



Graduate Diploma Professional Police Practice

LEVEL 6 - 40 Credits

**Workbook title: Competency Based
Workbook 2 (DHEP)**

**(SOUTH WALES POLICE, GWENT POLICE AND
UWTSD)**

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**FACULTY OF BUSINESS AND MANAGEMENT
PUBLIC SERVICE PROGRAMME**

Module title: Policing in the Workplace 3 (DHEP) - BMPP6001D

Workbook Guidance

Please read these notes carefully. They provide essential information. The documents you will use in developing your workbook are on the following pages.

What is the workbook for?

The purpose of this workbook is to enable learners to demonstrate and provide evidence of how they meet the learning outcomes set by the College of Policing, for the Graduate Diploma in Professional Policing Practice. You are being asked to outline your experiential learning based upon your theoretical understanding in a range of operational situations.

- Wellbeing and Resilience
- Criminal Justice
- Conducting Investigations
- Decision making and discretion
- Maintaining Professional Standards
- Leadership and Team working
- Policing the roads
- Information and Intelligence

You may wish to use the same incidents as you have outlined in the Occupational Competence Portfolio.

How should the workbook be presented?

Blank electronic copies can be found on Moodle of this workbook. You must submit this document electronically therefore it is important that you save your work regularly and upload the final typed version through Turnitin on Moodle.

Word count policy can be found in chapter 7 of the Academic Quality under section 7.7 (this applies to presenting work above and under the specified word count).

https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/agh-chapters/chapters---en/Chapter_07_Assessment-Taught_Programmes_Pages_72-79-UPDATED-05-11-2019.pdf

Reflective practice is a core aspect for your workbooks and although there is a variety of useful resources on Moodle, there is one particular book, that is specifically based on reflective practice in policing, here is a link to one chapter from Selina Copley's Reflective Practice for Policing Students:

https://moodle.uwtsd.ac.uk/pluginfile.php/298870/mod_resource/content/1/Reflective%20Practice%20for%20Policing%20Students%20-%20Selina%20Copley%20Chapter5.pdf

How is the workbook assessed?

Advice and support about the completion of this workbook is available to you. Please contact Kelly Andrews direct using k.andrews@uwtsd.ac.uk with any questions or queries you may have.

Dates of workbook submission can be located within the General information tile within Moodle.

Once submitted your workbook will be assessed and marked independently. You will be provided with individual feedback once the work has been marked.

Confidentiality

It is important that no individual can be identified either directly or indirectly from the information in the workbook. However, you must:

- adhere to guidance in the Candidate Handbook about confidentiality.
- not identify individuals including witnesses, victims, or offenders by name.
- not write information that enables any individual to be identified indirectly through the description you provide. This includes references to names, colleagues, places (including hospitals, schools, town, villages, streets) specific incidents which were high profile and could be identified due to past publicity, other professionals or any other personal information including medical or other conditions.
- take personal responsibility for adhering to confidentiality rules.
- not include any dates of any incidents or anything that specifically identifies an actual incident.

Please be aware that any content that is deemed to be inappropriate, disrespectful, or abusive will not be tolerated. Following review of any content of this nature the information will be shared with the employer of the student responsible.

Should any health and wellbeing concerns be raised because of disclosures made by the student within this workbook, the employer of the student will be informed.

NOTE

Your workbook will be submitted electronically via Turnitin on Moodle. Guidance on this is in the Candidate Handbook.

Remember that the workbook is YOUR responsibility you must not rely on the assessor or anyone else to pick up any confidentiality breaches as this is your work and you must accept full responsibility for confidentiality. Meeting all the confidentiality requirements is particularly important.

Dyslexia and other special circumstances

If you have any condition that you feel may affect your ability to deal with any part of the programme, please see the Candidate Handbook for further guidance. The University has a Student Services Unit that may be able to help but ***it is the learner's individual responsibility to contact them.***

Competency Based Workbook 2 - Learner Workbook

Guidance:

- Your workbook must contain items 1 - 5 below (in the order given).
- You should use the pro-forma to insert your text within each section.
- Note that this module has 2 components with each weighted at 50% of the overall 100% marks total.
- You should upload your completed document as a saved pdf file of this workbook; if this is not possible then a Word Doc file is acceptable. Do not send a scanned file from a photocopier, an apple.dot file, or a Microsoft publisher file as Turnitin will not be able to assess them, despite you being able to upload them.

