

N.I. Security Qualifications Ltd



Qualification Specification

NISQ Level 3 Certificate in Human Intelligence Investigations

610/1569/6

FOREWORD

This document is the Qualification Specification for the NISQ Level 3 Certificate in Human Intelligence Investigations. It is primarily intended for use by Centres but will also be useful to prospective / registered learners.

The Qualification Specification is a live document and will be updated as required. The most up to date version will always be held on NISQ's website and Centres will be informed when a new version is posted. It is the responsibility of Centres to ensure that they are using the most up to date version.

The Qualification Specification is copyright to NISQ. It may be reproduced (in whole or part) by Centres for legitimate purposes related to delivery of the qualification.

Any queries should be addressed to:

Director Qualifications Division
N.I. Security Qualifications Ltd
51 Old Ballygowan Road
Comber BT23 5NP

Tel. 02891 871329

Website. www.nisq.uk

VERSION CONTROL

Version No. and Date	Details of amendment(s)
1.0 September 2022	Original

Contents

Contents		
Reference	Title	Page
SECTION 1: THE QUALIFICATION		
1.1	Qualification Objective	1
1.2	Origin and Development	1
1.3	Target Audience and Progression Opportunities	1
1.4	Qualification Structure	2
1.5	Grading	2
1.6	Learner Entry Requirements	2
SECTION 2: CENTRE REQUIREMENTS		
2.1	Centre Approval	3
2.2	Centre Support	3
2.3	Centre Staff Requirements	3-4
2.4	Staff/Learner Ratio	4
2.5	Facilities	4
2.6	Learner Induction	5
2.7	Delivery	4-5
2.8	Learner Progress	5
SECTION 3: ASSESSMENT		
3.1	Overview of Assessment	6
3.2	Written Assignment	6
3.3	Practical Skills Assessments	6
3.4	Written Invigilated examination	7
3.5	Learner Reflective Log	7
3.6	Reasonable Adjustment and Special Consideration	7
3.7	Recognition of Prior Learning	7
SECTION 4: QUALITY		
4.1	Quality Assurance	8
4.2	Complaints and Appeals	8
4.3	Qualification Review	8
SECTION 5: UNIT DETAILS		
5.1	Unit Information	9
SECTION 6: UNIT CONTENT		
Unit 1	Practical Surveillance Methodology and Tradecraft	10
Unit 2	Anti and Counter Surveillance Solutions	11
Unit 3	Surveillance in a Rural Context	12
Unit 4	Human Intelligence (HUMINT)	13-14

SECTION 1: THE QUALIFICATION

1.1 Qualification Objective

The NISQ Level 3 Certificate in Human Intelligence Investigations is aimed at recognising, developing, and quantifying the competence of individuals who are either aspiring to or currently practising as operators, supervisors and or controllers as investigators and initial source handlers within the security/services sector.

The NISQ Level 3 Certificate in Human Intelligence Investigations combines practice surveillance and initial source handling methodology/tradecraft practice with underpinning theoretical knowledge. The learner will develop the knowledge, understanding and skills needed to carry out safe structured source meetings.

1.2 Origin and Development

The NISQ Level 3 Certificate in Human Intelligence Investigations has been developed by NISQ in consultation with specialist security operators, employers and stakeholders who provided subject matter advice, evaluation, and feedback. It is designed to meet the security industry needs within both the public and private sectors.

The NISQ Level 3 Certificate in Human Intelligence Investigations sits on the Regulated Qualifications Framework (RQF) and is regulated by CCEA Regulation. It is mapped to the National Occupational Standards on Security, Policing, Management and Leadership and is built on the strong ethical values enshrined in the European Convention on Human Rights (ECHR).

The NISQ Level 3 Certificate in Human Intelligence Investigations is part of a portfolio of NISQ security industry qualifications that take a fresh look at security solutions for the 21st Century within the context of evolving global threats and time/budget constraints. For information on other security industry qualifications offered by NISQ, visit www.nisq.uk

1.3 Target Audience and Progression Opportunities

The NISQ Level 3 Certificate in Human Intelligence Investigations is aimed at those within, or seeking promotion to, supervisory roles within the investigatory security sector. It will enable learners to progress within their careers and to move between sectors. It may also provide access to other higher-level qualifications. Potential users include:

- Public security services
- Private sector security or investigatory, journalist companies
- Private sector companies with security needs
- Individuals, including public service leavers, entering, or upskilling for the private security industry
- Foreign governments requiring new training, re-training, or upskilling of staff

1.4 Qualification Structure

The NISQ Level 3 Certificate in Human Intelligence Investigations has 4 mandatory units.

