

**All you ever wanted to
know about OCR NVQs
in Policing**

Introduction

Welcome to the OCR Policing NVQs. This booklet contains important information about your qualifications along with information on the resources available for you to use as you identify NVQ evidence from your duties to demonstrate your competences.

A National Vocational Qualification, **NVQ** for short, demonstrates that you have the competence (the skills, knowledge and understanding) to carry out your duties to the required standard in your normal work situation. NVQs are based on **National Occupational Standards (NOS)**. These standards describe the level and depth of performance that is expected of you. These NVQs are based on the NOS developed by the **Police Skills and Standards Organisation (PSSO)** which was the government approved Standards Setting Body for the Police at the time of development. Responsibility for these standards has now moved to the **Skills for Justice Sector Skills Council**.

Both the structure of these NVQs and the standards (units) from which they have been constructed are approved by the **Qualification and Curriculum Authority (QCA)**. Your awarding body for these NVQs is **OCR (Oxford, Cambridge and RSA Examinations)**, QCA has accredited this NVQ and you can find the full accreditation details on the OCR website, **www.ocr.org.uk** along with a range of information about the qualifications, how

we operate and other qualifications that may interest you.

More information about QCA is available on their website at www.qca.org.uk.

Your Qualification

Each NVQ is designed to reflect your work at the rank you have achieved, from Student Officer training through the years as you gain experience and specialise. Their purpose is to demonstrate that you have achieved the required levels of competence and can maintain that standard as you carry out your duties consistently over a period of time.

NVQs are work-oriented qualifications and you must have the opportunity to demonstrate your competence with current work experiences. They are open to candidates of all ages, of either gender and there are no entry barriers on grounds of race, creed or proven academic attainment or learning.

These qualifications have been designed to help you to develop and demonstrate the skills, knowledge and understanding you will need to enable **progression** to further qualifications along the vertical and horizontal planes in the National Qualifications Framework.

OCR offers a range of related qualifications in this vocational area. Why not visit our website at www.ocr.org.uk to see the full range.

The NVQs

Each NVQ consists of a number of separate units, e.g. The OCR Level 3 NVQ in Policing consists of 11 mandatory units. You must achieve them all before you can be awarded the full NVQ but you can work on them in any order. Certificates can be claimed for individual units as you achieve them but please discuss this with your assessor.

Here is the full list of **units** for the Level 3 in Policing:

Unit	Unit Title
1A1	Use police actions in a fair and justified way
AA1	Promote equality and value diversity
2C1	Provide an initial police response to incidents
2C3	Arrest, detain or report individuals
2C4	Minimise and deal with aggressive and abusive behaviour
2H1	Interview victims and witnesses
2I1	Search individuals
2K2	Present detained persons to custody
4C1	Develop one's own knowledge and practice
4G2	Ensure your own actions reduce risks to health and safety
4G4	Administer First Aid

Each unit describes exactly:

- What you need **to do**
- What you need **to know and understand** *and*

- The NVQ **evidence** you need to identify to prove that you are competent to the standard specified

The first page of each unit contains a **summary** of the unit. It briefly describes what the unit is about and will help you decide how the unit relates to your work.

The next section shows the **elements** that make up the unit. Each element has its own title to describe what you need to do. Elements contain a list of **performance criteria**, these are the tasks that relate to the activity described by the element title. Performance criteria describe what you must do and how you must do it. You must show that you can do all the things listed as performance criteria. Each element also includes a number of **range statements**, which define the circumstances in which the activities must be demonstrated. You must fully cover the range requirements in your NVQ evidence.

After the elements comes a list of **knowledge and understanding**. You can often prove that you have the knowledge required by simply doing something, but not all knowledge can be evidenced in this way. For example:

Unit 211 Search Individuals – you may practically demonstrate in your work that you have met the standard for searching individuals but this may not fully prove that you have full knowledge and understanding of current, relevant legislation, policies, procedures, codes of practice and guidelines for searching

individuals. Your assessor will agree with you the ways in which this can be fully proven possibly considering previous assessment and some top up questioning.

Following the elements are the **evidence requirements**. These provide details of the type, quality and quantity of NVQ evidence that you need to show to demonstrate your competence. You should read this section carefully and agree with your assessor the exact nature of the NVQ evidence you will show and how you will be assessed.

The Assessment Team

Your **Assessor** will judge the evidence of your performance, knowledge and understanding against the units of competence in order to decide whether you have demonstrated competence. They will have suitable and reliable experience and be trained as NVQ assessors. A team of assessors may carry out your assessment.

Your assessor's work must be checked and confirmed by an **Internal Verifier**, another member of the staff at your assessment centre. Internal verifiers check and standardise the assessment decisions made by all the assessors at your centre.