Contents

Component 1 50%	Area of Professional Practice	Word count
Task 1	Vulnerability and Risk Evidence-based policing	2000
Task 2	CHOOSE ONLY 1 OF THESE 'ADVANCED LEARNING AREA' OPTIONS. IT SHOULD BE ONE THAT HAS BEEN AGREED WITH THE FORCE TO STUDY IN YEAR 2.	All options are 2000 words
Task 2		2000
Option 1	Response Policing	
Option 2	Policing Communities	
Option 3	Road Policing	
Option 4	Information and Intelligence	
Option 5	Conducting Investigations	
	Bibliography	

Task 1

Relevant areas of the National Policing Curriculum: Vulnerability and Risk, Evidence-based policing

You must choose **a policing incident** in which you played a significant role with a victim of crime or anti-social behaviour and reflect on what happened.

Give a brief description of the incident including social and legislative contexts and any relevant cultural, ethnicity and language issues.

Critically evaluate the appropriateness of different approaches (by professionals and the police) in supporting or managing vulnerable people or people at risk of harm.

Explore what works in relation to tackling repeat victimisation and repeat offending. Consider the use of evidence-based policing.

2000 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

A policing incident where I played a significant role was when I was tasked by my supervisor to deal with a situation where a child had been assaulted after school by an adult male.

The complication with this case was that the suspect was yet to be identified, I only had a limited amount of details regarding the suspect which made it difficult for me to pin point who he was. Nevertheless, I had just enough detail to make enquires and a few weeks later I identified the male.

The Gibbs Reflective Cycle will be applied to reflect on the occurrence, analyse the key factors that are relevant, and describe what happened and how I felt about it. The model is a useful tool for analysing the incident and drawing conclusions that will inform a future course of action. I will also be addressing the victim codes and repeat victimisation. Furthermore I will be referencing Betaris box which is a model that identifies behaviour and attitudes of yourself against others.

Keeping victims up to date is vital when investigating crimes. When updating victims it is crucial that you record all contact with them as it allows supervisors to get an understanding of how the investigation is progressing and how much contact you are having with victims. The Codes of Practice for victims of crime which is also known as Victim Codes, this is a service that the police provide to victims

Victim codes are very important when it comes to an investigation, the police are victim lead in every investigation which is why it is vital that they are getting the correct support; as not only are you looking after their needs but essentially the victim

will be more willing to help and support the investigation (GOV.UK, 2021). In rare circumstances, a victim may be considered if they are the parent or guardian of a victim who is under the age of 18. A victim need not directly be a victim of a crime. Additionally, if the victim lacks the mental capacity to speak for themselves, a designated family member may do so on their behalf, effectively making them a victim as well (Ministry of Justice, 2020).

Communication is a massive component to a good working environment and investigation, it is an unconscious element which helps drive the workforce in a certain way depending on the performance and behavioural aspects of the team members. Having good communication skills when you are involved with an incident subsequently determines the outcome of the investigation and what has been accomplished (Osborne, 2020). In addition to this, it is vital for the investigator to be able to interact with all those involved in the investigation whether it's a victim or suspect.

Not having good communication throughout an investigation could have detrimental effects on the outcome of it. If communication is poor the public could develop a negative perspective on the police force and the less transparent the force will seem. If this is the case, the public may be less likely to help police force when investigating crimes (Fritsvold, 2022).

The way in which I did this was by contacting all parties involved with the progression of the case regardless of how small the progression of that stage was. Once updating parties, I made sure that I updated the police system, indicating the stage I was at in the investigation, what parties had been updated and what my next step in the process was.

In addition to communication, the Betari box is a conceptual model that illustrates how your attitudes influence how other people react to you. By changing your attitudes about other people, you can influence how others behave toward you.

The Betari Box is a diagram which shows how attitudes and behaviours are linked together. For example, my attitude affects my behaviour which essentially will affect another's attitude which will affect their behaviour and so the loop continues. This is a perfect way of establishing communication with others, how we act and our tone of voice will have an adverse effect on individuals you are trying to communicate with (Farmer, 2019). The reporting person had a negative attitude towards myself when I initially made contact with him. I believe that his negative perception was due to the way in which he had been treated before the task was sent to me. It was important for me to ensure that the reporting person was updated regularly and that he was offered support.

