



BSc (Hons) Policing and Investigation (DL)

Programme Specification

Primary Purpose

Course management and quality assurance.

Secondary Purpose

Detailed information for students, staff and employers. Current students should refer to the related Course Handbook for further detail.

Disclaimer

The University of Portsmouth has checked the information given in this Programme Specification. We will endeavour to deliver the course in keeping with this Programme Specification; however, changes may sometimes be required arising from annual monitoring, student feedback, review and update of units and courses. Where this activity leads to significant changes to units and courses, there will be prior consultation of students and others, wherever possible, and the University will take all reasonable steps to minimize disruption to students. It is also possible that the University may not be able to offer a unit or course for reasons outside of its control, for example; the absence of a member of staff or low student registration numbers. Where this is the case, the University will endeavour to inform applicants and students as soon as possible. Where appropriate, the University will facilitate the transfer of affected students to another suitable course.

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Course Details

1. Named Awards

BSc (Hons) Policing and Investigation

2. Course Code (and UCAS Code if applicable)

C2459P

To view units and course structures please visit www.port.ac.uk/unitwebsearch and enter the 'C' code above to find the correct course.

3. Awarding Body

University of Portsmouth

4. Teaching Institution

University of Portsmouth

5. Accrediting Body

N/A

6. QAA Benchmark Groups

Criminology (2014)

7. Document Control Information

August 2017

8. Effective Session

2017-18

9. Author

Dr John Fox

10. Faculty

Humanities and Social Sciences

11. Department

Institute of Criminal Justice Studies

Curriculum

12. Educational Aims

- To provide a challenging and stimulating study environment, based upon quality learning and teaching practices.
- To provide a framework allowing students to follow a coherent programme of study

- To enable students to study a multi-disciplinary subject and develop specialist interests in key areas of policing and criminal justice, including the role and professional practices of police investigators as well as other criminal justice related agencies.
- To enable students to exercise choice in their studies, drawing upon the expert knowledge and research of academics teaching in the department.
- To provide an opportunity for students to create and understand links between the disciplines making up the field of criminal justice, policing and criminal investigation.
- To provide students with the opportunity to develop key academic skills, enabling critical thinking and the ability to undertake independent research.
- To provide students with the knowledge, experience and employability skills required to maximise career and postgraduate study opportunities
- To provide a broad education presenting multiple perspectives on policing and investigation, acknowledging issues relating to diversity, social justice and human rights.
- To foster knowledge of criminal justice, policing and investigation in a multi-disciplinary context and critical engagement with its subject areas
- To provide an understanding of the role of empirical research in challenging existing theories and creating new theories
- To facilitate students understanding of and competence in a range of qualitative and quantitative research skills for exploring crime and investigation
- To provide the opportunity to develop transferable skills required for future professional success

13. Reference Points

The programme and outcomes have been developed taking account of:

- The University of Portsmouth Curriculum Framework Document
- QAA Code of Practice for the Assurance of Academic Quality and Standards in HE
- Framework for the Higher Education Qualifications
- The scholarship and research expertise of academic members of ICJS staff
- Subject Benchmark Statements for Criminology
- ICJS 'Core Values'.
- The UK College of Policing, Professionalising the Investigation (PIP) Programme.
- QCA Key Skills Standards

14. General Learning Outcomes

Level 4

Certificates of Higher Education are awarded to students who have demonstrated:

- knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study

Typically, holders of the qualification will be able to:

- evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work
- communicate the results of their study/work accurately and reliably, and with structured and coherent arguments
- undertake further training and develop new skills within a structured and managed environment

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility

Level 5

Diplomas in Higher Education are awarded to students who have demonstrated:

- knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
- ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge

Typically, holders of the qualification will be able to:

- use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis
- effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively
- undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making

Level 6

Bachelor's degrees with honours are awarded to students who have demonstrated:

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline
- conceptual understanding that enables the student:
 - to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
 - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline)

Typically, holders of the qualification will be able to:

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects
- critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility
 - decision-making in complex and unpredictable contexts

- the learning ability needed to undertake appropriate further training of a professional or equivalent nature

15. Learning Outcomes

A. Knowledge and Understanding of:

- A.1 Core aspects of investigation theory and policing processes, including a range of contributing 'sub' disciplines
- A.2 Specialist areas of policing and investigation, some at the cutting edge of policing reform and social policy development
- A.3 An understanding that 'policing' is not just about 'the police' organisation but the social contexts within which police officers operate.
- A.4 An appreciation of the early development of investigation and the recent attempts to professionalise the investigation process by linkage to national occupational standards
- A.5 A range of criminal justice research paradigms and methods
- A.6 The changing nature of the policing family especially the emergence of outsourcing to the private sector
- A.7 The development of academic skills, reading and research, the writing of academic essays and undertaking independent research, including a dissertation
- A.8 Quantitative and qualitative research methods
- A.9 The development of communication skills to analyse, question and debate key issues relating to policing and investigation to a range of audiences, including professionals and lay people.

