

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) - BMPP6009D

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/aqh-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	
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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:

Supporting and safeguarding victims following their experiences is one of the most important part of an investigation that takes precedent above all else. In all calls I attend I try to adopt this approach. I attended an incident alongside several other officers from my own station and from the Joint Firearms Unit (JFU), where an assault had taken place on one of the main arterial roads into the city in which I work. Two males had been approached by another two males dressed as food delivery bike couriers, and an assault took place whereby one of the males brandished a knife and the other a bike chain. The two bike couriers attacked the other two males with the items, and a struggle ensued lasting only a few minutes. Luckily no major injuries were inflicted by either party, and the two attackers fled on their electronic bikes prior to police arrival. At this stage it was identified that the offences committed by both suspects was two counts of Assault Occasioning Actual Bodily Harm, contrary to Section 47 Offences Against the Person Act 1861, one count of Possession of a Bladed Article in a Public Place contrary to Section 139 Criminal Justice Act 1988, and one count of Possession of an Offensive Weapon in a Public Place contrary to Section 141 Criminal Justice Act 1988. This was an immediate identification by me that was placed on the incident log at the time officers were on scene, so that there would be no doubt for anyone who came across the males what the offences committed were, ideally allowing for a more seamless and appropriate course of action to be taken on arrest.

Before fleeing, the suspects also assaulted another bystander who had begun recording them on their mobile, by pushing them to the floor and breaking their phone. Unfortunately, this female did not wish to engage with Police at all, though

luckily she suffered no injuries. On reflection, this victim could have received more focus at the time from myself despite them not being supportive. I arrived on scene and conducted an area search whilst other officers spoke with the victim, however the two suspect could not be located. In communicating with the Police CCTV room, live CCTV enquires could take place via the cameras installed in public areas by the council. This meant that several objects at the scene could be associated with the suspects, including a necklace, black balaclava-style face covering, and a torn winter jacket. These were all seized as evidence. The weapons mentioned in the initial report, the knife and bike chain, were also seen being brandished by the attackers on the CCTV footage, confirming the use of weapons. As stated in Morgan & Dowling (2019), Police investigations where CCTV is effectively utilised have a significantly higher chance of a positive outcome or charge being the primary result of the case. In this case, the CCTV aided massively and one of the males was eventually arrested and charged utilising this footage as evidential material, however the other still remains an outstanding suspect to this day. According to intelligence reports received from other Police forces and partner agencies, it is believed that the second suspect outstanding has fled the country. The male was marked by myself as being wanted across the UK via the Police National Computer (PNC), so that should he return through legal channels he will most likely be promptly arrested for the assault.

The victims of the assault were both young males, one of which was unwilling to provide a supporting statement or engage with Police at all. The other male was willing to engage, and began to disclose at great length about how he was seemingly out of his depth in the world of drug supply that he had been trapped in since his early teenage years. International studies have shown that between the ages of 14 and 17, as many as 60% of youths are accosted to engage with the supply of illegal drugs in some way; with this comes the violence and exploitation associated with the illegal drugs trade system (Korf et al., 2009). It was explained by the victim to officers on scene that he knew the male who had attacked him, and that they were members of a rival street gang who often disguised themselves as food delivery staff in order to move drugs around the city quickly and without raising suspicion. Not only did this assist with identifying the males on the CCTV enquiries conducted, but I also utilised my professional judgement to submit intelligence on the males to bring to the attention of any specialist drug units that may monitor the case. I believed that should the suspect male continue to use this 'disguise' in his day to day drug dealings then this might help to pass city-wide observations for others using a similar method of disguise and potentially prevent further reoffending.

Both male victims were understandably very shaken by the attack, and given their injuries and situation at that time were extremely vulnerable the decision was made at the time for Police to convey the two to the local Accident and Emergency department for their injuries to be treated. It was there, in a safer environment, where the supporting victim provided his account to myself. Whilst at the hospital I continued to gain an understanding from the victim about his background and how he knew the males that had attacked him. They were the members of a rival group that had been dealing drugs in their area. The victim believed that they had attacked him and his friend to scare them from the area in which they were dealing on behalf

of other more serious members of the trade. It was identified that the victim and his family have close ties to the area and the local mosque. As with many families from less affluent socioeconomic backgrounds, the victim's family relied heavily on their local community figures and religious heads for support (Conger et al., 2010). It was the family struggles that had driven the victim in this case to becoming involved with drug dealing to begin with, which formed the basis of the Public Protection Notice (PPN) submissions I made following my initial interactions with him. These PPNs flag the subject to support agency partners of the Police that may be able to reach out and offer their support. The support in this instance also needed to extend to the victim's family, however. The victim felt that if these males had been following him then they may be a threat to him and his family at their home, so with the consent of the victim, I tasked my local neighbourhood team to reach out to the mosque and see what support they could offer the family. The members of the mosque offered the victim and his family some temporary accommodation whilst arrest enquiries took place. I considered this to be an excellent use by myself of the Police local neighbourhood team's (NPT) versatility with Police connections within the community to safeguard the victim to a degree that was out of Police control. NPTs across England and Wales are only able to offer such options due to their proactive approach in building ties with their local communities and significant influential figures (Rogers, 2016). By relocating the victim's family to another location that would be entirely unknown to the attackers, a significant precaution had been taken to prevent repeat victimisation seconded only by arrest of the suspects.