Title	Level	GLH	TQT
Unit 1: Practical Surveillance Methodology and Tradecraft	3	12	32
Unit 2: Anti and Counter Surveillance Solutions	3	14	30
Unit 3: Surveillance in a Rural Context	3	14	30
Unit 4: Human Intelligence (HUMINT)	3	20	50
		60	142

The **Total Qualification Time** is **142 hrs** with minimum **Guided Learning Hours 60 hrs**.

Guided Learning Hours (GLH) is an estimate of the number of hours that a typical learner would spend being taught or assessed under the immediate guidance or supervision of a teacher/assessor.

Total Qualification Time (TQT) is an estimate of the number of hours that it would take an average learner to complete the qualification. It is made up of Guided Learning Hours together with hours spent in self-study and in completing unsupervised assessment tasks.

1.5 Grading

The NISQ Level 3 Certificate in Human Intelligence Investigations is graded Pass/Fail. Learners must obtain a Pass in each unit to achieve the qualification.

1.6 Learner Entry Requirements

Learners must be at least 19 at registration.

Learners must hold a Level 2 RQF qualification (or equivalent) or have 4 years' experience within investigatory services as an operator or supervisor (evidenced by CV).

Learners must be proficient in both oral and written English.

Due to the qualification content, learners must undertake an AccessNI criminal record check- basic disclosure security check. NISQ works with the charity NIACRO and has in place a policy and system that supports learners with previous convictions. For Admissions Policy and NIACRO link, visit www.nisq.uk

Prospective learners are required to register directly with NISQ. NISQ may seek additional information to ensure that learners have the potential, including the necessary background knowledge, skills, and experience, to successfully complete the qualification.

SECTION 2: CENTRE REQUIREMENTS

2.1 Centre Approval

Only approved NISQ Centres can offer the NISQ Level 3 Certificate in Human Intelligence Investigations. For information on the Centre Approval and Qualification Approval processes, visit www.nisq.uk

2.2 Centre Support

NISQ will provide the following support to Centres offering the NISQ Level 3 Certificate in Human Intelligence Investigations:

- Learner registration
- Assignment briefs for knowledge-based assessments with associated marking guides
- Scenario briefs and guidance for assessment of practical skills with associated recording templates
- Learner record templates
- Outline of indicative content and suggested teaching approach; some teaching material such as suggested pre-course material, role play scenarios etc

Further details are provided in the Centre Guide for Teaching/Assessing the NISQ Level 3 Certificate in Human Intelligence Investigations available to approved NISQ Centres.

2.3 Centre Staff Requirements

NISQ requires Centres to have the following staff in place in respect of each qualification cycle for the NISQ Level 3 Certificate in Human Intelligence Investigations:

- Qualification co-ordinator
- Teacher (s)
- Assessor (s)
- Internal Moderator

Staff may have more than one role but may not act as Internal Moderator for any unit that they have taught or assessed. Teachers may act as assessors if they meet the assessor criteria.

Teachers must have:

- Teaching /training qualification (minimum RQF Level 3 or equivalent)
- Minimum of three years' teaching / training experience
- Minimum of eight years' experience in the subject matter of the unit being taught
- Security clearance to Enhanced Level

Assessors must have:

- A recognised assessor qualification, such as Level 3 Certificate in Assessing Vocational Achievement, or must attend assessor training provided by NISQ

- Minimum of three years' assessment experience
- Minimum of five years' experience in the in the subject matter of the unit being assessed
- Security clearance to Enhanced Level

The **Internal Moderator** must have:

- A recognised internal quality assurance qualification, such as Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, or must attend internal quality assurance training provided by NISQ
- Minimum of three years' teaching/training and/or assessment experience
- Minimum of five years' experience within the security industry
- Security clearance to Enhanced Level

2.4 Staff / Learner ratios

The NISQ Level 3 Certificate in Human Intelligence Investigations includes the teaching and assessing of practical skills. NISQ requires that the following minimum ratios are adhered to when teaching/assessing practical skills.

