



BTEC
from Edexcel

Professional Certificate – Investigation

Probably the most comprehensive short course qualification, holders of the BTEC Certificate in Investigation have demonstrated competence in the following areas :

- Accessing and interpreting statute and case law
- Administering *cautions*
- Assisting the advocate
- Body language / non verbal communication
- Case selection and prioritising work
- CCTV
- Clarifying information from a witness
- Closing a case
- Closure of the interview
- Cognitive Interviewing
- Common civil breaches and penalties
- Confidentiality law, data-sharing rules & good practice
- Correct layout for statements
- Criminal and civil evidence legislation, common and case law
- Criminal Procedure and Investigations Act
- Data Protection Act
- Evaluating the interview
- Exhibits - schedules, numbers and continuity
- Giving evidence
- Hearsay vs. direct evidence
- Human Rights Act & associated legislation and case law
- Intelligence grading
- Interview planning (& PEACE)
- Interviewing in accordance with PACE
- Introducing evidence into the interview
- Investigation costs
- Keeping records of observations
- Laying information for summons or warrant
- Layout of a file & drafting charges and the TIC schedule
- Liaising with other agencies
- Paperwork for official caution interviews
- Paperwork for surveillance authorisations
- Planning an interview
- Presenting a guilty plea
- Question styles and types
- Regulation of Investigatory Powers Act
- Risk assessment – cost vs. benefit
- Rules for observational evidence
- Starting an investigation - where to look for information
- Statements from official records
- Taking a 'course of business' statement
- Taking telephone referrals
- The 'Whistle Blowers' Act
- The background to *official cautions*
- The *Evidence Test* and the *Public Interest Test*
- The importance of keeping file records
- The points needed to prove various offences
- Using a notebook
- Using the tape machine & storing tapes
- Various criminal offences and civil breaches
- Writing a production statement

About the qualification

The programme consists of three modules which can be taken independently for a *BTEC* award or together to earn a *Level 5 BTEC Professional Certificate*. The content of the course is not aimed at any single discipline and is relevant to any investigator, especially those working for, or with, Public Authorities or in the Private Investigation field.

Assessment

The event is assessed by a mixture of written examination and observed assessment. Delegates are told clearly what is expected of them and what the marking criteria are.

There are three possible grades: pass, merit and distinction. Delegates who do not achieve the required mark for a pass may either opt for a certificate of attendance or may re-sit one or more of the tests or assessments.

Accreditation

These events are accredited and supervised by **Edexcel**. They are a national awarding body and are not linked to any single academic institution. Edexcel qualifications are available from over 5,000 schools, further and higher education institutes, employers and training providers. Edexcel issue over 1.5 million certificates annually ; **over 400,000 for BTEC qualifications!**

The Modules

Core Skills For Investigators 30 hours, level 3 (*Advanced Award*).

The Law and Investigations 60 hours, level 5 (*Professional Award*).

Interviewing Offenders and Case Disposal 60 hours, level 5 (*Professional Award*).

Together the modules provide the credits for the **BTEC Professional Certificate : Investigation**. Advanced delegates may go on to undertake a further module in investigation management or advanced techniques, leading to a Professional Diploma.

Method

Delegates can obtain this qualification by :

- Attendance on training events ; or
- Revision and assessment (for those with prior learning).

A number of employers choose to combine assessment for this qualification with a formal *Training Needs Analysis* process.



"I have been working within the sector for twenty years and have been trained by many training firms. I can state beyond any doubt that ITS provides the most professional and useful training I have ever received."

For further details on this qualification, call 08454 300 262 (ref BEA) or email Bea@its-training-uk.com

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