

**Unit Title:** Gather and submit information to support law enforcement objectives (CB1)

OCR unit number: D/502/5734

Level: 3

Credit value: 2

Guided learning hours: 10

## Unit purpose and aim

This unit is about gathering information which has the potential to become intelligence and which is, therefore, likely to assist and support law enforcement objectives. The learner will need to be able to work in accordance with the requirements of the National Intelligence Model used in their organisation (for example, National Intelligence Model for policing). They must identify information that has the potential to become intelligence from a variety of situations and sources (human and technical), and conduct an initial assessment and grading of that information.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p><b>The Learner will:</b></p> <p>1 Know and understand relevant legal and organisational requirements related to gathering and submitting information</p>	<p><b>The Learner can:</b></p> <p>1.1 Identify the legislation, policies, procedures, codes of practice and/or guidelines that relate to:</p> <ul style="list-style-type: none"> <li>• gathering, submitting, retaining, recording and disseminating information</li> <li>• race, diversity and human rights</li> <li>• health and safety</li> <li>• disseminating and disclosing confidential information and contacts.</li> </ul> <p>1.2 Identify the types and sources of information that has the potential to support law enforcement objectives.</p> <p>1.3 Describe the National Intelligence Model or a model relevant to their organisation and explain how it fits within their organisation.</p>	<p>This may include:</p> <ul style="list-style-type: none"> <li>• Human Rights Legislation</li> <li>• Freedom of Information</li> <li>• Criminal Procedure and Investigations Act 1996</li> <li>• PACE Codes of Practice</li> <li>• National Intelligence Model</li> <li>• Data Protection Act.</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Information directly or indirectly received</li> <li>• Use of covert human intelligence sources</li> <li>• Technical sources of information.</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• A description of the National Intelligence Model</li> <li>• Using the principles of the National Intelligence Model.</li> </ul>

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
	<p>1.4 Explain the importance of maintaining the security, integrity and continuity of information and sources, and how this is achieved.</p> <p>1.5 Distinguish between information and evidence, and the procedures to follow for each.</p>	<p>This may include:</p> <ul style="list-style-type: none"> <li>• Knowledge and use of the National Intelligence Model</li> <li>• The Data Protection Act</li> <li>• Knowing how to ensure the protection of sources.</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Knowledge and use of the National Intelligence Model</li> <li>• Knowledge and use of the different procedures for dealing with information and evidence.</li> </ul>
<p>2 Be able to gather and submit information that has the potential to support law enforcement objectives</p>	<p>2.1 Use ethical and lawful methods to gather information, ensuring that it's security, integrity and confidentiality is maintained.</p> <p>2.2 Conduct an initial evaluation of information, including an assessment of risk and take any necessary immediate action.</p> <p>2.3 Record information (including provenance) using appropriate systems and protocols.</p> <p>2.4 Submit information to the appropriate person in an appropriate format and using recognised submission methods.</p> <p>2.5 Communicate effectively when gathering information and act in a way which:</p> <ul style="list-style-type: none"> <li>• promotes equality</li> <li>• respects diversity</li> <li>• values people as individuals</li> <li>• manages risks to health and safety.</li> </ul>	<p>This may include the use of the National Intelligence Model principles to gather the information.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Use of the 5x5x5 process for evaluating information</li> <li>• A risk assessment of the source and information provided.</li> </ul> <p>This may include completion of relevant documentation to record the information and applied protocols.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Completion of relevant documentation to record the information and applied protocols</li> <li>• Correct local submission routes used to ensure the information reaches the appropriate person.</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Treating individuals with respect and in accordance with the NIM guidelines and protocols.</li> <li>• Submission of recording documents in the required format, submission times and to the correct location.</li> </ul>

## Assessment

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### **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 demonstrated on three occasions of which at least two must be in the work place

## Guidance on assessment and evidence requirements

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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.

## Details of relationship between the unit and national occupational standards

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Unit CB1, AA1, AB1, AE1, AF1, CA1

## Additional information

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