

Unit Title: Interview victims and witnesses in relation to priority and volume investigations (CJ101)

OCR unit number: R/502/5598

Level: 3

Credit value: 5

Guided learning hours: 50

Unit purpose and aim

This unit is about interviewing victims and witnesses as part of priority and volume investigations. The unit covers interviews conducted at police premises or elsewhere. The learner must plan and prepare for both formal and informal interviews by developing an interview strategy, assessing the interviewee's fitness for interview, and setting up an appropriate location. They must conduct interviews in accordance with legislation, policy and other guidelines using appropriate interviewing techniques and communication skills. Finally, learners are expected to evaluate interviews (including their own performance) and take any necessary further action in relation to investigations.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p>The Learner will:</p> <p>1 Know and understand relevant legal and organisational requirements in relation to interviewing victims and witnesses</p> <p>2 Know and understand the principles of interviewing victims and witnesses</p>	<p>The Learner can:</p> <p>1.1 Identify the key features of legislation, policies, procedures, codes of practice, professional practice and organisational requirements and guidelines in relation to:</p> <ul style="list-style-type: none"> • conducting interviews with victims and witnesses • race, diversity and human rights • health, safety, security and welfare • dealing with victims and witnesses in an ethical and effective manner • rules of evidence and disclosure. <p>2.1 Describe the features of an interview strategy and indicate resources which can assist in developing the strategy.</p>	<p>This may include:</p> <ul style="list-style-type: none"> • PACE & Codes of Practice • Human Rights Legislation • Criminal Procedure and Investigations Act 1996 • Organisational procedures and policies. <p>Examples of this may include:</p> <ul style="list-style-type: none"> • Questioning techniques • Use of evidence/exhibits • Use of technology such as CCTV evidence.

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	<p>2.2 Identify the relevant points they need to prove during the interview.</p> <p>2.3 Classify the categories of interviewee (eg vulnerable, intimidated, significant or other influencing factor).</p> <p>2.4 Explain the importance of appropriate timings, locations and environmental conditions to the conduct of interviews.</p> <p>2.5 Describe the features of approved interview techniques and communication methods.</p> <p>2.6 Describe the types of contingencies (eg medical, welfare, hostile/reluctant behaviour, environmental conditions) that might arise during interview and how to deal with them.</p>	<p>This may include knowledge:</p> <ul style="list-style-type: none"> • The relevant legislation • Points of law to prove the offence. <p>Examples of witness category may include:</p> <ul style="list-style-type: none"> • Vulnerable • intimidated • significant. <p>Reasons may include:</p> <ul style="list-style-type: none"> • Compliance with custody requirements • Compliance with granted authorities • Best evidence gathering protocols • Seriousness of the offence • Type of offence. <p>Features may include:</p> <ul style="list-style-type: none"> • Rapport building • Physical reinstatement • Contextual reinstatement • Recall • Recount • Evaluation • Questioning techniques. <p>Contingency may include:</p> <ul style="list-style-type: none"> • Legal • Medical • Welfare • Abusive or aggressive behaviour • Technical faults.
<p>3 Be able to plan and prepare interviews with victims and witnesses</p>	<p>3.1 Prepare a written plan for an interview taking into account the legal nature of the incident to be investigated and the circumstances under which interviews can be conducted.</p> <p>3.2 Determine whether the individual is fit for interview by making a basic assessment of:</p> <ul style="list-style-type: none"> • physical condition • mental condition • emotional condition. 	<p>Plan may contain:</p> <ul style="list-style-type: none"> • Offence information • Points to prove • Legal requirements • Time lines • Existing information <p>Determination may include:</p> <ul style="list-style-type: none"> • By medical practitioner • By interviewing officer • By interviewee • By appropriate adult/supporter.