Number of Learners	Number of Teachers/Assessors (min)
5	1
10	2
15	3
20	4

2.5 Facilities

Centres must ensure that they have the facilities and equipment needed to deliver the NISQ Level 3 Certificate in Human Intelligence Investigations This includes (but is not limited to) the following:

- A dedicated teaching space appropriate to the number of learners
- Access to a suitable environment / equipment for the teaching / assessing of practical skills
- Recording equipment such as body cameras for assessor observations
- Study space and IT / internet facilities for learners

2.6 Learner Induction

NISQ recommends that Centres provide an induction session to provide information on the qualification and the Centre's delivery approach / timetable. Centres should ensure that learners fully understand what is expected of them and what they will be required to do to achieve the qualification.

2.7 Delivery

The NISQ Level 3 Certificate in Human Intelligence Investigations requires the development of knowledge, understanding and practical skills. As such, NISQ expects that Centres will use a range of teaching methods which may include (but is not limited to):

- Teacher led classroom teaching
- Guest speakers
- Group activities and discussions
- Reviewing videos
- Demonstrations and practical activities
- Role plays
- Independent research and study
- Presentations

NISQ encourages Centres to provide opportunities throughout delivery of the qualification for the sharing of knowledge, experiences, and ideas among learners.

2.8 Learner Progress

NISQ requires Centres to closely monitor the progress of learners undertaking the NISQ Level 3 Certificate in Human Intelligence Investigations. This includes maintaining records on progress that should be made available for inspection by the NISQ External Centre Verifier.

SECTION 3: ASSESSMENT

3.1 Overview of Assessment

To obtain the NISQ Level 3 Certificate in Human Intelligence Investigations learners must pass each Unit by demonstrating achievement against all the Learning Outcomes and Assessment Criteria.

The assessment methodology for the NISQ Level 3 Certificate in Human Intelligence Investigations is specified by NISQ and consists of the following:

- Two written assignments covering specified assessment criteria
- Assessment of practical skills and underpinning theoretical knowledge covering specified assessment criteria
- A learner reflective log for each unit

Each learner is required to produce a portfolio of evidence that holds the assessment records for the assignments, practical skills and reflective logs and the overall learner record of achievement.

3.2 Written Assignments

There are two written assignments set by NISQ and internally assessed / moderated by Centres based on marking guides provided by NISQ. They cover specified assessment criteria (see Unit Details for further information).

The assignments culminate in learners producing risk assessments/ operational plans for surveillance and source meeting scenarios and are designed to enable learners to demonstrate the problem analysis and problem-solving skills appropriate to a Level 3 qualification. Learners will be required to explain and justify the approach set out in the operational plans.

The indicative total word count for the assignments is 3,000 words.

3.3 Practical Skills Assessments

The practical skills assessments are set by NISQ and internally assessed / moderated by Centres. They cover specified assessment criteria (see Unit Details for further information) including both skills-based criteria and related knowledge-based criteria. Learners are required to undertake practical tasks requiring the demonstration of crowd control methodology/tradecraft and supervisory skills. The primary assessment method for these tasks will be assessor observation however learners will also be required to answer written/oral questions to demonstrate understanding of underpinning theoretical knowledge. NISQ will provide, on request, a set of questions that can be used.

3.4 Learner Reflective Log

Learners are required to produce a reflective log for each unit that demonstrates their ability to analyse learning content and reflect on the implications for their role. The indicative word count for each unit is 100 words.

3.6 Reasonable Adjustments and Special Consideration

NISQ is committed to complying with equalities legislation and providing access to its qualifications. At the same time, NISQ has a duty to ensure that the integrity of assessments is not compromised.

Applications for reasonable adjustments and special consideration will be considered in line with NISQ Reasonable Adjustments and Special Considerations policy (available at www.nisq.uk).

3.7 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is permitted for this qualification. An application for RPL should be made directly to NISQ and will be considered by the NISQ Approval Panel (see www.nisq.uk).

