



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

BSc (Hons) Professional Police Practice

LEVEL 4 - 40 Credits

Workbook title: Competency Based Workbook 2 (PCDA)

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

Learner name: _____

Learner's University Registration Number:

FACULTY OF BUSINESS AND MANAGEMENT PUBLIC SERVICE PROGRAMME

Module title: Policing in the Workplace 2 (PCDA)

Workbook Guidance

Please read these notes carefully; they provide essential information.

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 BSc programme. Essentially, you are being asked to outline your experiential learning based upon your theoretical understanding in a range of operational situations.

This workbook covers the two components from your module descriptor 4001D, Policing in the Workplace 1.

There are two identified learning outcomes:

1. First learning outcome relates to component 1; is 3600 words, contributing 60% to the overall mark – ‘developing your policing practice and reflecting on your learning experience’.

It is a portfolio focusing on the first 5 elements listed below, covered by Task 1, Task 2 and Task 3.

The nature of your police work will no doubt have exposed you to elements 6 to 10 so don't be afraid to touch on these in component 1.

2. Second learning outcome relates to component 2; is 2400 words, contributing 40% of the overall mark – ‘demonstrate knowledge and understanding of a particular subject related to your professional practice and assess the actual and/or potential impact of applying what you have learned’.

This assignment covers Task 4; whilst this focusses predominantly on elements 6 to 10, again the nature of your police work will undoubtedly see some overlap and there may well be some duplication of the first 5 elements.

Areas of Professional Practice covered by both components (also known as elements).

1. Wellbeing and Resilience
2. Vulnerability and risk
3. Understanding the police constable role
4. Communication skills
5. Conducting investigations (Interviewing suspects)
6. Decision making and discretion
7. Public protection
8. Problem solving
9. Evidence-based policing
10. Policing communities

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.

How is the workbook assessed?

Advice and support about the completion of this workbook will be provided by university staff as part of your initial training day. Your tutor constable and in-force training staff will not be involved in assessing or marking your workbook after it has been submitted.

Dates of workbook submission will be made available during the initial training day and posted on Moodle.

Once submitted your workbook will be assessed and marked independently.

GUIDANCE FOR ANSWER do not use this workbook for submission

Confidentiality

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

- adhere to guidance in the Student Handbook about unfair practice and plagiarism;
- 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.

NOTE

Your workbook will be submitted electronically via Turnitin on Moodle. Guidance on this is in the Student 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 very 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 Student 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.***

Guidance:

- Your workbook must contain the items specified in the table below (clearly identified and in the order given);
- You should use this particular document to insert your text / answer within each section of this workbook;

Contents

Workbook	Area of Professional Practice	Word count
Component 1 60%		
Task 1	Wellbeing and Resilience	600
Task 2	Vulnerability and risk, understanding the police constable role, communication skills, decision making and discretion, public protection	1500
Task 3	Conducting investigations (Interviewing suspects), communication skills, decision making and discretion.	1500
Component 2 40%		
Task 4	Problem solving, evidence-based policing, understanding the police constable role, policing communities and decision making and discretion.	2400
	Confirmation of the completion of your Occupational Competency Portfolio (OCP)	
	Bibliography	
	Confirmation of Confidentiality and Plagiarism	

Task 1 (Component 1)

Relevant areas of the National Policing Curriculum: Wellbeing and Resilience

Guidance:

Focussing on your tutorship, reflect on the coping strategies you have applied to develop resilience and minimise stress when adapting to your role as a constable within the workplace (e.g. nature of the work, organisational culture, shift pattern, pressures of work and joining a new team).

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

ANSWER:

OCP- holistically relevant to OCP

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Task 2 (Component 1)

Relevant areas of the National Policing Curriculum:

Vulnerability and risk, understanding the police constable role, communication skills, decision making and discretion, public protection.

You must choose **a policing incident** in which you played a role with an offender/service user/victim 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.

