



## **Level 4 Diploma in Intelligence Operations (QCF)**

### **Qualification Specification**

# Contents

	<b>Page</b>
Introduction	3
The Qualifications and Credit Framework (QCF)	3
Qualification profile	4
Rules of combination	4
Centre requirements	5
Support for candidates	5
Assessment	5
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	6
Certification	7
Learning Outcomes and Assessment Criteria	8

## Introduction

The Level 4 Diploma in Intelligence Operations will aid the development of strong analytical and presentation skills which are required for work in Intelligence Operations, which involves comprehensively collecting and collating data from a wide range of sources in order to provide detailed assessments.

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	<b>ProQual Level 4 Diploma in Intelligence Operations (QCF)</b>
Ofqual qualification number	601/4295/9
Level	Level 4
Credit value	73 credits
Guided learning hours	260
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/09/14
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 **73 credits** by completing all of the Mandatory units.

Mandatory Unit			
Unit Reference Number	Unit Title	Unit Level	Credit Value
M/506/4683	Establish and interpret requirements for intelligence products	4	11
R/506/4692	Evaluate information gathered for use within intelligence products	4	11
H/506/4695	Apply analytical techniques to interpret information for intelligence products	4	11
M/406/4697	Develop assessments from intelligence analysis	4	9
A/506/4699	Develop recommendations from the results of intelligence analysis methodologies	4	9
K/506/4701	Create intelligence products to support decision making	4	11
T/506/4703	Disseminate intelligence products	4	6
H/506/4714	Evaluate and report information elicited in an intelligence setting	4	5

## 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 4 Diploma in Intelligence Operations (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 M/506/4683

### Establish and interpret requirements for intelligence products

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the factors contributing to the development of intelligence products	<p>1.1 Explain the nature of intelligence task requests</p> <p>1.2 Evaluate methodologies for responding to intelligence requests</p> <p>1.3 Explain the reporting procedures:</p> <ul style="list-style-type: none"><li>• Internal</li><li>• External</li></ul> <p>1.4 Summarise the types of problems that can occur in terms of:</p> <ul style="list-style-type: none"><li>• Timescales</li><li>• Types of product</li><li>• Intelligence resources</li></ul> <p>1.5 Specify actions to mitigate problems that can occur in terms of:</p> <ul style="list-style-type: none"><li>• Timescales</li><li>• Types of product</li><li>• Intelligence resources</li></ul> <p>1.6 Explain the importance of complying with national, and organisational requirements relating to information handling</p>
2 Be able to establish and interpret requirements for intelligence products	<p>2.1 Interpret information from customers on the requirements for intelligence products in line with organisational procedures</p> <p>2.2 Provide customers with clear information on the intelligence products and techniques that are suitable and achievable using organisationally approved communication protocols</p> <p>2.3 Establish the requirements of customers for intelligence products</p> <p>2.4 Identify the parameters of the intelligence products to be used</p> <p>2.5 Establish with customers how progress with intelligence products will be reported to them and others</p> <p>2.6 Identify any problems or limitations with the requirements</p> <p>2.7 Take action to address identified problems or limitations in line with organisational procedures</p> <p>2.8 Evaluate intelligence products using organisationally approved methods and measurable criteria</p> <p>2.9 Comply with national, and organisational requirements relating to intelligence information handling</p>



## 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/506/4692

### Evaluate information gathered for use within intelligence products

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the processes involved in the evaluation of information for use within intelligence products	1.1 Explain the stages within the intelligence cycle
	1.2 Explain the information required for intelligence products
	1.3 Summarise the format of intelligence collection plans
	1.4 Explain the potential sources of information for use within intelligence products
	1.5 Explain how to evaluate information for its reliability, validity and contribution to products
	1.6 Explain the reasons why it is important to use appropriately classified information
	1.7 Explain how to protect information sources
	1.8 Summarise remedial actions that might be taken to resolve problems with intelligence products
	1.9 Summarise the reasons why it is important to apply 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 audit trails
2 Be able to evaluate information for use within intelligence products	2.1 Identify the types and range of information required in line with organisational procedures
	2.2 Establish agreed intelligence collection plans in line with organisational procedures
	2.3 Evaluate sources of information for their contribution to intelligence products in line with organisational procedures
	2.4 Obtain appropriately classified information in line with organisational procedures
	2.5 Collate information in line with the requirements of the products
	2.6 Resolve identified problems with the collection of information in line with organisational procedures
	2.7 Evaluate information for its reliability, validity and contribution to products in line with organisational procedures
	2.8 Comply with all national and organisational requirements relating to intelligence 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 H/506/4695

