



## Higher National Unit specification

### General information

**Unit title:** Professional Knowledge in Policing (SCQF level 8)

**Unit code:** H6M8 35

**Superclass:** QH

**Publication date:** February 2014

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This Unit is intended for police officers who are seeking promotion beyond the rank of constable in the police service in Scotland. It will enable learners to apply current criminal legislation and procedure to situations relevant to the work of a police officer in Scotland and make recommendations for police action.

The Unit focuses on the identification of appropriate crimes and the application of relevant criminal legislation to situations which managers in the police service will encounter. It aims to ensure that, when promoted, police officers will be able to effectively discharge their duties when dealing with persons who have broken the criminal law. Completing this aspect of police work to a high standard will contribute to effective delivery by other agencies to the benefit of the criminal justice system as a whole.

### Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Analyse situations to determine the legal issues.
- 2 Justify an appropriate course of police action.

### Credit points and level

1 Higher National Unit credit at SCQF level 8: (8 SCQF credit points at SCQF level 8)

## **Higher National Unit specification: General information (cont)**

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### **Recommended entry to the Unit**

Learners should have some prior background in the criminal justice system in Scotland which they will have achieved through completion of their probationary period as a police officer. They should have a good working knowledge of Scottish criminal law and criminal procedure gained through experience of working as a police officer. Learners will normally be following a recognised training programme such as that developed by the Police Service of Scotland. They should be aiming towards a promoted police post within the police service. Learners need not have a working knowledge of PINS (Police Information Net for Scotland) as this will be gained through completion of this Unit, however they must have access to it.

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

### **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.

### **Equality and inclusion**

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## Higher National Unit specification: Statement of standards

**Unit title:** Professional Knowledge in Policing (SCQF level 8)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

### Outcome 1

Analyse situations to determine the legal issues.

#### Knowledge and/or Skills

- ◆ Identification of relevant crimes/offence
- ◆ Underlying principles of Scottish criminal law
- ◆ Application of case law
- ◆ Evidential considerations
- ◆ Navigation of PINS (Police Information Net for Scotland)

### Outcome 2

Justify an appropriate course of police action.

#### Knowledge and/or Skills

- ◆ Application of Lord Advocate's Guidelines
- ◆ Utilise Police Service of Scotland Guidelines and Procedures
- ◆ Follow criminal procedure
- ◆ Consider the changing nature of criminality, new forms of criminality and global threats

### Evidence Requirements for this Unit

Learners will need to provide written and/or oral evidence to demonstrate that they can apply the Knowledge and Skills from both Outcomes to everyday policing situations using PINS for assistance and guidance.

Learners will complete three questions each covering a situation which they may face as managers in the police service in Scotland. Learners will undertake the questions in examination conditions, with access to PINS throughout the examination. The nature of the situations should be sufficiently complex to require learners to demonstrate an appropriate level of understanding of the relevant course of action to be adopted in line with procedures and guidelines relating to strategic priorities. Each situation will cover a different aspect of criminal law and different offences. Learners must pass each situation/question to achieve an overall pass.

Learners will be given two hours for the examination which will be held in controlled conditions.

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

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Learners must demonstrate competence in each situation/question, by providing evidence which demonstrates their ability to:

- ◆ Identify relevant crimes/offences relating to each scenario for consideration
- ◆ Explain and justify the crime/offences chosen
- ◆ Identify the essential elements of criminality in accordance with the current law of Scotland
- ◆ Discuss case law and/or appropriate legal concepts and explain their relevance to the scenario
- ◆ Outline the appropriate course of police action and demonstrate how this complies with relevant guidelines and current criminal procedures



## Higher National Unit Support Notes

**Unit title:** Professional Knowledge in Policing (SCQF level 8)

Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

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

This Unit is intended for police officers who are seeking promotion beyond the rank of constable in the police service in Scotland. Learners will normally be following a recognised training programme such as that developed by the Police Service of Scotland.

The Unit is an applied Unit focusing on the application of criminal legislation to situations which managers in the police service will encounter. It aims to ensure that, when promoted beyond the rank of constable, police officers will be able to effectively discharge their duties when dealing with persons who have broken the criminal law. Completing this aspect of police work to a high standard will contribute to effective delivery by other agencies to the benefit of the criminal justice system as a whole. Learners should have some prior background in the criminal justice system in Scotland which they will have achieved through completion of their probationary period. They will not need a working knowledge of PINS as this will be gained while completing the Unit, however they must have access to it. Learners who do not possess this will, therefore, require to develop the necessary skills and additional time may need to be allocated for this.