Review the fundamental elements of effective communication used (verbal, non-verbal, active listening skills, open and closed questions, building rapport and negotiation skills).

Explain your considerations in relation to vulnerability and your responsibilities for safeguarding individuals involved. Outline the police role in managing these factors to reduce risk. (Consider the personal vulnerabilities of the individuals involved, including situational/environmental factors that can result in risk or harm).

Your reflection must illustrate your understanding and application of core principles of ethics, equality, diversity and human rights, as well as any relevant Code of Practice considerations, culturally sensitive practice and language preference.

1500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

Template

A brief description of the incident – including those involved, actions taken, etc

A little more detail- provide further detail around communication with individuals involved, including;

verbal & non-verbal- such as 'whilst speaking with the victim they had their head lowered, was crying and visibly shaking. They spoke softly and could hardly be heard.'

active listening skills- such as 'I made a conscious effort to hear, not only the words that they were saying but, more importantly, the complete message being communicated.'

open and closed questions- such as 'I used open questions to illicit the maximum amount of detail from the witness, for example- tell me what happened?/ describe

to me their actions. I avoided closed questions as these restrict the scope of answers provided.

Considerations- explain your considerations in relation to vulnerability and your responsibilities for safeguarding individuals involved. Consider the personal vulnerabilities of the individuals involved, including situational/environmental factors that can result in risk or harm

Outline the police role in managing these factors to reduce risk.

Reflection on Incident- illustrate your understanding and application of core principles of ethics, equality, diversity and human rights, as well as any relevant Code of Practice considerations, culturally sensitive practice and language preference.

Depending on the circumstances of the incident, generically the following areas of the OCP will be relevant;

Providing an initial response to policing incidents

Candidates will be able to provide evidence of the following in order to demonstrate competence:

☐ Provide an initial response to incidents in line with legal and professional practice requirements, including:

- Using the THRIVE approach
- Communicating effectively with those at the scene
- Controlling incidents, preserving the scene and potential evidence
- Recognising and providing support to vulnerable individuals (including casualties)
- Providing support to victims and witnesses of the incident
- Engaging in appropriate multi-agency referrals
- Recording actions taken and retaining appropriate documents

Providing support to vulnerable people, victims and witnesses

Candidates will be able to provide evidence of the following in order to demonstrate competence:

- Communicate effectively with vulnerable people, victims and witnesses
- Provide appropriate support to vulnerable people, victims and witnesses
- Demonstrate an understanding of the factors pertaining to vulnerable individuals, victims and witnesses that may influence their ability and willingness to receive support
- Assess the resilience and capability of the individual, and provide further support (including referrals), as appropriate

Conducting priority and volume investigations

Candidates will be able to provide evidence of the following in order to demonstrate competence:

- ☐ Conduct priority and volume investigations, including:
 - Planning and conducting an initial investigation
 - Gathering information, intelligence and evidence to support the investigation
 - Undertaking investigative and evidential evaluation throughout the investigation
 - Briefing relevant others regarding the progress of the investigation
 - Identifying the need for any additional support, including escalation
 - Identifying and working with victims, potential witnesses and suspects
 - Dealing with suspects in line with investigative decision-making
 - Providing victims, witnesses and their families with information, support and protection in accordance with their needs
- ☐ Retain and record the details of an investigation

Interviewing victims, witnesses and suspects

Candidates will be able to provide evidence of the following in order to demonstrate competence:

- ☐ Plan and prepare interviews with victims, witnesses and suspects
- ☐ Conduct interviews with victims, witnesses and suspects, including:
 - Explaining the interview process to those present and confirming understanding
 - Maintaining the security and welfare of those present
 - Using approved interview and communication techniques to obtain accurate accounts
 - Using exhibits in line with approved interview techniques
 - Addressing any contingencies that may arise during the interview
 - Completing all necessary documents and records
 - Closing the interview, informing all present of the next steps
 - And, for suspect interviews:
 - Delivering pre-interview briefings to legal representatives
 - Using the required cautions, evidential or special warnings and checking suspect's understanding
- ☐ Evaluate interviews with victims, witnesses and suspects and carry out post-interview procedures

Task 3 (Component 1)

Relevant areas of the National Policing Curriculum:

Conducting investigations (Interviewing suspects), communication skills, decision making and discretion,

You must choose **a suspect interview** that you have **been involved** and reflect on what happened.

