<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Assessment Criteria</th>
<th>Indicative Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>The learner will:</td>
<td>The learner can:</td>
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</table>
| 1. understand the principles of interviewing victims and witnesses | 1.1 summarise the legislation, national guidelines, codes of practice and organisational requirements in relation to conducting interviews with victims and witnesses | NPC  
- Ethics and Values  
  - Equality, diversity and human rights  
  - health, safety, security and welfare  
  - Victims and witnesses  
- Crime and Investigation  
  - Interviewing victims and witnesses  
    - recognising when a person is unfit for interview  
    - recognising when individuals may be vulnerable  
    - conducting interviews with those who may be vulnerable  
    - recognising when victims and witnesses may be intimidated  
    - interviewing in an ethical and effective manner  
  - PEACE Interview Model  
- Information and Intelligence  
  - rules of evidence and disclosure  
- Legislation  
  - Police and Criminal Evidence Act PACE 1984 |
|                   | 1.2 summarise the components of an interview strategy | NPC  
- Crime and Investigation  
  - Interviewing victims and witnesses  
    - PEACE interview model  
    - Achieving Best Evidence (ABE) |
|                   | 1.3 summarise resources which can assist in developing an interview strategy | NPC  
- Crime and Investigation  
  - Interviewing victims and witnesses  
    - PEACE interview model  
    - Achieving Best Evidence (ABE) |
<table>
<thead>
<tr>
<th>1.4</th>
<th>explain the relevant points they need to prove during interviews</th>
<th>NPC</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Crime and Investigation</td>
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<td>Interviewing Victims and Witnesses</td>
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<thead>
<tr>
<th>1.5</th>
<th>describe the types of interviewee, including ‘relevant others’</th>
<th>NPC</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Crime and Investigation</td>
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<td></td>
<td></td>
<td>Interviewing Victims and Witnesses</td>
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<tr>
<td>Categories e.g.:</td>
<td></td>
<td>vulnerable</td>
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<tr>
<td></td>
<td></td>
<td>intimidated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>significant</td>
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<tr>
<td>Relevant others e.g.:</td>
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<td>legal representatives</td>
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<td></td>
<td></td>
<td>appropriate adults</td>
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<td></td>
<td></td>
<td>health care professionals</td>
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<td></td>
<td></td>
<td>officers required for legal authorities</td>
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<td></td>
<td></td>
<td>colleagues</td>
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<td></td>
<td></td>
<td>interpreters</td>
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<thead>
<tr>
<th>1.6</th>
<th>explain the importance of timing, location and environmental conditions when conducting interviews</th>
<th>NPC</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Crime and Investigation</td>
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<tr>
<td></td>
<td></td>
<td>Interviewing Victims and Witnesses</td>
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<tr>
<td>Conditions e.g.:</td>
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<td>urgent interviews</td>
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<td></td>
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<td>interviews at the scene</td>
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<td>interviews at home</td>
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<td>in police premises</td>
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<td></td>
<td></td>
<td>healthcare facility</td>
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<tr>
<th>1.7</th>
<th>critically compare approved interview techniques</th>
<th>NPC</th>
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<tr>
<td></td>
<td></td>
<td>Crime and Investigation</td>
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<tr>
<td></td>
<td></td>
<td>Interviewing Victims and Witnesses</td>
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<tr>
<th>1.8</th>
<th>summarise contingencies that might arise during interviews, including how to deal with them</th>
<th>NPC</th>
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<tr>
<td></td>
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<td>Crime and Investigation</td>
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<tr>
<td></td>
<td></td>
<td>Interviewing Victims and Witnesses</td>
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<tr>
<td>Contingencies e.g.:</td>
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<td>medical</td>
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<td></td>
<td></td>
<td>welfare</td>
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<td></td>
<td></td>
<td>hostile/reluctant behaviour</td>
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<td></td>
<td></td>
<td>environmental conditions</td>
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| **1.9** | justify the importance of conducting interviews in a manner which is both ethical and effective | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
- Ethics and Values  
  - Victims and witnesses  
  - Health and Safety |
| **2.** | be able to plan and prepare interviews with victims and witnesses | NPC  