SECTION 4: QUALITY

4.1 Quality Assurance

Centres must pay close attention to the learning outcomes and assessment criteria set out for each unit in determining whether a learner has met the standard required to pass a unit. The delivery approach should take account of the minimum GLH determined for each unit and be designed to teach the knowledge and skills required to enable the learners to meet the assessment requirements. The needs of individual learners should be considered.

The Centre Internal Moderator has a critical role in quality assuring both the delivery and assessment of the qualification. The Centre Internal Moderator must not be involved in teaching or assessing any units that they are quality assuring. NISQ expect the Centre Internal Moderator to be closely involved in quality assuring the delivery and assessment of each delivery cycle of the qualification.

An External Centre Verifier will be appointed by NISQ. The External Centre Verifier will review the teaching and assessment of each delivery cycle of the qualification by a Centre. This will include observing teaching and practical assessments, reviewing learner progress reports, sampling assessment evidence and assessment decisions and reviewing the work of the Centre Internal Moderator.

4.2 Complaints and Appeals

NISQ expects that most complaints and appeals from learners will be resolved within Centres. NISQ will only consider complaints or appeals from learners after a Centre's internal process has been completed. Policies and relevant forms can be found at www.nisq.uk.

4.3 Qualification Review

NISQ is committed to the ongoing review of the NISQ Level 3 Certificate in Human Intelligence Investigations to ensure it remains fit for purpose. NISQ welcomes feedback from learners, Centres, employers, and other stakeholders about any aspect of the design, delivery, or assessment of the qualification. Formal reviews of the NISQ Level 3 Certificate in Human Intelligence Investigations will be conducted at least once every two years.

SECTION 5: UNIT DETAILS

5.1 Unit Information

The NISQ Level 3 Certificate in Human Intelligence Investigations has 4 mandatory units. The following information for each unit is set out in the pages that follow:

- Unit title
- Unit reference
- Level
- Guided Learning Hours (GLH)
- Total Qualification Time (TQT)
- Unit Aim
- Learning Outcomes and Assessment Criteria
- Summary assessment methods

Further information on the teaching and assessment of each unit (including indicative content, mapping to NOS, suggested resources and assessment tasks) can be found in the Centre Guide for Teaching/Assessing the NISQ Level 3 Certificate in Human Intelligence Investigations is available to approved NISQ Centres.

SECTION 6: UNIT CONTENT

Unit Title	Unit 1: Practical Surveillance Methodology and Tradecraft
Unit Reference	(NISQ Pδ5809/1/2)
Level	3
GLH	12
TQT	32
Unit Aim: This unit will develop a learner's understanding of surveillance tradecraft and Methodology. Assuming a team role, including supervisors (team Leader) learners will develop fluid operational practical understanding and supervise and review a surveillance operation.	
Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand practical surveillance methodology and tradecraft	1.1 Explain the differences between reactive and non-reactive surveillance and their uses 1.2 Employ the relevant methodologies and tradecraft used in surveillance operations a) foot, b) mobile, c) static, d) individuals, e) groups 1.3 Identify changes in body language, including third parties
Assessment Overview: Written assignment: ACs 1.2 Practical skills / underpinning knowledge assessments: ACs 1.1, 1.3 Learner reflective log 100 words	

Unit Title	Unit 2: Anti and Counter Surveillance Solutions
Unit Reference	(NISQ Pδ5809/1/2)
Level	3
GLH	14
TQT	30
Unit Aim: This unit will develop a learner's understanding of anti and counter surveillance tradecraft and Methodology. Assuming a team role, including supervisors (team Leader) learners will develop fluid operational practical understanding and supervise and review anti and counter surveillance operation, leading to surveillance detection, deeper third-party awareness.	
Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1.1 Understand practical methodology and tradecraft of Anti and Counter surveillance.	1.1 Carryout anti and counter surveillance measures 1.2 Describe types of equipment for surveillance including uses and limitations
2. Be able to plan, carryout and supervise a Close Target Reconnaissance (CTR) operation	2.1 Prepare a close target reconnaissance plan 2.2 Carryout a close target reconnaissance operation 2.3 Supervise a close target reconnaissance operation
Assessment Overview: Written assignment: ACs 2.1, 2.3 Practical skills / underpinning knowledge assessments: 1.1, 1.2, 2.2 Learner reflective log 100 words	