Crimes can have long and short term effects on victims depending on the severity of the crime and the state of the individual's mental health (Stripe, 2022). Although, the victim isn't necessarily the only one who could be effected, the victim's family and friends could be effected as a result of either the crime itself or the effect it has had on the victim.

The reporting person was not involved in the incident, he was a third party; however, he made a complaint about the way in which the case had been dealt with so far. Although the complaint came in before the task came to me I wanted to ensure that the reporting person and others involved in the case received updates and support that they deserved.

Another complication within the investigation was that the main witness had learning difficulties which meant that there was a slight communication barrier between him and myself. His mother acted as his appropriate adult throughout the investigation explaining to him certain aspects of the process in which I was unable to communicate across to him.

The incident was of a complex nature because the suspect was unknown; the information I received was that the male was a friend of the mother of the child who had been in an altercation with another child at school. Looking through the police system did not uncover who the male was, it was a matter of investigating the third party to enable me to identify the suspect. I knew small details such as the type and colour of the car, however, the number plate and make of the car was unknown at present. The only option I had to be able to identify the male was by attending the address of his "friend". I attended the address where there was a male outside the, as myself and my colleague approached the male he looked agitated with our presence. Once explaining the reasoning for being there the male was getting very aggressive towards us, stating that the child was lying. Nevertheless, the male agreed to attend a voluntary interview where I explained to him that he was able to put across his version of events.

When interviewing the male under a voluntary basis his manner was aggressive and intimidating, nevertheless he stated that he was at the location and he did speak to the victim; however he did not assault him. At this moment in time the witness statement had not been taken due to commitments which meant that the interview was one word against another. It was crucial for me to obtain the witness statement to enable me to identify whether their version of events corresponded with the victim's account. Upon obtaining the witness account it became apparent that their version of events were very similar in detail; however, the first witness did not see the assault as he stated that he was not looking in that direction. This was unexpected and it came back to the complication of the allegation being one word against the other. The second witness on the otherhand did state that he saw the male assault the victim.

Repeat victimisation is a type of crime pattern, this could also be seen as an MO (modus operandi) which is a specific method of doing something. In criminology, a modus operandi is a distinctive pattern or mode of operation that becomes linked to a certain criminal and can link to repeat victimisation (Britannica, 2018). Well-known crime patterns come in a variety of forms, including hot locations, crime series, and repeat offenders. Although the crime pattern of recurrent victimisation is distinct, certain offences have many crime patterns; (Weisel, 2022). A good way in which the police can help prevent repeat victimisation is by referring victims to associated services which can support and give specific guidance on how to deal with the reason for them becoming a victim. Depending on the crime will depend on the referred support service. For instance, in the event I was looking into, I forwarded the victim's family to a programme that specialised in helping children of crime, along

with a Public Protection Notification (PPN), a form that the police fill out to ensure the right services are involved. MASH, the Multi-Agency Safeguarding Hub, which includes several agencies, such as social services, is an illustration of this. All agencies collaborate with one another, and the PPN enables them to view the information we are collecting on a particular incident and decide what support is deemed necessary.

Although repeat victimisation isn't necessarily going to reoccur there is always a chance that I could. I wanted to ensure that the male was not going to bother the victim or witnesses regardless of any incidents the children had at school. I believe by speaking to the suspect gave him the realisation that it was a serious incident and that he needed to be responsible for his actions.

The file in which I had to send off to the Crown Prosecution Service (CPS) needed to detail the crime in which the male had committed, alongside all the witness statements, victim statement, exhibits, interview summary and my sergeants rationale on the reason it was being sent to CPS.

The male had previous for being violent towards others, however there had never been an incident involving a child. From this information and the initial contact I had with the male I believe that the decision should be made by the CPS. Subsequently the male was later charged with Section 39, Common Assault of the Criminal Justice Act 1988 (Bryant and Bryant, 2021).

The police service as a whole uses the National Decision Model (NDM) as their primary decision-making tool. It is made to help operational officers, planners, advisers, and commanders handle their reaction to a situation in a logical and balanced manner (Law Enforcement Learning, 2022).

Decision-makers are responsible for their choices and must be ready to explain why they made them. Some situations call for the documentation of decisions, while others leave it up to the decision maker's discretion, organisational tactics, policies, or local practises (College of Policing, 2022).

