

Course Title	Learning Needs Analysis	Duration	2 days	
Outcomes	By the end of this training, your delegate will : ✓ have examined their job role, and the skills required to undertake it ; ✓ been objectively assessed against the standards required to obtain a nationally recognised qualification – the BTEC Professional Certificate : Investigation ; ✓ receive a detailed report showing : - o how their performance maps to their job role ; <i>and</i> - o what learning they need to undertake in order to obtain the BTEC Certificate.			
Prerequisites	None			
Method	Explanation	Examples		
Introduction	To explain the aims of the course and understand particular objectives of individuals.	Delegates are sent a pre-assessment booklet, explaining what the standards are, how they are assessed and giving examples of the various types of assessment.		
Advance preparation	Some assessments have elements that delegates are asked to carry out prior to the assessment days. These are topics that delegates would reasonably have advance notice of in the workplace.	Topics covered in this way include : ◆ Job role self-assessment ◆ Preparing for an investigative interview ◆ Preparing for a PACE interview ◆ Court file preparation		
Written assessments	Some topics are assessed by written assessment, either using multi-choice tests or by completion of investigation documents.	Topics covered in this way include : ◆ Witness statements ◆ Understanding offences ◆ RIPA applications ◆ Court paperwork		
Observed assessments	Delegates are asked to undertake certain tasks and are observed as they do them. They may be asked supplementary questions about the tasks.	Topics covered in this way include : ◆ PACE interviewing ◆ Offering a <i>Simple Caution</i> ◆ Being a Witness		
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Costs	Please contact us to discuss costs. There is an additional fee for delegates who wish to register for the BTEC Certificate of £90 + VAT.			
To book this event	ITS Training (UK) Ltd, 21/22 Oliver House, 23 Hall St, Chelmsford, Essex. CM2 0HG Tel: 08454 300 262 e-mail:bookings@its-training-uk.com			

Once the course is confirmed you will receive precourse materials, these will set out what is expected of you during the assessments.