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	<p>3.3 Plan and prepare for interviews by:</p> <ul style="list-style-type: none"> • identifying the category of interviewee (eg vulnerable, intimidated, significant) • reviewing all available material • consulting with relevant others (eg interview supporters, health care professionals, interpreters, prosecutors) • establishing an appropriate time, place and environmental conditions for the interview • setting up the necessary interview location and resources (eg relevant documentation, exhibits, appropriate adult or interpreter). 	<p>Identification may include:</p> <ul style="list-style-type: none"> • By medical practitioner • By interviewing officer • By interviewee • By appropriate adult/supporter. <p>Relevant others may include:</p> <ul style="list-style-type: none"> • Appropriate adults • interview supporters • health care professionals • interpreters • prosecutors. <p>Appropriate place may include:</p> <ul style="list-style-type: none"> • Interviewees home • Police station • Interview facility • Hospital.
<p>4 Be able to conduct interview with victims and witnesses</p>	<p>4.1 Explain the interview process to all those present and confirm their understanding.</p>	<p>An explanation may include:</p> <ul style="list-style-type: none"> • The use of video • Use of note taking • Statement writing procedure • Individual responsibilities • Legal entitlements • Interview format. <p>Confirmation of understanding may include:</p> <ul style="list-style-type: none"> • Verbal confirmation • Signatures.

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	<p>4.2 Conduct interviews with victims and witnesses in a manner which:</p> <ul style="list-style-type: none"> • maintains the security and welfare of all present • is ethical and effective • employs appropriate interview techniques and communication methods to obtain an accurate account • makes appropriate use of exhibits • addresses any contingencies which arise (eg medical, welfare, hostile/reluctant behaviour, environmental conditions). <p>4.3 Complete all relevant documentation, and obtain any necessary endorsements (eg interview notes, pocket notebook, criminal justice statements, including victim personal statements and exhibit forms).</p> <p>4.4 Conclude the interview by informing all those present of the next steps including, where appropriate, the relevant legal processes.</p>	<p>Conducting interviews may include</p> <ul style="list-style-type: none"> • Preparation and planning • Rapport building • Physical reinstatement • Contextual reinstatement • Recall • Recount • Evaluation • Questioning techniques • Allow the interviewee appropriate rights • Caring for the interviewee's welfare • Resolve appropriately a range of contingencies. <p>Examples of documentation may include;</p> <ul style="list-style-type: none"> • interview notes • pocket notebook, • criminal justice statement • victim personal statements • exhibit forms. <p>The conclusion may include:</p> <ul style="list-style-type: none"> • Stating the interview has come to an end • Completion of relevant forms and documents • Providing advice about court attendance • Offering support from other agencies.
<p>5 Know how to evaluate and carry out post-interview procedures with victims and witnesses</p>	<p>5.1 Evaluate the interview and all available material and prioritise any further action (eg pursue further lines of enquiry, brief others, update intelligence systems).</p>	<p>Evaluation may include:</p> <ul style="list-style-type: none"> • Review of witness statements • Review of interview <p>Further action may include:</p> <ul style="list-style-type: none"> • Additional enquiries • no further action.

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	5.2 Update relevant others based on the evaluation of the interview. 5.3 Evaluate their own performance in interviews and identify any learning points.	Relevant others may include: <ul style="list-style-type: none"> • CPS • Criminal Justice Units • Supervisors and Managers • Legal advisors • Colleagues. Evaluation may include: <ul style="list-style-type: none"> • Discussion with colleagues • Reflective practice • Review of interview video tapes • Review of statements.

Assessment

Knowledge Element

Application of knowledge should be demonstrated in a learning and development environment prior to application in the workplace.

Workplace Assessment:

Competence must be practically assessed on three occasions in the workplace, two interviews must be with a victim(s) and one interview must be with a witness.

Guidance on assessment and evidence requirements

Candidates must produce their own work and assessors use a range of assessment methods.

Candidates may provide evidence of knowledge and understanding prior to, or during the assessment phase.

You should refer to the '*Admin Guide: Vocational Qualifications (A850)*' for *Notes on Preventing Computer-Assisted Malpractice*.

Details of relationship between the unit and national occupational standards

CJ101, AA1, AB1, AE1, AF1, CA1.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850).