B. Cognitive (Intellectual or Thinking) Skills, able to:

- B.1 Generate and explore creative and original ideas
- B.2 Apply multiple and competing perspectives to criminological issues and debates
- B.3 Gather, retrieve and synthesise information from a range of sources, recognising the validity and reliability of some sources over others
- B.4 Think analytically and critically about the multi-disciplinary nature of criminological publications
- B.5 Select appropriate theories in developing research methodologies to support projects, dissertations and other written work
- B.6 Evaluate evidence from a range of sources and make informed judgements
- B.7 Develop and sustain reasoned arguments to a range of audiences
- B.8 Identify and focus on topical and pertinent issues, placing debates in their wider social and political contexts
- B.9 Use evidence-based reasoning to reflect on practical, theoretical and ethical issues involved in criminology research

C. Practical (Professional or Subject) Skills, able to:

- C.1 Communicate criminological ideas in both written and oral formats, including reports.
- C.2 Problem solve and develop reasoned argument
- C.3 Retrieve and organise information effectively from a range of reliable and valid sources
- C.4 Work effectively under pressure and exercise effective time management skills
- C.5 Be sensitive to environmental and interpersonal aspects
- C.6 Conduct a substantial piece of criminological research, under appropriate supervision

D. Transferable (Graduate and Employability) Skills, able to:

- D.1 Contribute to online group discussions and debates about a complex subject, involving the management of tasks and problem solving skills (C3.1)
- D.2 Research, read and synthesise information from a range of sources and documents about a complex subject, making decisions regarding the reliability and validity of the sources used (C3.3)
- D.3 Develop written communication skills by employing different types of written documents (essays, reports, articles, dissertation) to convey knowledge and understanding of complex subjects and debates (C3.4)
- D.4 Present information from a range of sources for different purposes and audiences (IT3.3)

- D.5 Recognise, explore and describe a problem, agree standards and outcomes for its solutions, involving team working and problem solving skills (P3.1, 3.2, 3.3)
- D.6 Work towards achieving agreed objectives, seek to establish and maintain co-operative working relationships in meeting responsibilities (W3.2)
- D.7 Make use of feedback to plan, organise and review own performance, using analytical and reflective skills (L3.1).

16. Learning and Teaching Strategies and Methods

A1-A9 are delivered by distance learning using interactive texts and online material, backed by telephone and e-mail tutor support, Moodle, twice weekly evening online discussion and study support sessions, together with optional attendance at an annual Study School.

B1 - B9 are delivered by distance learning using interactive texts and online material, backed by telephone and e-mail tutor support, Moodle, twice weekly evening online discussion and study support sessions, together with optional attendance at an annual Study School.

C1 – C6 are delivered by distance learning using interactive texts and online material, backed by telephone and e-mail tutor support, Moodle, twice weekly evening online discussion and study support sessions, together with optional attendance at an annual Study School.

D1-D7 are delivered by distance learning using interactive texts and online material, backed by telephone and e-mail tutor support, Moodle, twice weekly evening online discussion and study support sessions, together with optional attendance at an annual Study School.

17. Assessment Strategy

A1-A9 are assessed through essays, reports and a research dissertation.

B1 - B9 are assessed through essays, reports and a research dissertation.

C1–C6 are assessed formatively and summatively through coursework, including essays, report writing, a dissertation and online tools in Moodle.

D1-D7 are assessed through essays, article reviews, presentational assessments, reports and a research dissertation.

18. Course Structure, Progression and Award Requirements

See [Unit Web Search](#)¹ for full details on the course structure and units

- 360 credits are required to achieve an honours degree. Standard University rules apply and the regulations must be consulted for a full description of exit awards.
- The programme operates on a 4.5 year part time basis.
- Units are 20 credits (with the exception of the 40 credit dissertation and the 40 credit optional unit, Police, Law and Community).
- One credit is equivalent to 10 notional learning hours.
- Each level comprises a minimum of 120 credits.
- Students study 80 credits per year.

19. Employability Statement

Employability skills are delivered (and assessed where applicable) throughout the curriculum. We provide structured support to enable students to develop their employability skills from L4 to L6. Core units at each level will include most of the academic and employability skills that are listed in Annex 7 of the 2012 Curriculum Framework.

ICJS has a range of links with local and national employers within the criminal justice sector which enhance our teaching, research and knowledge transfer activities. Our curriculum is also informed by the contributions of former criminal justice practitioners on our academic staff.