Arrest enquiries for the outstanding suspects took place immediately in the days and weeks following the incident. Arresting an individual is the best way to safeguard a victim, particularly of a violent attack, and Police have an invested interest to control dangerous persons in custody to protect others (Harmon, 2019). As the officer in case, I enlisted the help of specialist unit designed solely to tackle and conduct arrest enquiries for high-priority suspects in my force area which I will not name specifically. In order to do this I made an appeal to my senior officers for the incident to be noted on the daily meeting between tactical force commanders in my area of operations, as well as local team supervisors and line managers. This helped to spread awareness of the outstanding suspects, and as a result they were put onto the radar of the specialist unit mentioned. Also enlisted was the help of the force Territorial Support Teams (TST) who have the equipment and skillset to pursue the most dangerous and violent criminals. It was this team who was eventually able to apprehend one of the suspects by frequenting the addresses of his known associates often at unsocial hours when they would not be expected. He was arrested without any injury to other persons or himself, and was charged and remanded in custody appearing at court the next day.

Following a charging decision being received, the male was remanded in custody until his first hearing. The male had previous convictions for failing to appear at court, and so a remand in custody would prevent his disappearance before trial and also help to safeguard further potential victims from a violent individual. In this time before his trial, DNA samples were obtained from him which were able to be matched to forensic samples taken from the balaclava face covering at scene. This was also tied to him by CCTV footage obtained from city council cameras in the area of the attack. As confirmed in Bond (2007), DNA evidence can be used to tie a suspect to

the scene of an incident which was separate from the location at the time of their arrest; an excellent use of evidence-based policing. The male pled guilty to S47 OATPA 1861 and Possession of a Bladed Article in a public place, and was sentenced to a custodial sentence. The knife used in the attack was unfortunately never found, despite Section 18 PACE 1984 searches being conducted of his home address during his initial 24 hours in Police custody. He was still able to be charged with the offence due to him being seen on CCTV in possession of the blade at the time of the attack, again highlighting the effective use of evidence-based Policing.

Overall, in this incident I believe that the tactics and methods used by myself to safeguard the victims and apprehend the offenders were only mostly effective, rather than wholly. By utilising the Kolb Learning Cycle (Vince, 1998), I have identified key areas where improvements could have been made, such as a stronger and more consistent approach to conducting arrest enquiries for the outstanding suspect. I could have issued a PNC Wanted Notice earlier so that should the male have exited the UK via legal channels then there is a chance that he may have been captured and arrested at his chosen border crossing point before he could flee the country. Since this incident I have made a conscious effort to circulate the outstanding suspects as wanted on PNC almost immediately, rather than just rely on local, in-force assets and intelligence. With regards to safeguarding of victims, I believe that the only victim willing to engage with Police was properly safeguarded until the point of arrest and beyond. Him and his family were physically moved to a location unknown to the two attackers, and I am aware that through my PPN referrals he was brought to the attention of our Organised Crime team who reached out to help him in his current situation of being trapped in the world of drug supply. Unfortunately this was where my involvement with the victim ended and the organised crime team members took primacy. The suspect outstanding will hopefully be arrested at the point of entry to the UK should he ever return, and with the arrested suspect currently serving a custodial sentence, this should safeguard the victim and his family from repeat victimisation at the hands of these males for the distant future.

Word Count: 2005

Task 2

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 1:

Relevant areas of the National Policing Curriculum:

Response Policing

A core part of the policing mission is to prevent crime and disorder. Domestic abuse causes both serious harm and constitutes a considerable proportion of overall crime

You should choose **a domestic abuse incident that was of a complex nature**, in which you played a significant role in providing a response.

Critically assess the challenges associated with a domestic abuse incident that you have attended, and the strategies developed for effective policing in such challenging situations.