### Apply analytical techniques to interpret information for intelligence products

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the application of analytical techniques	<ol style="list-style-type: none"><li>1.1 Explain how to confirm that the information being analysed is relevant</li><li>1.2 Compare analysis techniques in order to select the most appropriate to the task</li><li>1.3 Justify the use of specific techniques used together or separately</li><li>1.4 Describe the systems and processes for recording analysis results</li><li>1.5 Explain the interpretation of information being analysed</li><li>1.6 Explain the requirements for the presentation of analysis results</li></ol>
2 Be able to apply analytical techniques	<ol style="list-style-type: none"><li>2.1 Confirm that all relevant and available information has been collated in line with organisational procedures</li><li>2.2 Analyse information using approved techniques in line with organisational procedures</li><li>2.3 Identify aspects of the analysis process that affect the credibility and validity of end products in line with organisational procedures</li><li>2.4 Present analytical products using organisationally approved techniques to highlight:<ul style="list-style-type: none"><li>• relevant patterns</li><li>• relevant trends</li><li>• relevant activities</li><li>• known risks in credibility</li><li>• known risks in validity</li></ul></li><li>2.5 Present analytical products in accordance with customers' requirements</li></ol>

## 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 M/506/4697

### Develop assessments from intelligence analysis

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand requirements for making assessments developed through intelligence analysis	1.1 Explain the principles of making assessments from intelligence gathered 1.2 Explain how to test assessments 1.3 Explain how to identify relationships, anomalies and patterns that could affect assessments 1.4 Explain how to interpret the need for further information or analysis 1.5 Explain the application of confidence levels regarding assessments 1.6 Explain how to present assessments, including those that indicate the need for urgent action 1.7 Explain how assessments contribute to the development of recommendations
2 Be able to develop assessments from intelligence analysis	2.1 Apply appropriate methods to identify key findings from the information in line with organisational procedures 2.2 Identify significant relationships, gaps, anomalies and patterns that occur within the information 2.3 Establish if there is a need for further information or analysis 2.4 Explain key findings clearly and accurately to others in line with organisational procedures 2.5 Develop assessments in line with organisational procedures 2.6 Test assessments in line with organisational procedures 2.7 Provide audit trails for the structure and logic of assessments in line with organisational procedures
3 Be able to make recommendations based on assessments that have been developed	3.1 Provide clear forecasts of developments and likely consequences in line with organisational procedures 3.2 Make recommendations that are supported by the results of the analysis 3.3 Differentiate clearly between facts and opinions when presenting recommendations

## 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/506/4699

# Develop recommendations from the results of intelligence analysis methodologies

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the factors that influence the development of recommendations from the results of intelligence analysis methodologies	<ul style="list-style-type: none"><li>1.1 Explain how to identify potential recommendations</li><li>1.2 Summarise the types of advantages and disadvantages that could be explored</li><li>1.3 Explain how to confirm that recommendations are appropriate, feasible and realistic</li><li>1.4 Explain why it is important to provide clear rationales</li><li>1.5 Summarise the types of issues that could arise when developing recommendations, including potential consequences</li><li>1.6 Explain the importance of complying with relevant national and organisational requirements relating to information usage, its handling and analysis</li><li>1.7 Summarise the potential consequences of non-compliance, with relevant national and organisational requirements relating to information usage, its handling and analysis</li></ul>
2 Be able to develop recommendations from the results of intelligence analysis methodologies	<ul style="list-style-type: none"><li>2.1 Review all available information arising from the analysis methodology in line with organisational procedures</li><li>2.2 Identify the potential range of recommendations that are available</li><li>2.3 Explore the advantages and disadvantages of each potential recommendation</li><li>2.4 Identify potential recommendations that are appropriate, feasible and realistic in consultation with key stakeholders</li><li>2.5 Develop clear rationales for the selection of the recommendations, in accordance with customers' specified requirements</li><li>2.6 Comply with all relevant national and organisational requirements relating to information usage, its handling and analysis</li></ul>