Due to the nature of the incident and the involvement of minors I needed to ensure that I recorded every step that I made, including documenting every time I attempted to contact the victim regardless of whether I was successful in contacting them.

Graham Gibbs created the Gibbs Reflective Cycle in 1988. It provides a structure for analysing experiences, and because of its repetitive character, it is an ideal tool especially when dealing with repeated experiences, allowing you to learn from it and make plans from things that went well or that didn't go quite as planned. (The University of Edinburgh, 2020). There are 6 elements to Gibbs' Cycle; description, feelings, evaluation, analysis, conclusion and action plan.

I felt as though the investigation was stressful on my behalf and it took a long time when ideally it could have been solved a lot quicker. This could have been frustrating for the victim and witnesses through the investigation but nevertheless, the outcome was successful.

Evaluating the investigation I felt as though I kept the victim and witnesses updated as much as possible to ensure that they knew at what stage I was with the

investigation and how it was progressing. As I previously mentioned, I believe that I could have progressed the investigation a lot quicker which essentially would have benefitted the involved parties and myself.

Analysing the incident has allowed me to understand the investigation I was involved with and what aspects went well and what could have gone better. In conclusion, the investigation had a positive outcome, the victim and witnesses were happy with the outcome and the support they received from partner services throughout and after the investigation. An action plan for future cases such as this would be to try to progress the investigation as quickly as possible, reducing the risk of complaints and keeping all parties involved up to date in the process.

It is evident from reflection on the Gibbs Model and the Betari Box Model that communication and behaviour toward an investigation are crucial and can make or break a case. It is vital to keep everyone informed about the incident and to protect victims both during and after the investigation. In order for partner services to provide the appropriate support to individuals who need it and to aid in preventing repeat victimisation, it is also important to make sure that the correct information is documented and maintained.

Word count: 2,143

Task 2

This is a reminder that this TASK 2 section is an opportunity for you to answer one question which should be relevant to the “advanced learning” area that you have chosen. The advanced learning lecture that you choose to attend will assist you in answering this task.

Choose 1 of these 5 options to answer

(Note for officers who have an interest in becoming a detective and wish to specialise in this role, you MUST choose option 5)

- 1. Response Policing.**
- 2. Policing Communities.**
- 3. Road Policing.**
- 4. Information and Intelligence.**
- 5. Conducting Investigations.**

Task 2 Option 4

Relevant areas of the National Policing Curriculum:

Information and Intelligence

You should choose an investigation that you have been involved in **that was of a complex nature**, in which you played a significant role.

Critically analyse an investigation, that you have led, commenting on the effectiveness of the National Intelligence Model and the importance of the role played by cross border cooperation in relation to your information and intelligence.

Reference how effective information and intelligence was used within your operation, and how you used specialist intelligence tools to support your complex investigation.

2000 words (+/- 10%: *include your actual word count at the end of each section*)

Answer:

An investigation where I played a significant role involved a male who committed multiple offences, including driving offences, common assault and criminal damage; I will make reference to the investigation throughout this assignment. I will be looking at how this was a complex investigation, my role was to investigate and interview the male, in addition to this I had to submit the file for the Crown Prosecution Services (CPS) to make a decision on the outcome.

I will reference the National Decision Model (NDM), indicating how I used the NDM when investigating the incident and processing the file to CPS I will briefly be addressing SWOT analysis which also assisted my decision making throughout the process. Furthermore, I will be referencing the National Intelligence Model (NIM). The NDM enables the processing of information at many stages of the decision-making process linking the intelligence Model with the National Decision model (Keningale, 2020).

Immediately I knew that the investigation was going to be of a complex nature as the male had been initially arrested for eight driving offences along with the three assaults and criminal damage.

I received information where a male had had an accident on the motorway where he had hit the central reservation and swerved across the lanes narrowly missing other vehicles and ending up in the bushes. Traffic officers conducted all relevant roadside tests. The male was arrested for Driving or being in charge of a MPV (motorised propelled vehicle) when under the influence of Drink or Drugs contrary to Section 4 Road Traffic Act (1988), along with Driving a motor vehicle with a specified controlled drug, namely Cocaine, in the body contrary to Section 5A Road Traffic Act (1988). Furthermore, the male failed to provide a specimen at the roadside for analysis under Section 7 Road Traffic Act (1988) (Bryant and Bryant, 2021).

