



Level 3 Diploma in Intelligence Analysis (QCF)

Qualification Specification

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Introduction

The Level 3 Diploma in Intelligence Analysis is a new qualification aimed at candidates working in an intelligence analysis role, and provides them with a nationally recognised qualification to demonstrate competence.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

This qualification has been accredited onto the Qualifications and Credit Framework (QCF).

Qualifications and Credit Framework (QCF)

The key features of the QCF are that all qualifications consist of a combination of one or more units, each of which has a level and a credit value. Achievement of units of QCF credit can be banked in a national database and may count towards more than one qualification according to rules of combination.

The level of a qualification is determined by the level of the majority of credit in the units that make it up.

A credit is equivalent to 10 notional learning hours. A unit may be worth any whole number of credits. A qualification is called an Award if it includes up to 12 credits, a Certificate if it includes 13 - 36 credits and a Diploma if it includes 37 credits or more.

The terms Award, Certificate and Diploma refer only to size of qualification, and have no bearing on the level or contents of the qualification.

Each unit is allocated a number of Guided Learning Hours (GLH) which gives an indication of the approximate number of hours when a trainer/tutor/teacher/assessor is available to give specific guidance towards the learning aim being met.

Qualification Profile

Qualification title	ProQual Level 3 Diploma in Intelligence Analysis (QCF)
Ofqual qualification number	601/1210/4
Level	Level 3
Credit value	52 credits
Guided learning hours	328
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/09/13
Qualification end date	

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.

Rules of Combination

Candidates must achieve **52 credits** by completing all of the Mandatory units.

Mandatory Unit			
Unit Reference Number	Unit Title	Unit Level	Credit Value
J/504/9624	Apply terms of reference for an intelligence analysis product	3	7
J/504/9655	Evaluate information gathered for intelligence analysis	3	8
L/504/9656	Apply analytical techniques to interpret information for intelligence analysis	3	8
R/504/9657	Make judgements based on assessments developed through intelligence analysis	3	6
R/504/9853	Create an intelligence analysis product to support decision making	3	8
T/504/9859	Disseminate the intelligence analysis product	3	6
A/504/9863	Evaluate the outputs of the intelligence analysis product	3	3
Y/504/9868	Review the type of information used in intelligence analysis	3	6

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

- Award in Assessing Competence in the Work Environment (QCF)
- Award in Assessing Vocationally Related Achievement (QCF)
- Certificate in Assessing Vocational Achievement (QCF)
- Award in the Internal Quality Assurance of Assessment Processes and Practices (QCF)
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices (QCF)

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 unit. 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 achieve the required credits for qualifications will be awarded:

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

ProQual Level 3 Diploma in Intelligence Analysis (QCF)

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits 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 J/504/9624

Apply terms of reference for an intelligence analysis product

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the factors contributing to the development of terms of reference for an intelligence analysis product	<ul style="list-style-type: none">1.1 Explain the nature of intelligence task requests1.2 Assess methodologies for responding to intelligence requests1.3 Explain the reporting procedures<ul style="list-style-type: none">• internal• customer1.4 Summarise the types of problem that can occur in terms of<ul style="list-style-type: none">• timescale• type of product• intelligence resource1.5 Specify actions to mitigate problems that can occur in terms of<ul style="list-style-type: none">• timescale• type of product• intelligence resource1.6 Explain the importance of complying with national and organisational requirements relating to information handling and analysis
2 Be able to develop terms of reference for an intelligence analysis product	<ul style="list-style-type: none">2.1 Obtain suitable information from the customer on the requirements for the intelligence analysis product2.2 Provide the customer with clear information on the intelligence analysis products and techniques that are suitable and achievable2.3 Establish the objectives of the intelligence analysis product through negotiation and agreement with the customer2.4 Identify the parameters of the intelligence analysis product2.5 Agree with the customer how the progress of the intelligence analysis will be reported to them and others2.6 Identify any problems or limitations with the requirements and take the appropriate action2.7 Evaluate intelligence analysis product against given criteria2.8 Comply with national, and organisational requirements relating to information handling and its analysis

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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/504/9655

Evaluate information gathered for intelligence analysis

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the processes involved in the evaluation of information for intelligence analysis	1.1 Explain the stages within the intelligence cycle
	1.2 Explain the information required for an intelligence analysis product
	1.3 Describe how to establish an intelligence collection plan
	1.4 Explain the potential sources of information for intelligence analysis
	1.5 Explain how to evaluate information for its reliability, validity and contribution to the analysis
	1.6 Explain the reasons why it is important to obtain agreement to use information
	1.7 Explain how to protect information sources
	1.8 Summarise options for remedial actions to be taken to resolve resource problems in intelligence analysis
	1.9 Summarise the reasons why it is important to apply the collection methods effectively
	1.10 Explain the use and limitation of systems for collating information
	1.11 Explain the reasons why it is important to be able to provide an audit trail
2 Be able to evaluate information for intelligence analysis	2.1 Identify the type and range of information required
	2.2 Contribute to the development of an agreed intelligence collection plan
	2.3 Evaluate the sources of information for their contribution to the intelligence analysis
	2.4 Obtain any necessary agreement from all relevant people to use the source of information
	2.5 Collate the information in line with the requirements of the analysis
	2.6 Take appropriate action to resolve identified problems with the collation of information
	2.7 Evaluate the information for its reliability, validity and contribution to the analysis
	2.8 Comply with organisational requirements relating to information handling and analysis

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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/504/9656

