples to illustrate aspects of the Unit content.

This Unit is complementary to the Unit in *Social Crime Reduction*. The delivery process for both Units can be combined as is done in the Standard Community Safety Course run by the Scottish Police College.

Assessment should be based on work based practical assignments directly related to physical crime reduction in an operational environment relevant to the candidate. This can be incorporated in the delivery period or undertaken by candidates after the delivery period. If this is done, arrangement will need to be made to ensure the submission of suitable work by candidates.

Higher National Unit specification: support notes (cont)

Unit title: Physical Crime Reduction

The evidence requirements stipulate that candidates must obtain a witness testimony that they can correctly follow the process and procedures required for a security survey. The witness must be someone recognised as occupationally competent. The arrangements for assessment, therefore, will have to include the identification of a suitable person and a means whereby they can accompany a candidate on the assessment survey and provide a statement certifying that the candidate has followed the correct process and procedures for an inspection of this type.

Practical exercises during the delivery period should provide formative assessment which will help candidates prepare for summative assessment. Summative assessment requires that candidates should present their survey in an accepted report format. In a police environment this would mean a common format used by all forces in Scotland. In other occupational environments, a house style would represent an accepted report format.

It is important that candidates can present their evidence in a clear, comprehensive manner which meets the requirements of the intended audience. Arrangements should be made to ensure that candidates possess the necessary report writing skills. This could involve an input on report writing skills.

Opportunities for developing Core Skills

All elements of the core skill of Problem Solving, that is Planning and Organising, Critical Thinking and Reviewing and Evaluating, will be developed and enhanced to a significant level as candidates undertake the Practical assignment. As they conduct a preliminary security survey candidates will necessarily identify and assess the full range of factors which could impact on the reduction of physical crime. They will review and make use of occupational problem solving models to conduct a risk assessment and recommend strategic approaches to security initiatives. Using these methods they will also examine and critically analyse potential weaknesses in implementation of strategies. Justifying and recommending cost effective proposals which are reasonable, risk commensurate and realistic will be integral to achievement.

Skills will be developed in accessing and evaluating electronic and paper based sources of information on operational requirements and current product specifications. Oral information from partner agencies will also require to be gathered and recorded. The need to develop efficient systems of recording, coding and storing outline information for ease of reference, in electronic and paper based files and folders should be emphasised. Candidates should be advised on the mechanisms of effective computerised record keeping and responsible use of equipment and software applications should be routine.

There will be opportunities to develop a sophisticated level of oral skills in questioning, giving information and responding to others in the most appropriate way to progress accurate and appropriate communication. Exploration of the value and impact of open and closed questioning using a range of active listening techniques will be important in formative work. The security survey must be formally structured, be in a recognised format and be designed to meet the needs of specific purpose and readership. The nature and type of information involved will enhance skills in conveying essential facts, conclusions and recommendations accurately and coherently. Professional presentation of written work will require accurate use of language, spelling, punctuation and syntax.

Higher National Unit specification: support notes (cont)

Unit title: Physical Crime Reduction

The ability to calculate risk factors accurately and to apply and convey complex data related to security issues is essential. Security solutions proposed must also be demonstrably cost effective. Candidates could be provided, if necessary, with formative opportunities to develop skills in the interpretation and application of numerical data in order to support calculations and the effective presentation of any graphic information.

Open learning

This Unit could be delivered partially by Open Learning as this would be a suitable way to enable candidates to acquire the relevant background knowledge and techniques of physical crime reduction. However, candidates who follow an Open Learning route would need to find opportunities to gain suitable practical experience of physical crime reduction. They would also require access to a suitable operational environment in order to undertake the assessment for the Unit. Arrangements would need to be made for assessment and quality assurance. For information on this, please refer to the SQA document *Assessment and Quality Assurance of Open and Distance Learning*, which is available on the SQA website: www.sqa.org.uk.

Candidates with disabilities and/or additional support needs

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 on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

Unit title: Physical Crime Reduction

This Unit forms part of the Diploma in Community Safety and Crime Reduction which is a Professional Development Award accredited by SQA.

The Unit is designed to provide you with the key theoretical and practical skills needed in physical crime reduction. These will enable you to carry out security inspections and surveys of premises and locations but also of security systems and equipment to assess how effective they are in preventing possible crime and what could be done to further reduce crime. The emphasis throughout the Unit is applying the skills and techniques to situations which you will encounter when working in crime reduction. In particular you will be expected to adopt a systematic problem solving approach to physical crime reduction. To help you to do this, the delivery process of the Unit will include presentations from experienced police officers and other security and safety professionals as well as speakers from the security industry.

The assessment for the Unit consists of a practical assignment which you will undertake in your own working environment. You will be required to carry out an inspection and crime risk assessment of a particular built environment and produce a report which follows a designated format and is based on a systematic problem solving approach. When carrying out the inspection you will be accompanied by someone experienced in security surveys. They will act as a witness and provide a testimony that you have followed the correct process and procedures when conducting the inspection.

In the report you will be expected to analyse the physical environment, security management systems and security measures in or on the built environment and draw conclusions about how they contribute to crime reduction. On the basis of these conclusions you will be required to make recommendations for physical crime reduction which are reasonable, risk commensurate and realistic.

You will have succeeded in completing this Unit if you satisfactorily complete this assessment.