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# Unit Handbook

## USK41 - Planning and conducting investigations

Unit reference number: K/650/9264

**Level: 3**

**Guided Learning (GL) hours: 30**

### Unit aim

The aim of this unit is to provide learners with the knowledge and understanding of the process for completing effective and ethical investigations planning. Learners will develop an understanding of the purpose, categories, and the importance of witnesses during investigations. Learners will also gain knowledge of interview strategies and questioning techniques used in investigations and how to write investigative reports.

### Learning outcomes

There is one learning outcome to this unit. The learner will:

LO1 Understand how to plan and complete investigations

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# Unit content

## Evidence requirements

Learners must provide a portfolio of evidence for this unit.

## Assessment guidance

Types of portfolio evidence that could be used, but are not limited to:

- Workbook
- Assignments
- Investigation plans
- Decision making logs
- Presentations
- Case studies

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# Learning outcomes

Learning Outcome	Assessment Criteria
LO1 Understand how to plan and complete investigations	1.1 Describe the importance of investigation plans
	1.2 Explain the process for completing ethical and effective investigations plans
	1.3 Describe the importance and purpose of using witnesses during investigations
	1.4 Describe the categories of witnesses that can be used in an investigation
	1.5 Outline the qualities of a good communicator
	1.6 Explain the purpose of effective questioning during an investigation
	1.7 Describe the different types of interview strategies that can be used during an investigation
	1.8 Describe what is meant by cognitive interviewing
	1.9 Explain what is meant by conversation management
	1.10 Describe the skills that are needed to be able to write investigation reports

## Document History

Version	Issue Date	Changes	Role
1	1/12/2023	First published	Product and Regulation Manager