The following notes give some additional information on each Outcome. The actual delivery of the Unit should relate to legislation, practice and examples that are current at the time.

#### Outcome 1

The main purpose of Outcome 1 is to understand and be able to apply Scottish criminal law, legal concepts, legal interpretations and rules of evidence. The learner will be expected to understand the underlying principles of Scottish criminal law in relation to criminal responsibility, corroboration, admissibility and defences. These elements of criminal law will be essential as an officer promoted beyond the rank of constable within the Police Service of Scotland and will be tested on a day-to-day basis as an operational police officer. Learners will be required to assess various situations and apply these principles of Scottish criminal law to them as appropriate.

Learners will gain a working knowledge of PINS and should be able to make effective use of this system. PINS will be an invaluable tool to learners as promoted police officers as it provides an improved understanding of the core knowledge necessary for policing operation. Learners will have access to PINS during the assessment for this Unit to allow them to utilise this system when faced with situations they may be faced with as a first line manager within the police service. However, direct assessment is not made of the learner's ability to use the system.

## Higher National Unit Support Notes (cont)

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### Outcome 2

The main purpose of Outcome 2 is to understand and apply procedures and guidelines which govern police action, enabling you to make reasoned and justifiable recommendations commensurate with such. The learner will be expected to understand the principles of criminal procedure, Lord Advocate's Guidelines and Police Service of Scotland Guidelines and Procedures. These guidelines and procedures ensure that police officers can effectively justify decisions they have made in an operational setting, and will be vital to the role of police officers promoted beyond the rank of constable.

Police officers within the Police Service of Scotland make important decisions on a daily basis and need to be able to justify their actions. The guidelines and procedures covered during Outcome 2 will provide the foundation for decisions in terms of police action and their justification. The scenarios used for assessment will be operationally based situations in relation to which first line managers would be expected to give advice and guidance to police constables on a routine basis.

### National Occupational Standards

The National Occupational Standards which this Unit reflects are as follows:

CFACSB9	Deliver customer service using service partnerships
SFJBE101	Assess the risk of serious harm to victims, survivors and witnesses
SFJFA103	Receive detained persons into custody
SFJ CD101	Supervise the response to critical incidents
SFJ CI105	Supervise investigations and investigators
SFJ HB6	Provide leadership in your area of responsibility
SFJ CB3	Conduct Intelligence driven briefings
SFJ CA1	Use law enforcement actions in a fair and justified way
SFJFA104	Authorise and manage police detention
SFJ CC5	Identify and manage operational threats and risk
SFJ DE7 (V&W2)	Undertake needs assessments of victims and witnesses
SFJ CC7	Prepare for, monitor and maintain, law enforcement operations

### Guidance on approaches to delivery of this Unit

This Unit is suitable for a blended learning approach with the accent on self-directed learning. Tutorial support is important to introduce the Unit to learners and to explain key concepts (rational decision model, any approved decision model). The bulk of learner study should be conducted by distance learning with remote tutor advice and support.

If delivered as part of the Group Award, Diploma in Police Service Leadership and Management, it is recommended that it this Unit be delivered alongside the complimentary Unit, *Management: Developing Self-Management Skills*.

## Higher National Unit Support Notes (cont)

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### Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

This Unit lends itself to holistic assessment. The two Outcomes and their associated Knowledge and/or Skills items in this Unit are very closely linked and, if at all possible, the method of assessment should take both of them together.

A crucial aspect of the delivery of the Unit is ensuring that learners become as familiar as possible with accessing current criminal justice legislation using PINS. They are not required to commit criminal legislation to memory. They are, however, expected to be able to analyse a situation and, by accessing the legislation, quickly and accurately determine which legislation is applicable in the situation in question. They are further expected to be able to apply the legislation to decide what criminal offences have been committed and to determine what police action is required. This situation replicates those which officers promoted beyond the rank of constable face on a daily basis as part of their managerial duties. In addition, learners require a thorough working knowledge of guidelines, such as the Lord Advocate's and Police Service of Scotland Guidelines and of criminal procedures to ensure that their recommendations for police action will meet all relevant requirements.