Apply analytical techniques to interpret information for intelligence analysis

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the application of analytical techniques to interpret information for intelligence analysis	<ul style="list-style-type: none">1.1 Explain how to confirm that the information being analysed is relevant1.2 Explain analysis techniques in order to select the most appropriate to the task1.3 Explain the use of specific techniques used together or separately1.4 Describe the systems and processes for recording the analysis materials1.5 Explain the interpretation of information being analysed1.6 Explain the requirements for the presentation of analysis materials
2 Be able to apply analytical techniques to interpret information for intelligence analysis	<ul style="list-style-type: none">2.1 Collate information relevant to the analysis2.2 Analyse the information effectively according to the appropriate techniques2.3 Identify aspects of the analysis process that affect the credibility and validity of the end product2.4 Present the analytical product in a manner that highlights relevant patterns, trends and activities2.5 Present the analytical product in a manner that highlights known risks in credibility and validity2.6 Present the analytical product in accordance with the terms of reference agreed with the client

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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/504/9657

Make judgements based on assessments developed through intelligence analysis

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the requirements for making judgements based on assessments made through intelligence analysis	<ul style="list-style-type: none">1.1 Explain the process of making assessments from intelligence gathered1.2 Explain how to test assessments1.3 Explain how to identify relationships, anomalies and patterns that could affect an assessment1.4 Explain how to interpret the need for further information or analysis1.5 Explain the application of confidence levels regarding assessments1.6 Explain how to present assessments, including those that indicate the need for urgent action1.7 Explain how assessments contribute to the development of judgements
2 Be able to develop assessments from intelligence analysis	<ul style="list-style-type: none">2.1 Apply appropriate methods to identify key findings from the information2.2 Identify significant relationships, gaps, anomalies and patterns that occur within the information2.3 Identify the need for further information or analysis2.4 Explain key findings clearly and accurately to others2.5 Develop and test assessments2.6 Provide audit trail for the structure and logic of assessments
3 Be able to make judgments based on assessments developed from intelligence analysis	<ul style="list-style-type: none">3.1 Provide clear forecasts of developments and likely consequences3.2 Make judgments that are supported by the results of the analysis3.3 Differentiate clearly between fact and opinion when presenting judgments

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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/504/9853

Create an intelligence analysis product to support decision making

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the processes in creating an intelligence analysis product	<ul style="list-style-type: none">1.1 Explain the relevant terms of reference1.2 Explain the purpose of the intelligence analysis product and how to produce it1.3 Explain the importance of the accuracy, currency, relevance, timeliness and coverage of the intelligence analysis product1.4 Explain how to use reasoned argument to support decision making based on intelligence analysis1.5 Explain the audit trail process
2 Be able to create an intelligence analysis product to support decision making	<ul style="list-style-type: none">2.1 Produce a product that meets the requirements of the terms of reference2.2 Confirm that the intelligence analysis product is accurate, current, relevant, timely and sufficient2.3 Produce and appropriate audit trail that supports the intelligence analysis product2.4 Maintain appropriate records of the intelligence analysis product

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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 T/504/9859

Disseminate the intelligence analysis product

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the process for disseminating intelligence analysis product	<ul style="list-style-type: none">1.1 Describe the characteristics of different types of audience for intelligence analysis products1.2 Summarise the presentation methods that could be used for different types of audience1.3 Explain how to select the most effective presentation methods for the intelligence analysis product1.4 Summarise the type of queries and issues that might be raised about the intelligence analysis product1.5 Explain the appropriate methods involved in disseminating information
2 Be able to disseminate the intelligence analysis product	<ul style="list-style-type: none">2.1 Ensure the intelligence analysis product is disseminated in accordance with terms of reference2.2 Select the most effective media and content of the intelligence analysis product to suit the needs of the intended audiences2.3 Take appropriate action to deal with problems with the dissemination of the intelligence analysis product2.4 Use the selected presentation methods to disseminate the intelligence analysis product2.5 Provide customers with the opportunity to check their understanding of the intelligence analysis product2.6 Respond effectively to queries and issues raised2.7 Use feedback to improve the content and dissemination of the intelligence analysis product

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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 A/504/9863

Evaluate the outputs of the intelligence analysis product

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the process involved in evaluating the effectiveness of an intelligence analysis product	<ul style="list-style-type: none">1.1 Explain how to use feedback on an intelligence analysis product1.2 Explain the aspects of the intelligence analysis product that have the potential to be improved1.3 Explain why it is important to be able to justify changes to an intelligence analysis product
2 Evaluate the effectiveness of the intelligence analysis product	<ul style="list-style-type: none">2.1 Compare the intelligence analysis product against the objectives in the terms of reference2.2 Evaluate customer feedback from the intelligence analysis product2.3 Evaluate potential improvements that may be achieved by using a different methodology2.4 Suggest potential changes to an intelligence analysis product supported by a clear rationale

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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 Y/504/9868

Review the type of information used in intelligence analysis

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the purpose of information used in intelligence analysis	<ul style="list-style-type: none">1.1 Summarise the intelligence analysis processes used by the organisation1.2 Evaluate sources of information used in intelligence analysis1.3 Summarise the criteria for selecting an intelligence analysis process1.4 Explain the information management systems used in the intelligence analysis process1.5 Explain the process for reviewing information used in intelligence analysis
2 Be able to review the type of information used in intelligence analysis	<ul style="list-style-type: none">2.1 Identify the type and amount of information available in the organisation for use in intelligence analysis2.2 Identify the different sources of information used for intelligence analysis2.3 Assess the reliability and validity of the information used for intelligence analysis2.4 Identify any features of the information that have a significant impact on the effectiveness of intelligence analysis2.5 Justify any potential changes in intelligence analysis2.6 Contribute to recommendations on potential changes in the intelligence analysis process

Assessment

This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

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.



ProQual Awarding Body
Cave House
Annie Med Lane
South Cave
HU15 2HG

Tel: 01430 423822

www.proqualab.com

enquiries@proqualab.com