

<b>Title:</b>	Interview victims and witnesses in relation to priority and volume investigations	
<b>Level:</b>	3	
<b>Credit Value:</b>	5	
<b>Learning Outcomes</b> <i>The learner will:</i>	<b>Assessment Criteria</b> <i>The learner can:</i>	
1. Know and understand relevant legal and organisational requirements in relation to interviewing victims and witnesses	1.1	<p>identify the key features of legislation, policies, procedures, codes of practice, professional practice and organisational requirements and guidelines in relation to:</p> <ul style="list-style-type: none"> <li>• conducting interviews with victims and witnesses</li> <li>• race, diversity and human rights</li> <li>• health, safety, security and welfare</li> <li>• dealing with victims and witnesses in an ethical and effective manner</li> <li>• rules of evidence and disclosure</li> </ul>
2. Know and understand the principles of interviewing victims and witnesses	2.1	describe the features of an interview strategy and indicate resources which can assist in developing the strategy
	2.2	identify the relevant points they need to prove during the interview
	2.3	classify the categories of interviewee (e.g. vulnerable, intimidated, significant or other influencing factor)
	2.4	explain the importance of appropriate timings, locations and environmental conditions to the conduct of interviews
	2.5	describe the features of approved interview techniques and communication methods
	2.6	describe the types of contingencies (e.g. medical, welfare, hostile/reluctant behaviour, environmental conditions) that might arise during interview and how to deal with them
3. Be able to plan and prepare interviews with victims and witnesses	3.1	prepare a written plan for an interview taking into account the legal nature of the incident to be investigated and the circumstances under which interviews can be conducted
	3.2	<p>determine whether the individual is fit for interview by making a basic assessment of:</p> <ul style="list-style-type: none"> <li>• physical condition</li> </ul>

	<ul style="list-style-type: none"> <li>• mental condition</li> <li>• emotional condition</li> </ul> <p>3.3 plan and prepare for interviews by:</p> <ul style="list-style-type: none"> <li>• identifying the category of interviewee (e.g. vulnerable, intimidated, significant)</li> <li>• reviewing all available material</li> <li>• consulting with relevant others (e.g. interview supporters, health care professionals, interpreters, prosecutors)</li> <li>• establishing an appropriate time, place and environmental conditions for the interview</li> <li>• setting up the necessary interview location and resources (e.g. relevant documentation, exhibits, appropriate adult or interpreter)</li> </ul>
<p>4. Be able to conduct interview with victims and witnesses</p>	<p>4.1 explain the interview process to all those present and confirm their understanding</p> <p>4.2 conduct interviews with victims and witnesses in a manner which:</p> <ul style="list-style-type: none"> <li>• maintains the security and welfare of all present</li> <li>• is ethical and effective</li> <li>• employs appropriate interview techniques and communication methods to obtain an accurate account</li> <li>• makes appropriate use of exhibits</li> <li>• addresses any contingencies which arise (e.g. medical, welfare, hostile/reluctant behaviour, environmental conditions)</li> </ul> <p>4.3 complete all relevant documentation, and obtain any necessary endorsements (e.g. interview notes, pocket notebook, criminal justice statements, including victim personal statements and exhibit forms)</p> <p>4.4 conclude the interview by informing all those present of the next steps including, where appropriate, the relevant legal processes</p>
<p>5. Know how to evaluate and carry out post-interview procedures with victims and witnesses</p>	<p>5.1 evaluate the interview and all available material and prioritise any further action (e.g. pursue further lines of enquiry, brief others, update intelligence systems )</p> <p>5.2 update relevant others based on the</p>

	<p>evaluation of the interview.</p> <p>5.3 evaluate their own performance in interviews and identify any learning points</p>
<b>Additional Information about the unit</b>	
Unit aim(s)	<p>This unit is about interviewing victims and witnesses as part of priority and volume investigations. The unit covers interviews conducted at police premises or elsewhere. The learner must plan and prepare for both formal and informal interviews by developing an interview strategy, assessing the interviewee's fitness for interview, and setting up an appropriate location. They must conduct interviews in accordance with legislation, policy and other guidelines using appropriate interviewing techniques and communication skills. Finally, learners are expected to evaluate interviews (including their own performance) and take any necessary further action in relation to investigations.</p>
Unit expiry date	[End of accreditation]
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	CJ101, AA1, AB1, AE1, AF1, CA1
Details of the relationship between the unit and other standards or curricula (if appropriate)	N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)	<p><b>Knowledge Element</b></p> <p>Application of knowledge must be demonstrated in a learning and development environment prior to application in the workplace</p> <p><b>Workplace Assessment:</b></p> <p>Competence must be practically assessed on three occasions in the workplace, two interviews must be with a victim(s) and one interview must be with a witness</p>
Endorsement of the unit by a sector or other appropriate body (if required)	This unit is endorsed by Skills for Justice, the Sector Skills Council for Justice
Location of the unit within the subject/sector classification system	[Unit code]
Name of the organisation submitting the unit	Skills for Justice
Availability for use	The availability of this unit is shared
Availability for delivery	[Start of accreditation]