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

Outline your considerations when planning and preparing an interview (e.g. gathering evidence, suspect vulnerability and legislation). Explain and reflect on your responsibilities when conducting the interview in accordance with the PEACE interview process. Evaluate your performance in the interview and its effectiveness in the investigative process.

Illustrate how policing values were engaged, as well as any other considerations including culturally sensitive practice and language preference.

1500 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

The answer to this question will be directly relevant to the following section of the OCP:

Interviewing victims, witnesses and suspects

Candidates will be able to provide evidence of the following in order to demonstrate competence:

- ☐ Plan and prepare interviews with victims, witnesses and suspects
- ☐ Conduct interviews with victims, witnesses and suspects, including:
 - Explaining the interview process to those present and confirming understanding
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 - Using approved interview and communication techniques to obtain accurate accounts
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 - And, for suspect interviews:
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- Using the required cautions, evidential or special warnings and checking suspect's understanding
- ☐ Evaluate interviews with victims, witnesses and suspects and carry out post-interview procedures

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Task 4 (Component 2)

Relevant areas of the National Policing Curriculum:

Problem solving, evidence-based policing, understanding the police constable role, policing communities and decision making and discretion.

You must choose **an incident** that you been involved in with an offender/service user/victim and reflect on what happened.

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

Consider how the anti-social behaviour impacted the local community and what constitutes effective and appropriate police action.

Outline your responsibilities when responding to anti-social behaviour (including enforcement, prevention activity and partnership activity).

Illustrate how policing values were engaged particularly through an **analysis** of the potential impact of bias on the decision-making process.

Considering your experience to date, reflect on any aspect of problem solving, evidence based policing, decision making and discretion which may impact upon wider police community relations.

For example:

How has your experience of policing the night time economy influenced your perception of the wider community?

Other examples relating to your experiences would be equally valid.

2400 words (+/- 10%: include your actual word count at the end of each section)

ANSWER:

Depending on the circumstances of the incident, generically the following areas of the OCP will be relevant;

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Candidates will be able to provide evidence of the following in order to demonstrate competence:

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- Assess the resilience and capability of the individual, and provide further support (including referrals), as appropriate

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- Identifying and working with victims, potential witnesses and suspects
- Dealing with suspects in line with investigative decision-making
- Providing victims, witnesses and their families with information, support and protection in accordance with their needs

☐ Retain and record the details of an investigation

Managing conflict in a professional policing context

Candidates will be able to provide evidence of the following in order to demonstrate competence:

☐ Apply conflict management and personal safety techniques with issued equipment, including:

- Making threat assessments using all available information

- Using approved and appropriate communication techniques
- Recognising danger cues
- Applying appropriate and proportionate tactical options and conflict management techniques
- Recording and reporting all actions taken and decision made in line with legal and organisational procedures

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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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CONFIDENTIALITY and PLAGIARISM – to be completed by the learner

All information provided in this workbook complies with the guidance on confidentiality. I confirm that all work is my original work and has not been copied. Plagiarism is taken very seriously by the University and the programme.

Signed: _____ (Learner

Date: _____

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Confirmation of the progress on the Occupational Competency Portfolio (OCP).

I confirm that I am progressing with the Occupational Competency Portfolio (OCP) in accordance to the regulations.

Signed: _____ (Learner)

Date: _____

Signed: _____ (Tutor Constable)

Date: _____

(Please print this page, sign it, and scan it and add it back into the document)

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