## 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 K/506/4701

### Create intelligence products to support decision making

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the principles involved in the creation of intelligence products	<ul style="list-style-type: none"><li>1.1 Describe the range of intelligence products in use</li><li>1.2 Explain the purpose of the intelligence products</li><li>1.3 Summarise how differing intelligence products are produced</li><li>1.4 Explain the importance of the accuracy, currency, relevance, timeliness and coverage of the intelligence products</li><li>1.5 Explain how to use reasoned argument to support decision making based on intelligence analysis</li><li>1.6 Explain the audit trail process</li></ul>
2 Be able to create intelligence products to support decision making	<ul style="list-style-type: none"><li>2.1 Produce products that meet customers' specified requirements</li><li>2.2 Create intelligence products that are accurate, current, relevant, timely, sufficient and in line with organisational procedures</li><li>2.3 Support intelligence products with audit trails in line with organisational procedures</li><li>2.4 Maintain appropriate records of the intelligence products in line with organisational procedures</li></ul>

## 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/506/4703

### Disseminate intelligence products

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand processes for disseminating intelligence products	1.1 Describe the characteristics of different types of audience for intelligence products 1.2 Compare presentation methods that could be used for different types of audience 1.3 Explain how to select the most effective presentation methods for different intelligence products 1.4 Summarise how to respond to queries and issues relating to gaps in intelligence products 1.5 Explain the appropriate methods involved in disseminating information
2 Be able to disseminate intelligence products	2.1 Disseminate intelligence products in accordance with customers' requirements and in line with organisational procedures 2.2 Select the most effective media and content of the intelligence products to suit the identified needs of the intended audiences 2.3 Take action to deal with problems with the dissemination of intelligence products in line with organisational procedures 2.4 Use the selected presentation methods to disseminate intelligence products in line with organisational procedures 2.5 Provide customers with opportunities to check their understanding of the intelligence products 2.6 Respond effectively to queries and issues raised 2.7 Use feedback to improve the content and dissemination of intelligence products

## 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 H/506/4714

### Evaluate and report information elicited in an intelligence setting

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to evaluate and report elicited information in an intelligence setting	<ul style="list-style-type: none"><li>1.1 Summarise the relevant legislation and organisational procedures for evaluating and reporting elicited information</li><li>1.2 Explain how to establish the content and purpose of reports</li><li>1.3 Explain how to identify audiences for reports, their needs for information and any other relevant factors</li><li>1.4 Justify the importance of conducting an impartial evaluation of the findings</li><li>1.5 Explain how to conduct an impartial evaluation of the findings</li><li>1.6 Summarise the production of written reports based on findings</li><li>1.7 Explain how to conduct a presentation of findings using appropriate media</li><li>1.8 Summarise how to resolve problems which may occur within the evaluation and reporting of elicited information</li><li>1.9 Justify the importance of identifying opportunities and resources for further research if they exist</li></ul>
2 Be able to evaluate and report elicited information in an intelligence setting	<ul style="list-style-type: none"><li>2.1 Establish the content, purpose and intended audiences for reports</li><li>2.2 Conduct an impartial evaluation of the significance and relevance of the findings of the analysis in line with organisational procedures</li><li>2.3 Identify gaps in knowledge that may impact customers' requirements</li><li>2.4 Identify opportunities for further investigation if they exist in line with organisational procedures</li><li>2.5 Communicate findings in reports that meet organisational procedures</li><li>2.6 Provide a clear and accurate presentation of the findings using appropriate media in line with organisational procedures</li><li>2.7 Record information elicited without error</li></ul>

## 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.



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