- Crime and Investigation  
  - Interviewing victims and witnesses  
  - Police Interviews  
  - PEACE Interview Model  
  - Achieving Best Evidence (ABE) |
| **2.1** | decide upon interview strategy to be used | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
| **2.2** | prepare written plans for interviews, taking into account the legal nature of the incidents to be investigated | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
| **2.3** | identify the category of interviewees by reviewing all available information | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
- Ethics and Values  
  - Victims and witnesses  
Categories e.g.:  
- vulnerable  
- intimidated  
- significant |
| **2.4** | consult with relevant others in line with the requirements of interviews | Relevant others e.g.:  
- prosecutors  
- legal representatives  
- appropriate adults  
- health care professionals  
- custody officers  
- officers required for legal authorities  
- colleagues  
- interpreters |
| **2.5** | establish appropriate times, locations and environmental conditions for interviews | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
<table>
<thead>
<tr>
<th>Section</th>
<th>Task</th>
<th>Resources (e.g.)</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **2.6** | Set up the necessary resources in line with interview requirements | **Resources e.g.:**  
- recording equipment  
- relevant documentation  
- exhibits  
- appropriate adult  
- interpreter | |
| **2.7** | Confirm that individuals are fit for interview by making a basic assessment of factors, including:  
- physical condition  
- mental condition  
- emotional condition | **NPC**  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
- Ethics and Values  
  - Victims and witnesses  
**Factors e.g.:**  
- intoxication by drink or drugs  
- behaviour  
- age  
- physical disorder or disability  
- learning disability  
- mental health | |
| **3.** | Be able to conduct interviews with victims and witnesses |  
**3.1** | Explain the interview process to all those present | **NPC**  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
|  | Confirm that all those present understand the interview process | **NPC**  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
|  | Maintain the security and welfare of all present in line with their needs | **NPC**  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
- Ethics and Values  
  - Duty of care  
  - Victims and witnesses  
  - Health and safety |
|  | Employ approved interview techniques and communication methods to obtain an accurate account | **NPC**  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
- Ethics and Values  
  - PEACE model  
  - Victims and witnesses |
|  | Make use of exhibits in line with approved interview techniques | **NPC**  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
  - PEACE model |
| 3.6 | address any contingencies that arise in line with the needs of victims, witnesses and the interview process | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
- Ethics and Values  
  - Victims and witnesses  
Contingencies e.g.:  
- Medical  
- Welfare  
- hostile/reluctant behaviour  
- environmental conditions |
| 3.7 | complete all relevant documentation, including obtaining any necessary endorsements | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses  
- Ethics and Values  
  - The Criminal Justice system  
  - Case file management  
  - documentation  
Documentation e.g.:  
- interview notes  
- pocket notebook  
- criminal justice statements, including victim personal statements  
- exhibit forms |
| 3.8 | conclude the interview by informing all those present of the next steps | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
| 4. | be able to evaluate interviews with victims and witnesses and carry out post-interview procedures | 4.1 | evaluate interviews and any evidence that has emerged | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
|  | 4.2 | update relevant others based on the evaluation of interviews | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
|  | 4.3 | evaluate own performance in interviews, identifying any learning points | NPC  
- Crime and Investigation  
  - Interviewing Victims and Witnesses |
|  | 4.4 | prioritise any further actions required in line with the needs of investigations | Further action e.g.:  
- pursue further lines of enquiry  
- brief others  
- update intelligence systems |
### Additional Information about the unit

<table>
<thead>
<tr>
<th>Unit aim(s)</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit expiry date</td>
<td>June 2018</td>
</tr>
<tr>
<td>Details of the relationship between the unit and relevant national occupational standards (if appropriate)</td>
<td>CJ101, AA1, AB1, AE1, AF1, CA1</td>
</tr>
<tr>
<td>Details of the relationship between the unit and other standards or curricula (if appropriate)</td>
<td><strong>Indicative Content</strong> column describes the link between the assessment criteria, relevant areas of the National Police Curriculum (NPC) and other pertinent information.</td>
</tr>
</tbody>
</table>
| Assessment requirements specified by a sector or regulatory body (if appropriate) | **Knowledge Element**  
Application of knowledge should be demonstrated in a learning and development environment prior to application in the workplace.  
**Workplace Assessment**  
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. |
| Endorsement of the unit by a sector or other appropriate body (if required) | The College of Policing – Professional Body for Policing in England and Wales  
Skills for Justice - the Sector Skills Council for Justice |
| Location of the unit within the subject/sector classification system | 1.4 |
| Name of the organisation submitting the unit | Skills for Justice |
| Availability for use | Restricted (CoP request) |
| Availability for delivery | June 2015 |