Unit Title	Unit 3: Surveillance in a Rural Context
Unit Reference	(NISQ Pδ5805/3/4)
Level	3
GLH	14
TQT	30
Unit Aim: This unit will develop a learner's understanding of rural surveillance methodologies and tradecraft. Assuming a team role and as a supervisor learners will develop and review a rural surveillance operation.	
Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand the nature of rural surveillance operations and how they are conducted	1.1 Analyse the challenges faced in conducting rural surveillance operations 1.2 Demonstrate methodologies and tradecraft used in rural surveillance operations
2. Be able to plan a rural surveillance operation	2.1 Develop an operational order for a rural surveillance operation 2.2 Incorporate anti and counter surveillance measures in the operational order developed
3. Be able to supervise a rural surveillance operation	3.1 Brief a rural surveillance team 3.2 Supervise a rural surveillance operation 3.3 Demonstrate situational awareness 3.4 Evaluate live feedback from the operation 3.5 Dynamically risk assess changes needed to the operation 3.6 Justify actions and decisions taken
4. Be able to review a rural surveillance operation	4.1 Debrief a rural surveillance team 4.2 Evaluate a rural surveillance operation including own performance
Assessment Overview: Written assignment: ACs 1.1, 2.1, 2.2 Practical skills / underpinning knowledge assessments: ACs 1.1, 1.2, 3.1-3.6, 4.1, 4.2 Learner reflective log 100 words	

Unit Title	Unit 4: Human Intelligence (HUMINT)
Unit Reference	(NISQ Pδ5809/4)
Level	3
GLH	20
TQT	50
Unit Aim: This unit will develop a learner's understanding of investigatory, Human Intelligence/Intelligence gathering. Assuming a team role, including supervisors (team Leader) learners will develop fluid operational practical understanding, carry out, supervise, and review a HUMINT/Source Handling operation.	
Learning Outcome	Assessment Criteria
The learner will:	The learner can:
1. Understand Human Intelligence (HUMINT)	1.1 Summarise the difference between Information and Intelligence 1.2 Explain how Information translates into Intelligence 1.3 Describe the HUMINT Intelligence Cycle
2.1 Understand the Key Principles of Intelligence	2.1 Summarise the fundamental requirements for intelligence 2.2 Explain intelligence sources and how they are defined 2.3 Identify the elements for building source rapport 2.4 Carryout source inception methodology 2.5 Explain the Pattern of Life model for HUMINT
3. Be able to control a HUMINT operation	3.1 Explain the layers of HUMINT access (the onion) 3.2 Identify the positive and negative factors that affect HUMINT capabilities
4.1 Understand the principles for source, point of contact	4.1 Summarise the point of contact for HUMINT 4.2 Explain cover stories 4.3 Carryout a meeting using a cover story 4.4 Use questioning techniques to gather information, intelligence, and evidence 4.5 Conduct Intelligence validating methods
5.1 Understand legislation for carrying out surveillance and investigations	5.1 Analyse national and international legislation to carry out surveillance and investigations 5.2 Incorporate the relevant legislation when planning a surveillance and or source meet operation

<p>6.1 Be able to supervise HUMINT taskings</p>	<p>6.1 Explain the SMART model for tasking intelligence</p> <p>6.2 Summarise the different types of meetings</p> <p>6.3 Be able to identify the appropriate debriefing area</p> <p>6.4 Be able to carry out fixed or mobile Source meeting</p>
<p>7.1 Be able to manage evolving and dynamic risk assessments</p>	<p>7.1 Summarise the operational factors Using the TRUST model</p> <p>7.2 Be able to carry out evolving and dynamic risk assessments</p>
<p>Assessment Overview: Written assignment: ACs 5.1, 5.2, 6.3, 6.4 Practical skills / underpinning knowledge assessments: ACs 1.1, 1.2, 1.3, 2.1-2.5, 3.1, 3.2, 4.1-4.5, 6.1, 6.2, 7.1, 7.2 Learner reflective log 100 words</p>	

Creating Scientific Practitioners
To
Ensure Evidence Based
Practice.