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

ANSWER:

Preventing crime and disorder is the common purpose and foundation on which all law enforcement activity is based upon. Domestic violence is a form of this crime and disorder that plagues individuals from all socioeconomic and cultural backgrounds across the South Wales Police jurisdiction. South Wales Police holds a strong stance of taking 'positive action' in any domestic-related incident regardless of context or persons involved (South Wales Police, 2015). I have seen firsthand victims of domestic violence being of both genders, of various cultures, and within families and partnerships of the most affluent and impoverished socioeconomic classes. One particular investigation that I have led stands out from the majority of others I have dealt with. It proved to be both challenging to navigate sensitively, and complex to investigate thoroughly, ensuring all lines of enquiry were properly exhausted. This was an ongoing case of domestic abuse and coercive control that had been occurring for almost 6 years. It was a charge of common assault after the 6 years that drew out further disclosures of severe coercive and controlling behaviour. Coercive and controlling behaviour is a relatively newly outlined offence as of 2018, and enables a more representative offence of long-term control to be considered rather than separate incidents of behaviour which on their own may not amount to criminal behaviour (Bishop & Bettinson, 2017).

I became involved in the above investigation when a call was received from a female who was being stalked by her ex-husband. She had previously reported a common assault against her by him, where he had used violence to secure entry to the property and hit her to the face. He had since been charged with this offence and was on court-imposed bail to stay away from her and her house, however this was seemingly being ignored by him. He was attending her house in his car, parking on her driveway, and lingering in the area and outside the address. He would never speak with her face-to-face, but would watch her and her children from his car. This, understandably, caused the female to feel incredibly unsettled, and scared for the safety of herself and her family. She attended the Police station where I was on duty, where I spoke with her at great length and obtained an initial statement for the stalking and harassment offence. This in turn, also was an offence of a breach of court-imposed bail. I knew straight away that, although the female initially only wanted Police to be aware of this but not take any action, it would be against South Wales Police force policy (South Wales Police, 2015) not to take some form of positive action. In discussion with my supervisor, I made the decision that the positive action to be taken would be that the male would be arrested and interviewed under caution at the police station. I considered an offer of a Voluntary Attendance (VA) interview to the suspect male, however I did not deem this was appropriate due to the potential for escalation and potential harm to the victim should the male return to the address in the time. Interviewing under arrest would give potential grounds for remand given the male's disregard for bail conditions imposed on him, and in turn safeguard the victim to the best of my ability.

Safeguarding victims and witnesses is the most vital part of any domestic abuse investigation. It is an objective that must come before all other aims of the officer in case, as nothing can compromise the safety of those involved. Aside from arresting the suspect male, I recognised that a coordinated approach alongside multiple other partner agencies would be the best way of ensuring the safeguarding and welfare of the victim and her family, as different support agencies are able to provide different specialised aspects of support (Peckover & Golding, 2015). From reflection on my interactions with the victim, I was able to recognise the signs that this victim not only needed their physical safety addressed by Police, but that they also required consistent and effective emotional support for themselves and their children for the things that they had already experienced, and through what would come as part of the investigation. I did this through the submission of numerous Public Protection Notifications (PPN) which in turn was an effective way of referring the matter to numerous partner agencies and council pathways, including the Multi-Agency Safeguarding Hub (MASH). According to Cardiff Council (2023), MASH focus on children who may be in distress or need of safeguarding in the home. In this case, a MASH referral was made as a result of my PPN submitted following my initial meeting with the victim, which ensured that Cardiff social services were aware of the situation and could reach out to the victim to offer advice on keeping them safe and supporting them. I am aware that officers from the Cardiff and Vale Community Safety team also reached out to the victim to offer advice on keeping her address secure, however this advice was declined.

Aside from safeguarding, the other main challenge of any domestic abuse situation is the proper gathering of evidential material for presentation to the Crown Prosecution Service (CPS) for a charging decision to be made. Overall, the investigation into the alleged offences of Breach of Bail and Stalking was completed expeditiously. Numerous Lines of enquiry were identified from the initial victim statement. These included CCTV enquiries, potential witness testimony from parties unknown to the victim such as neighbours in the street who may have witnessed the suspect turning up at the victims address. Further to this came a challenge of navigating witnesses within the victims family. I made the decision as the officer in case that the children of the victim, although they were younger teenagers, would not be involved in the investigation despite maybe having witnessed the suspect, who is also their father, unlawfully visiting their home where they live with the victim. The domestic abuse that the children of the victim had witnessed will have undoubtedly left a lasting mark on their mental health and the stability of intimate relationships in later life (Larsen et al., 2011). The children have arguably become victims themselves having just witnessed the abuse of their mother (Callaghan et al., 2015) and I did not wish for them also to have to endure a prolonged investigation and involvement in the judicial system. Along with the stresses to young people that naturally come with interacting with the Police in any way, there was the concern that they may also face criticism on their testimony during harsh cross-examination (Zajac et al., 2012), which would leave a further negative impact on the children; particularly their views towards engaging with the judicial system in the future. On reflection this undoubtedly meant that a certain aspect of potential witness testimony was not utilised, however both my supervisor and I held the belief that the value of the evidence the children could potentially provide did not outweigh the risk of damage that may be caused to them through enduring a trial as a testifying witness against their own father.