The male was also found to be driving in accordance with a licence and driving a motor vehicle with no valid insurance. Lastly, he was arrested under Section 3 of the Road Traffic Act (1988) for driving without due care and attention and aggravated taking a motor vehicle without consent. The male sustained some injuries from the incident and was subsequently taken to hospital to be checked over. Whilst in the hospital the male became extremely agitated when the relevant medical tests were being conducted. He assaulted two traffic officers and hospital security staff where he was further arrested for three counts of assaulting an emergency worker. Whilst in the hospital the male damaged the hospital bed where he was further arrested for Criminal Damage. Lastly, the male was also arrested for breaching a court order.

I prepared all I needed for the interview, gaining statements from the victims, pictures of the damage caused and information from the hospital on the details of the damage caused. Once the male was ready to be interviewed he decided to have a solicitor and he made a 'no comment' interview. In order to send the information I had collected to the CPS also known as the Crown Prosecution Service to make a decision on the outcome I needed to compile a file of evidence with all relevant information the CPS needed to make a decision whether to charge him.

Once the file had been sent to CPS it was up to them to decide whether to charge. From the intelligence and all relevant information I had gathered, the Crown Prosecution Service came back with a decision to charge him with eight offences. The offences included three counts of assaulting an emergency worker (Section 1 Assault Emergency Workers Offences Act 2018), causing criminal damage (Section 1 Criminal Damage Act 1971) and multiple driving offences that have previously been mentioned.

It was crucial for me to ensure that I incorporated the National Decision Model also known as the NDM when making every decision throughout the investigation process.

There are six different elements to the NDM; Gather information and intelligence, assess threat and risk and develop a working strategy. The next section to the model is considering powers and policies, identify options and contingencies and lastly take

action and review what happened (Laws, 2022). In the centre of the NDM is the police code of ethics, this is the core of every decision made by police officers. By incorporating the code of ethics in each decision you make gives the public a positive perception on the police force.

The code of ethics include; accountability, fairness, honesty, integrity, leadership, objectivity, openness, respect and selflessness (College of Policing, 2014).

The first element of the National decision making model is gathering information and intelligence; this is the stage when decision making is crucial as it is a way of clarifying what has happened. Furthermore, at this stage it is important to ensure that all the information has been obtained to enable you to figure out what the next step would be (College of Policing, 2014). Due to the complexity of this case I needed to ensure that I gathered all the information and intelligence that was accessible to me to allow the investigation to be conducted properly and fairly. I gathered all statements, body worn footage from officers, photographic evidence, intelligence checks on the male and all other relevant information to help the case.

The next stage to the NDM is assessing threat and risk and develop a working strategy. This stage is primarily assessing the incident or situation for any threats or risks that could potentially occur. Along side assessing the potential threats and risks you need to ensure that you develop a working strategy. To develop a strategy it is important to ask yourself certain questions to help establish what you believe to be the correct decisions to make. Questions that could be asked include whether you have enough information to make the right decision, assessing the scale of the situation and try to understand the reason why it occurred in the first place (Avon and Somerset Police, 2022). Due to the male becoming aggressive and assaulting three emergency workers including two police officers; I assessed the situation and I felt as though there was a risk to my safety if I were to interview the male on my own. In light of this evaluation I made, I enlisted a male officer to accompany me whilst I conducted the interview to ensure my safety.

Considering powers and policies is the stage in the decision making process where police powers need to be considered and what legislations are necessary.

In some cases there may be a reason to not incorporate policies, every incident is different and as long as your decision to not comply with policy is justified and proportionate than that is acceptable (College of Policing, 2022). In this instance, police powers were essential when dealing with the male, for example he was arrested for multiple offences, reasonable force was used on him given his behaviour and violence and lastly stop and search powers under the Police and Criminal Evidence Act 1984. The police powers used were justified and proportionate during this investigation.

Identifying options and contingencies is the next stage in the NDM, this stage is looking at the different options available when making a decision in order to essentially resolve the situation (Bryant and Bryant, 2021). Certain aspects to consider when making a decision should include; the possibility of something not going the way in which you anticipated it to, whether the information you have is restricted and the potential of any threats. These are just a few aspects to consider when dealing with an incident. During the investigation I needed to consider different ways in which I could make a decision, an example of this was the amount of time

available for me to conduct the investigation. The male's custody clock was ticking and the importance of sending off the file immediately to CPS was crucial. Additionally, linking back to the previous element of the NDM I needed to consider whether there was the risk of threat to myself and other officers during the interview process.

