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| Unit Title: | Provide information to support decision making (HF15) |
| OCR unit number | L/601/4089 |
| Level: | 5 |
| Credit value: | 5 |
| Guided learning hours: | 23 |

Unit purpose and aim

This unit is about providing information so that sound decisions can be taken. It covers obtaining relevant information, recording and storing this information, and analysing this information so that decisions can be taken. It also covers advising and informing other people.

| Learning Outcomes | Assessment Criteria | Knowledge, understanding and skills |
|---|--|---|
| <p>The Learner will:</p> <p>1 Understand the requirements for information to support decision making</p> | <p>The Learner can:</p> <p>1.1 Explain criteria used to judge the validity of information needed to support decision making</p> <p>1.2 Describe methods for analysing different types of information used</p> <p>1.3 Explain the requirements for information management to support team and agency effectiveness</p> <p>1.4 1.4 Summarise the types of qualitative and quantitative information used to support decision making</p> <p>1.5 Describe typical sources of information used to support decision making</p> <p>1.6 Summarise the legal and organisational requirements for maintaining security and confidentiality of information used</p> | <p>Examples of the criteria may include:</p> <ul style="list-style-type: none"> • Currency • Source • Reliability • Credibility <p>Examples of methods of analysing information may include:</p> <ul style="list-style-type: none"> • Crime pattern analysis • Market profiling • Target profile analysis • Risk analysis • Analysis of results <p>Information management may include:</p> <ul style="list-style-type: none"> • Collecting and recording • Evaluating • Authorising use • Accessing • Disseminating • Retaining • Deleting <p>Types of information may include:</p> <ul style="list-style-type: none"> • Numerical data • Crime statistics • Personal information <p>Examples of sources may</p> |

| Learning Outcomes | Assessment Criteria | Knowledge, understanding and skills |
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| | | include: <ul style="list-style-type: none"> • Police officers • Local communities • Covert human intelligence sources • Environmental scanning Legal and organisational requirement may include: <ul style="list-style-type: none"> • Management of Police information • Codes of practice • National intelligence model • Local policies and procedures |
| 2 Obtain information for decision making | 2.1 Select sources of information which suited to the nature of decisions to be made 2.2 Obtain information which is accurate, relevant and sufficient to support decision making 2.3 Take action to resolve any issues of inaccuracy or ambiguity with information obtained 2.4 Record and store information obtained in accordance with legal and organisational requirements | Sources of information may include: <ul style="list-style-type: none"> • Covert human intelligence sources • Prisoners • Drug action teams • Fingerprint bureaus • Forensic science service • Community groups • Partners • Police officers Examples of what the information may be about include: <ul style="list-style-type: none"> • Crimes already committed • Planned crimes • Public disorder events • To support policing operations Examples of action taken may include: <ul style="list-style-type: none"> • Re-evaluation of accuracy • Further analysis • Obtaining supporting information • Confirmation with the information source Recording and storing requirements may include: <ul style="list-style-type: none"> • Use of standard recording forms • Proportionality of retaining • Length of retention • Consistency of approach to retention |

| Learning Outcomes | Assessment Criteria | Knowledge, understanding and skills |
|---|---|--|
| <p>3 Analyse information to support decision making</p> | <p>3.1 Identify objectives for their analysis which are clear and consistent with the decisions which need to be made</p> <p>3.2 Select factual information which is relevant to the objectives and sufficient to arrive at reliable decisions</p> <p>3.3 Analyse information using methods which are appropriate to the required objectives</p> <p>3.4 Support the conclusions with reasoned argument and appropriate evidence</p> <p>3.5 Keep records of the analysis which are sufficient to show the assumptions and decisions made at each stage</p> | <p>Objectives may include:</p> <ul style="list-style-type: none"> • Protection of life and property • Preserving public order • Preventing offences being committed • Bringing offenders to justice <p>Examples of factual information may include:</p> <ul style="list-style-type: none"> • Relating to individuals • Relate to committed crimes <p>Examples of analysis methods may include:</p> <ul style="list-style-type: none"> • Crime pattern analysis • Market analysis • Target profile analysis • Risk analysis <p>Conclusions may include:</p> <ul style="list-style-type: none"> • A requirement for further • Information • Retention • Action • Disposal <p>Records may include:</p> <ul style="list-style-type: none"> • Written documents • Electronic systems |
| <p>4 Be able to advise and inform others</p> | <p>4.1 Confirm the advice and information needs of others</p> <p>4.2 Provide suitable advice and information to meet the needs of other</p> <p>4.3 Ensure advice and information given is consistent with agency policy, procedures and constraints</p> <p>4.4 Confirm recipients understanding of the advice and information given</p> | <p>Conformation with others may include:</p> <ul style="list-style-type: none"> • Briefings • Tasking and coordinating • Meetings • Written requests <p>Advice and information may relate to:</p> <ul style="list-style-type: none"> • Accuracy of information • Recording • Analysis • Retention • Disposal <p>Examples of policy and procedures may include:</p> <ul style="list-style-type: none"> • National intelligence model • Management of Police information • Recording, retention and disposal • Systems <p>Examples of confirmation may</p> |

| Learning Outcomes | Assessment Criteria | Knowledge, understanding and skills |
|-------------------|---------------------|--|
| | | include: <ul style="list-style-type: none"> • Written • Electronic • Verbal |

Assessment

This unit requires assessment of occupational competence in the workplace.

Evidence requirements

Simulation is not allowed for any performance evidence within this unit.

Guidance on assessment and evidence requirements

Simulation is not allowed for any performance evidence within this unit.

This unit requires assessment of occupational competence in the workplace.

For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

The assessor must ensure that the principles of equality and diversity have been applied by the individual carrying out this unit.

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

National Occupational Standards (NOS) mapping/signposting

This unit of assessment relates directly to National Occupational Standard unit HF15.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

| Occupational standards | Unit number | Title |
|-------------------------------|-------------|--|
| Policing (Skills for Justice) | HF15 | Provide information to support decision making |

Additional information

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