Your **assessment** will be carried out by an assessor who must be satisfied that you have enough NVQ evidence available for all the performance criteria, range, evidence requirements, knowledge and understanding before they confirm that you have finished a unit of competence. Where the requirements state that performance

criteria can be evidenced using indirect methods, for example by questioning, they must be satisfied that you will be competent under these conditions, or in these situations in the workplace.

You may claim accreditation of prior achievement for any of the elements or units of competence, as long as your NVQ evidence fully meets the criteria, and you can prove that it is all your own work. It is important that your assessor is convinced that the competence claimed is still current. If there are any doubts, they will arrange to assess your competence directly.

When your assessor is satisfied that you have met all of the requirements for a unit and that the assessment process is complete, they will sign your evidence and knowledge recording sheets for the unit. We have provided a record of achievement form that you can use to keep a record of which units you have finished.

It is important that you complete some form of **initial assessment** to identify the competence and knowledge you already have, and any gaps that you need to concentrate on. This will help you to plan assessments because it allows your assessor to help you to understand where best to start identifying NVQ evidence. It will also identify any units you might have difficulty finishing.

Your assessor will need to agree a number of issues with you including:

- finding the best source of NVQ evidence to use for particular units

- finding the best way of assessing you *and*
- confirming the best times, dates and places for your assessments to take place

Your assessor will record their **assessment planning** and regularly give you feedback.

Your NVQ evidence is your proof that you meet the requirements of the qualification.

Your NVQ evidence can be anything that proves:

- what you can do
- how well you do it
- the level of knowledge you have in relation to what you do and
- the level of understanding you have about what you do, how you do it and why you do it

Your NVQ evidence could be:

- letters, faxes or emails you have prepared and sent
- schedules and diaries you use to plan your work
- statements from NVQ witnesses
- records of discussions between you and your assessor
- video recordings or records of your assessor observing you carrying out your work
- completed documents you have used during your work
- reports you have written to support your other NVQ evidence and relate it to your work role

Your assessor will provide NVQ evidence to prove your skills, knowledge and understanding, by observing you carry out your duties and writing a report on what they have observed. After your assessor has observed you, they will ask you questions to confirm what you know and understand. This **assessor's report** (one piece of NVQ evidence) could be enough NVQ evidence to fulfil a number of requirements of this NVQ.

Statements written by other people, that describe something you have done as part of your job, are called **NVQ witness testimonies** and are a useful source of NVQ evidence. They are particularly valuable if that person is an expert in their field and must be signed and dated by the person making the statement.

You need NVQ evidence to prove that you:

- can do all the things described in the **performance criteria** in the various **range** situations
- have provided the minimum NVQ evidence described under **evidence requirements**
- have the **knowledge and understanding** specified

You do not have to produce a separate piece of NVQ evidence for each of the performance criteria, range and knowledge requirements. Try to match each piece of NVQ evidence to as many of these requirements as possible, across as many elements and units as you can. Remember the minimum requirements for the **quality**

and quantity of NVQ evidence you must provide are listed in the section of the unit called **evidence requirements**.

Your NVQ evidence will be assessed (checked by your assessor(s) against the unit requirements). Your assessor(s) will want you to continue providing NVQ evidence until they are satisfied that there is enough consistent proof that you are competent. To be accepted as proof of your competence, your NVQ evidence must:

- come from work you have carried out in a real work situation
- be your own work or relate to you *and*
- reflect what you can do now, not what you could do a few years ago

You may decide to keep some of your NVQ evidence in a file (a **portfolio** of NVQ evidence) or you may record what the NVQ evidence is and where it can be found. For example, if you keep records of activities on a spreadsheet you may want to print a section from this record as NVQ evidence to be stored in your portfolio. However, you may decide to make a note of what records you entered and where they can be found. This is called signposting of NVQ evidence. The important thing to remember about NVQ evidence is that it must be available for your assessor to assess and for other people (the Internal and External Verifiers) to have access to in the future.

In some situations, the work that you are involved with may include **confidential information** relating to individuals or organisations. It may not be appropriate to

include this information in your portfolio of NVQ evidence.

If the NVQ evidence contains, for example, an individual's name and address, this information could be removed from the document before it is submitted as NVQ evidence. If the NVQ evidence takes the form of a document, which contains personal details throughout, you could either:

- signpost the NVQ evidence within your portfolio (as long as it would be available for your Assessor, Internal Verifier and External Verifier to see) or
- arrange with your Assessor to provide a detailed report of what they have seen and how it shows that you are competent. This observation report would then form part of the NVQ evidence in your portfolio.