The final segment to the NDM is to take action and review; this part to the NDM is when you look at all the options available and make a decision from that, communicating the decision made is also important especially to supervisors. Recording a rationale as to why you made that decision, indicating your justification for that decision and whether the decision was proportionate in your eyes. This stage allows you to identify what went well and what could be done better in the future (OpenLearn, 2022). In addition to this, it is important to keep a watchful eye on the results of your actions and whether it was what you were expecting to happen. Reviewing the decisions you have made is crucial as this can allow you to develop and learn from what decisions you made and what impact your decisions had on the process and others. I ensured that I documented every decision I made on the police system, requesting my supervisor to review all the information I had documented and putting their supervisor endorsements on there before sending it to CPS to make a charging decision.

SWOT analysis is a good tool when decision making, SWOT is an acronym which stands for strengths, weaknesses, opportunities and threats. Although this technique is primarily used in the business world it is a good tool to use to establish a correct method to use in the decision making process. If you use the SWOT analysis correctly then it can be a highly effective way of critically thinking and making decisions (Sarsby, 2016). Looking at the strengths of the investigation was the compelling evidence against the male, and the intelligence received resulting in eight charges. The weaknesses of the investigation was the limited amount of time I had to compile the information to send to CPS, additionally some of the evidence I was unable to retrieve from the hospital which essentially could have weakened the case. An overall perspective of the investigation was that it was a good opportunity for me to conduct a complex case and seeing it through to the charging decision. I believe this has developed my investigative skills, case file building and my confidence when dealing with an investigation of this level.

The threats of this case was that the file would come back from CPS with outstanding actions before they could make a charging decision. Furthermore, there was the threat that those whom had been assaulted by the male wouldn't get the justice they deserved, however; luckily this was not the case.

The National Intelligence Model (NIM) is a type of framework that helps provide structure and stability to police investigations, it helps place intelligence at the forefront in reducing crime and disorder. It informs strategic and tactical decision making. It is also a business process model to help guide all activities of a police force (Keningale, 2020).

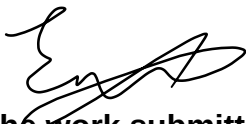
There are three elements to the NIM; the section at the bottom of the model is local intelligence, this kind of intelligence can be submitted by an operational officer such

as a neighbourhood policing team or by local intelligence units. The next section to the model is regional intelligence; where neighbouring forces can provide intel, the force bureau deal with serious and interforce intelligence. Lastly, national intelligence is for more serious organised crimes, this is often divided by a regional officer working in collaboration with other forces (Newburn, Williamson and Wright, 2007). The case in which I was investigating required a certain amount of intelligence provided to give an indication as to whom I was dealing with. The male was from a county in the midlands which meant that his details and any previous convictions he had were not accessible on our police system. It was important for me to ensure that I gained all relevant details that could assist with my investigation. From PNC (Police National Computer) checks, I soon discovered that the male had previous convictions for multiple driving offences and assault charges. Furthermore, multiple intelligence reports had been put in for the male for his involvement with controlled drugs. Having the assistance of the intelligence and the PNC records helped the investigation, supporting the Crown Prosecution service when making the decision to charge the male.

In conclusion, I have critically analysed the importance of using the National Decision Model when dealing with any investigation regardless of its complex nature. In addition to this I have address the SWOT analyse tool which helped me throughout the investigation when making decisions. These desion making tools have assistsed my thought process, allowing me to critically assess my own actions; developing a working strategy and reflecting on the investigation.

Finally, assessing the National Intelligence Model and how I incorporated the NIM when dealing with the investigation, looking at the Police National Computer and intelligence reports for the male which assisted when conducting the investigation. The outcome of the investigation was successful leading to multiple charges on the male. I felt accomplished in what I had achieved and that I was able to see the investonation through to the end.

Word count: 2,160

Authentication signature: 

Please sign to confirm that the work submitted is your own and has not been copied from another:

Signed: E. Westbury

Date: 31/10/2022

Bibliography

The bibliography should only include sources referenced within the workbook using the Harvard referencing system. Information about referencing in written assignments and how to avoid plagiarism can be found on Moodle. It is important that you are aware of the importance of ensuring that the work submitted is your original work.

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