



Qualification Specification

Level 4 Certificate in Knowledge of Intelligence Operations

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Introduction

The Level 4 Certificate in Knowledge of Intelligence Operations develops a candidate's knowledge of organisational intelligence operations and activities, such as how intelligence is collected, co-ordinated and managed with an organisation. It is an appropriate qualification for the knowledge element of the Advanced Apprenticeship in Intelligence Operations.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The qualification is published on Ofqual's Register of Qualifications.

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Profile

Qualification title	ProQual Level 4 Certificate in Knowledge of Intelligence Operations
Ofqual qualification number	603/0264/1
Level	4
Total Qualification Time	100 hours (91 guided learning hours)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	9/8/2016
Qualification end date	

Qualification Structure

Candidates must complete the 5 Mandatory units. *Credit values are given for information purposes only.*

Unit Number	Unit Title	Level	GLH	Credit Value
F/615/1093	Knowledge of the global context of organisational intelligence operations	4	12	5
J/615/1094	Knowledge of organisational intelligence operations	4	15	4
R/615/1096	Knowledge of organisational intelligence sources and collection capabilities	4	15	4
D/615/1098	Knowledge of handling confidential or sensitive information	4	45	6
L/615/1100	Knowledge of organisational intelligence operations development	3	4	3

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each knowledge-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for knowledge-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 8 onwards.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who demonstrate achievement of the qualification will be awarded:

- A certificate listing the unit achieved with its related credit value, and
- A certificate giving the full qualification title -

ProQual Level 4 Certificate in Knowledge of Intelligence Operations

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully met the assessment criteria for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit F/615/1093

Knowledge of the global context of organisational intelligence operations

Learning Outcomes – the learner will:		Assessment Criteria – the learner can:	
1	Understand the international context for organisational intelligence led operations	1.1	Identify types of intelligence based threats which could affect their organisation
2	Understand the current threats that act as drivers for intelligence activity within their organisation	2.1	Describe current threats to their organisation that have led to intelligence activity
		2.2	Describe the intelligence activity within their organisation that has been implemented as a result of threats

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit J/615/1094

Knowledge of organisational intelligence operations

Learning Outcomes – the learner will:		Assessment Criteria – the learner can:	
1	Understand the fundamentals of intelligence operations within their organisation	1.1	Explain the purpose of intelligence
		1.2	Summarise the key principles of intelligence
		1.3	Contrast the different levels of intelligence
		1.4	Describe the categories of intelligence output
2	Understand the Intelligence Cycle in the context of their organisation	2.1	Summarise the key functions of the intelligence cycle
		2.2	Describe the key activities of the intelligence cycle
		2.3	Explain the fundamental process of the intelligence cycle

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit R/615/1096

Knowledge of organisational intelligence sources and collection capabilities

Learning Outcomes – the learner will:		Assessment Criteria – the learner can:	
1	Understand different types of intelligence collection, co-ordination and management	1.1	Describe different types of intelligence collection
		1.2	Describe different methods of intelligence co-ordination
2	Know how intelligence is collected, co-ordinated and managed in their organisation	2.1	Explain how intelligence is: a) Collected b) Co-ordinated c) Managed within their organisation

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit D/615/1098

Knowledge of Handling Confidential or Sensitive Intelligence

Learning Outcomes – the learner will:		Assessment Criteria – the learner can:	
1	Understand the principles of handling confidential or sensitive information within their organisation	1.1	Explain their organisation’s policies and procedures for handling confidential and/or sensitive information
		1.2	Contrast the principles of: <ul style="list-style-type: none">• need to know• need to hold
		1.3	Identify the levels of protection for handling confidential and/or sensitive information.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit L/615/1100

Knowledge of organisational intelligence operations

Learning Outcomes – the learner will:		Assessment Criteria – the learner can:	
1	Understand the development of intelligence activity within their organisation	1.1	Describe key developments in intelligence activity within their organisation in terms of: a) Security networks b) Intelligence c) Internal security d) Cyber security

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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