Records

We have designed a **record of achievement** for you to keep track of your achievements. This form is optional. A master form and instructions on how to use it are available on the OCR website www.ocr.org.uk

It is very important that you record what your assessed NVQ evidence is and where it can be found. We have designed an **Evidence Record Sheet (ERS)** and a **Knowledge Record Sheet (KRS)** for you to record your NVQ evidence and where it is located. The ERS will allow you, your Assessor and the Internal and External Verifiers to see what performance criteria

and range each piece of NVQ evidence refers to. The KRS will allow you to record NVQ evidence that proves you have the knowledge and understanding for the unit. You will need to use at least one of each form for every unit.

Instructions on how to use these records are available on the OCR website www.ocr.org.uk. Your Assessor may give you alternative forms to use. This is acceptable as long as they include all the information needed.

You must keep your ERS and KRS sheets (or the alternatives) together in a file. These sheets are your **Cumulative Assessment Record** or **CAR** for short. This is a compulsory requirement of these NVQs.

Summary

When collecting NVQ evidence you should:

- **think about the activities you do in your current role** and match these to the units of competence specified for your chosen qualification
- **identify NVQ evidence that you could gather naturally while carrying out your every day work**, cross reference this to as many performance criteria, range and knowledge requirements as possible (within the same unit and across other units). This is not only economical in terms of collecting NVQ evidence, but also gives a more holistic, or rounded, picture of your competence

- **go for quality rather than quantity.** Well chosen pieces of NVQ evidence can count for much more than a vast amount of NVQ evidence that only loosely applies
- **mix the types of NVQ evidence.** A good mixture containing some observation of your practice, some products of your work, some witness reports and so on, leads to a more streamlined, better-balanced approach that is more convincing to your assessor
- **choose NVQ evidence that reflects your current competence.** NVQ evidence can come from things you did in the past, but your assessor must be convinced that the NVQ evidence you offer reflects your current competence
- **not include reference materials,** such as policies, procedures and training materials as NVQ evidence because they do not demonstrate your own personal competence
- **use your assessor's records** of your activities as NVQ evidence
- **clearly identify the location of all your NVQ evidence.** If your NVQ evidence is somewhere other than in your portfolio, for example in a filing cabinet, or on a computer disk, record what the NVQ evidence is and where it is located. This location of NVQ evidence needs to be clearly signposted on your recording sheets

- **not include units of competence as part of your NVQ evidence.** The record sheets will identify which performance criteria, range and knowledge requirements the NVQ evidence refers to. You may want to keep the units alongside your NVQ evidence but we do not need you to include a copy of them with your NVQ evidence for assessment or verification
- **arrange access for your assessor to confidential and unavailable NVQ evidence.** Your assessor must have access to this type of NVQ evidence to assess your competence. However, depending on the type of source material, your assessor's detailed description of what they have seen and how it proves your competence will be acceptable
- **show your NVQ evidence** to your assessor regularly
- **include a copy of your curriculum vitae (CV)** with your NVQ evidence to show your previous qualifications and work history.

Don't forget your CAR (this consists of evidence record sheet(s) and a knowledge evidence record sheet(s) for each unit). Your CAR belongs to you. It gives details of NVQ evidence that has been accepted as proof of your competence and where this NVQ evidence can be found. It is your record of NVQ evidence that has been assessed and accepted by your assessor.

Your assessor will help you prepare your CAR.

Once your assessor has decided that you have provided enough NVQ evidence to prove your competence in all elements within a unit, they will sign the unit off, and you will not need to collect any more NVQ evidence for that unit. You could claim a unit certificate from OCR at this point. If you want to do this you should discuss it with your assessor.

The NVQ evidence you identify for your NVQ may prove you have the skills required for some of the **Key and Core Skills** units. Signposting to Key and Core Skills and further guidance should be requested from your Centre. You may also visit the OCR website www.ocr.org.uk for further details.

We have tried to make sure that no unnecessary **access** restrictions will slow down your progress. You must have the same chances as everyone else to prove your competence and collect NVQ evidence. If you need mechanical, electronic or other aids to show your competence, please talk to your assessor about this. You can use aids as long as they are generally commercially available and it is practical to use them during your normal work.

We do not think that you will ever have to use our **appeals procedure**, but if you do, the process is described in the OCR

Publication 'Administrative Guide to Verified Qualifications, L526' which can be downloaded from the OCR website www.ocr.org.uk. Select 'exams officer info' on the home page and follow the link to vocational qualifications.

To gain a full **NVQ certificate** you must identify enough NVQ evidence to prove you are competent in all the required units. You can then claim a full certificate. If you cannot finish all of the units for the full qualification, you may claim a 'unit certificate' that lists the unit or units that have been signed off by your assessor. You may do more than the necessary number of units in which case the additional units will be shown on your unit certificate.

You cannot fail an NVQ, and we do not grade your results. You are either competent or not yet competent.

Notes

Notes

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