Assessment should test the ability of learners to apply current criminal legislation to situations typical of those encountered by police officers promoted beyond the rank of constable, and to make recommendations for action by members of police organisations. Assessment should allow learners to make use of PINS to access information on current criminal legislation in Scotland. Formative assessment may be a valuable way of helping learners to prepare for the final summative assessment. One way to provide this is through self-assessment tasks which could form part of a Distance Learning Programme.

This Unit will be delivered and supported via an online learning platform.

Learners will need evidence to demonstrate their Knowledge and/or Skills by showing that they can demonstrate competency by meeting all the criteria in each situation/question in an examination covering Knowledge and Skills items from both Outcomes. Learners will be given two hours for the examination which will be held in controlled conditions. Learners will be allowed access to PINS during the examination.

## Higher National Unit Support Notes (cont)

**Unit title:** Professional Knowledge in Policing (SCQF level 8)

### Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

### Opportunities for developing Core and other essential skills

All elements of the Core Skill of *Problem Solving* — Critical Thinking, Planning, Organising, Reviewing and Evaluating — are naturally developed as learners analyse situations to determine legal issues in accordance with current legislation in Scotland. Essential elements of criminality are identified and discussed in depth. Accessing a range of complex information, learners determine and explain the appropriate course of police action in accordance with relevant guidelines, current criminal procedures and strategic priorities. Ongoing analytical evaluation of issues and potential solutions will be integral to justification of solutions selected.

Although skills in written communication are not formally assessed, learners will develop their skills as they research, summarise and evaluate a range of complex information. They will present key information and ideas accurately, to occupational standards, using a formal structure and recognised format.

Learners will be familiar with navigation of PINS and will enhance skills in the use of ICT. The effective and responsible use of technology will be routine practice. Use of efficient systems of recording, coding and storing information for ease of reference and access will support the process and further develop capabilities.

Understanding of Skills for Learning, Life and Work including citizenship, health and wellbeing will underpin all learning experiences.

## History of changes to Unit

Version	Description of change	Date

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## General information for learners

### **Unit title:** Professional Knowledge in Policing (SCQF level 8)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This is a 1 credit Unit (8 SCQF credit points) at SCQF level 8 and is designed to enable you to develop the skills required to apply current criminal legislation and procedure to situations relevant to the work of a police officer in Scotland, and make and justify recommendations for police action.

The Unit will contribute to your development as a manager within the Police Service of Scotland. If you have current management experience, it will help you to explore and reflect on a suitable approach to analysing a situation to determine the legal issues and to making recommendations for police actions. If you have not yet worked as a manager but hope to do so in the future, the Unit will help you to prepare for your new role and to meet its challenges and demands. The Unit will also assist in the daily operational duties of police officers and give them experience of Police Information Net for Scotland (PINS) within the working environment.

The Unit has two Outcomes:

The first Outcome focuses on analysing situations in which police officers are involved to determine the legal issues. It is intended to enable you to become familiar with accessing PINS so that you can analyse a situation and determine which legislation applies to it and which offences have been committed.

During the second Outcome, based on the analysis of the situation, you will be expected to make recommendations for police action which are consistent with current guidelines and with criminal procedure.

Throughout both Outcomes, the emphasis is on how to help you deal with situations and incidents which you will face as a police officer promoted beyond the rank of constable. You will be given support material to help you work on this Unit on your own. This will include practice on accessing PINS and applying criminal law and criminal procedures to various situations.

For successful completion of this Unit, you will be required to provide evidence that you can analyse a situation, determine the legal issues involved, determine an appropriate course of police action and justify this action based on guidelines and procedures. You will be allowed access to current criminal justice legislation during the assessment in the form of PINS.

You will complete the Unit if the evidence which you submit during the assessment is considered satisfactory in terms of the standard set by the Unit.

You will need evidence to demonstrate your Knowledge and/or Skills by showing that you can demonstrate competency by meeting all the criteria in each situation/question in an examination covering Knowledge and Skills items from both Outcomes. You will be given two hours for the examination which will be held in controlled conditions. You will be allowed access to PINS during the examination.