Aside from challenges within managing the safeguarding of individuals, with domestic abuse cases such as this comes challenges with the complexity of the investigation that follows. As mentioned, this case brought about an investigation into Coercive and Controlling Behaviour (CCB) which had not been recognised or explored in the course of the previous common assault investigation in which the suspect had been charged. In order to progress the investigation into the alleged CCB, I arranged multiple meetings with the victim over a period of time in order to obtain several different statements from them. As it is a relatively new offence, the investigation into the alleged CCB that had been occurring over the last 6 years to the victim required a large amount of individual research by myself. Luckily the victim had also done their own research into CCB alongside my own. With increased media coverage and awareness of this new offence online and in newer research (McGorry & McMahon, 2019) this helped both the victim and I to recognise the behaviours associated with CCB outside of what was even known by more experienced officers. As a result of this, the victim was able to compile an almost portfolio-like evidence package to present new material to support the investigation whenever I would meet with them to obtain further statements.

Arresting the suspect male in this situation was, to me and my supervisor, the best way to properly safeguard the victim and interview the suspect under caution. As

stated it would allow for a potential remand for the Stalking offence considering it was a breach of his court imposed bail, and the suspect could then be bailed with conditions to stay away from the Victim whilst the investigation into the potential Coercive and Controlling Behaviour was progressed. Police bail allows for an element of control to be maintained over an individual whilst they are under investigation but out of Police custody whilst further enquiries are being conducted prior to submission of their case to the CPS (Hucklesby, 2001). This would again feedback to taking steps to safeguard the victim and her family; the most important responsibility in my role as the investigating officer.

In conclusion, this case was only partially successful in securing convictions against the suspect male. A successful charge was brought against him for a breach of his court-imposed bail and the Stalking offence, however it was deemed that there was not enough evidence to convict for the offence of Coercive and Controlling Behaviour. CCB is one of the most difficult offences to successfully charge. According to public records, between its introduction in 2015 and October 2021 only 107 convictions were successfully brought in England and Wales against those accused (McGorrrery & McMahon, 2019). This demonstrates the challenges of domestic abuse cases at their harshest. Evidence provided can often be misconstrued and challenged in was that alter meaning without the proper context, and within relationships where emotion often blinds those being abused, what could possibly be coercive behaviour is often not even recognised as being abusive. Despite not being able to charge the male with CCB, the CPS authorisation of a Breach of Court bail and Stalking charge did mean that a restraining order could be granted as part of the ordered reparations against the male from seeing the victim, and even his children for a period of time. Although not a custodial sentence as had been hoped for, the victim found comfort and safety in knowing that she could move her family to a new address and not have any ties to the male. This conviction could not have been achieved, and the challenges of the investigation could not have been overcome if not for the continued support and engagement with Police on the victims behalf. In domestic cases victims are far more likely to withdraw their support for the investigation, forcing a 'victimless' approach (Ellison, 2002). This makes conviction significantly more difficult, however with consistent engagement and offering of proper support, I was able to keep the victim safe and supportive all the way through the investigation and the trial process.

Word count: 1874

Task 2 Option 2:

Relevant areas of the National Policing Curriculum:

Policing Communities

Criminal justice faces ever more challenges from society. While official figures show a drop in police recorded crime in the UK the distribution of crime shows a more complex pattern with violent crime showing a rise.

Regarding community policing chose an incident that you have attended that presented a complex issue for the community, and that you played a significant role in providing a response.

Critically evaluate a range of interventions that you have employed to promote community engagement that assisted in resolving the issue.

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

Answer:

Task 2 Option 3

Relevant areas of the National Policing Curriculum:

Road Policing

The police are the lead agency for collision investigation and have the primary duty to investigate and establish the circumstances that have led to road deaths and life changing injuries.

Describe a serious collision that you attended and in which you took a significant role (e.g., initial reporting officer, scene manager, lead investigator).

Critically evaluate the evidence base that you dealt with and strategies that could be implemented to reduce the likelihood of it reoccurring.

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

Answer:

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 roles to support your complex investigation.

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

Answer:

Task 2 Option 5

Relevant areas of the National Policing Curriculum:

Conducting Investigations

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 evaluate the processes employed in a complex investigation you have been involved in, and the fast-track actions that you have utilised.

Evaluate the support you have provided to victims, witnesses, and offenders (where appropriate) during a complex investigation and reference the management of your own personal values and attitudes in relation to this.

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

Answer:

Authentication signature

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

Signed: M. Browning

Date: 05/08/2024

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.

Task 1

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Task 2

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