

SFEDI[®] AWARDS THE AWARDING ORGANISATION
FOR ENTERPRISE

QUALIFICATION PURPOSE STATEMENT

**LEVEL 4 CERTIFICATE IN CONDUCTING
MALADMINISTRATION AND MALPRACTICE
INVESTIGATIONS**

601/8577/6

WHO IS THIS QUALIFICATION FOR?

This vocational qualification is aimed at those who are in a position to carry out investigations into suspected maladministration or malpractice.

The delivery of qualifications includes the implementation of comprehensive quality assurance systems conducted by both internal and external quality assurance personnel. This qualification supports the further development of these systems in order to improve the quality and validity of the delivery and certification process protecting both the learner undertaking the qualification and the regulatory system that the qualification is a part of.

This qualification develops knowledge regarding the management of the investigatory process including the carrying out of interviews with witnesses and suspects in relation to the suspected instance of malpractice or maladministration.

WHAT DOES THIS QUALIFICATION COVER?

This is a Regulated Qualifications Framework (RQF) regulated qualification, containing 4 optional units and the minimum amount of time you will need to spend to complete your qualification is 200 hours.

The units cover:

Unit Title	Reference Number	Mandatory/ Optional	Unit Level	Credit Value	Guided Learning (hours)
Manage Investigations into Suspected Incidents of Maladministration or Malpractice		M	4		40
This unit will support the understanding of risks in relation to the conducting of investigations and also how to maintain investigative information and systems, manage and interact with people in relation to an investigation and how to establish, manage and record the resources need for an investigation					
Investigative Decision Making Within Suspected Maladministration or Malpractice Investigations		M	4		40
This unit will support the understanding of how to apply decision making to an investigation, the part the investigative mindset plays within an investigation, how to apply investigative and evidential evaluation and the development and testing of hypotheses during an investigation. The unit will also support the identification and evaluation of appropriate lines of enquiry to direct the decision making process within an investigation					
Interviewing Witnesses in Relation to the Investigation of Suspected Incidents of Maladministration or Malpractice		M	4		42
This unit will support the understanding of how to conduct interviews with witnesses pertinent to the conducting of an investigation including the principles of different styles of interviews and the planning process involved in conducting effective interviews. The unit also support the development of the knowledge and skills to conduct investigative and evidential evaluation of the material obtained from the interviews including the planning of the next steps required					

Interviewing Suspects in Relation to the Investigation of Suspected Incidents of Maladministration or Malpractice		M	4		42
<p>This unit will support the understanding of how to conduct interviews with suspects pertinent to the conducting of an investigation including the principles of different styles of interviews and the planning process involved in conducting effective interviews. The unit also support the development of the knowledge and skills to conduct investigative and evidential evaluation of the material obtained from the interviews including the planning of the next steps required</p>					

HOW CAN I ACCESS THIS QUALIFICATION?

This qualification can be accessed via one of the SFEDI Awards approved delivery centres, the qualification is not available through an Apprenticeship, but you may be able to access help towards the costs of your learning via an Advanced Learner Loan.

SFEDI Awards applies to the relevant government organisations so that colleges and training providers are able to make use of public funding to support the delivery of our qualifications through learning loans, apprenticeships and the adult learning budget as appropriate.

To see if this qualification is eligible for public funding you should speak with your college or training provider who will be best placed to advise you.

WHO SUPPORTS THIS QUALIFICATION?

In recognition of the development work and the knowledge and skills development provided by the qualification, the Institute of Enterprise and Entrepreneurs has agreed to provide one year's free study membership to any learner undertaking this qualification through SFEDI Awards.

The qualification is also supported by providers of training and development programmes in recognition of the importance of the knowledge and skills included and how it can support the development of a comprehensive quality assurance system.

ARE THERE OTHER QUALIFICATIONS I COULD COMPLETE INSTEAD?

The table below outlines this qualification and possible follow on learning opportunities that are available through SFEDI Awards.

QUALIFICATION NAME	CREDIT VALUE	Total Qualification Time
Level 4 Certificate in Conducting Maladministration and Malpractice Investigations	20	200
Level 4 Award In Understanding the Internal Quality Assurance of Assessment Processes and Practice	6	60
Level 4 Award In Understanding the External Quality Assurance of Assessment Processes and Practice	6	45
Level 4 Award In Internal Quality Assurance of Assessment Processes and Practice	12	120
Level 4 Award In External Quality Assurance of Assessment Processes and Practice	12	75
Level 4 Certificate In Leading the Internal Quality Assurance of Assessment Processes and Practice	17	180
Level 4 Certificate In Leading the External Quality Assurance of Assessment Processes and Practice	17	100
Level 4 Certificate In Education and Training	21	140

Further information and support can be accessed by speaking to a member of the SFEDI Awards team.