¹ www.port.ac.uk/unitwebsearch

The programme has been developed to meet the requirements of the expanding policing and investigation professional market, and also to meet the needs of those working within these industries whose roles are becoming increasingly complex. It includes questions of strategic and operational management, crime management, public order and customer care. This qualification will give the individual the skills required to enhance their professional capabilities, and will also help to promote these skills to future employers.

Course Management

20. Support for Student Learning

- The Course is managed by a Course Leader
- Collaborative programmes are managed on a day-to-day basis by the University Contact who may or may not be the Course Leader
- Extensive induction programme introduces the student to the University and their course
- Each student has a personal tutor, responsible for pastoral support and guidance
- University support services include careers, financial advice, housing, counselling
- The Academic Skills Unit (ASK)
- The Additional Support and Disability Advice Centre (ASDAC)
- Student course and unit handbooks provide information about the course structure and University regulations
- Feedback is provided for all assessments
- A dedicated Student Services Centre.
- Excellent library facilities, including e-books and journals.
- The University of Portsmouth has consistently been awarded an excellent rating for student support and guidance in a number of Quality Assurance Agency inspections.
- Each student is given access to interactive learning materials with embedded formative elements and including recommendations for additional study and student support information.
- The materials are backed by a system of telephone and e-mail or online tutor support.
- Additional tutor support is offered to any student who obtains a mark of 40% or less in any assessment.
- Students are encouraged to make use of their local university library facilities through the SCONUL scheme
- Annual study schools offer students opportunities for lectures, group discussions, workshops and study skills support.

21. Admissions Criteria

A. Academic Admissions Criteria

- The only requirement for all individuals will be academic judgement that the student will benefit from the programme and successfully complete it.
- This may be evidenced by one A2 level, vocational A level, NVQ level 3, professional qualifications or experience, or equivalent.
- Students who have obtained the CertHE in Counter Fraud and Criminal Justice Studies or CertHE in Risk and Security Management or other suitable CertHE in the past 5 years may join the course at Level 5.
- Direct entry to Level 6 is possible for those who have gained the FdA in Police Studies or the FdA in Investigation and Evidence within the last 5 years.

English Language Criteria

For those applicants where English is not their first language, IELTS 6.0 with no component below 5.5. A formal exemption process is in place at Admissions stage for relevant cases.

B. Disability

The University makes no distinction in its admissions policy with regard to disability and will endeavour to make all reasonable adjustments in order to make it possible for students to study at Portsmouth on a course of their choice.

22. Evaluation and Enhancement of Standards and Quality in Learning and Teaching

A. Mechanisms for Review and Evaluation

- Course Leader's Annual Standards and Quality Evaluative Review
- Head of Department's Annual Standards and Quality Evaluative Review
- Unit and Course Level student feedback considered at Board of Studies
- Unit Assessment Board consideration of student performance for each programme
- Annual Standards and Quality Reports to Board of Studies, including consideration of Subject and Award External Examiner Reports
- Periodic Programme Review
- Student Representatives and Student/Staff Consultative Committees
- National Student Survey
- Staff Performance and Development Review
- Peer Review and Development Framework
- Faculty Learning and Teaching Committee

B. Responsibilities for Monitoring and Evaluation

- Unit Co-ordinators for unit content and delivery
- Course Leader for day-to-day running of course
- University Academic Contact for day-to-day running of course
- Board of Studies with overall responsibilities for operation and content of course
- Head of Department
- Associate Head (Academic)
- Associate Head (Students)
- Associate Dean (Academic)
- Associate Dean (Students)
- Quality Assurance Committee
- Unit, Award and Progression Board of Examiners

C. Mechanisms for Gaining Student Feedback

- Student Representation on Board of Studies
- Student Staff Consultative Committees
- Unit and Course level student feedback questionnaires
- University participates in external student surveys, e.g. National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES) and International Student Barometer (ISB)

D. Staff Development Priorities

- Academic staff undertake activities related to research, scholarship, teaching and learning and student support and guidance
- Annual staff performance and development reviews match development to needs
- Managers undertake a variety of management development programmes

- New academic staff required to undertake appropriate University of Portsmouth learning and teaching programmes
- All academic staff encouraged to seek Higher Education Academy membership
- Academic staff undertake initial and continuing professional development within the Academic Professional Excellence Framework (APEX) programme which is aligned with the Higher Education Academy (HEA)'s UK Professional Standards Framework (UKPSF)
- Support staff are encouraged to attend short courses in areas such as minute taking, and specific IT packages

23. Assessment Regulations

The current University of Portsmouth academic regulations will apply to this programme (see [Assessment and Regulations²](#)).

24. Role of Externals

Subject External Examiners who will:

- Oversee unit assessment and usually attend Unit Assessment Boards
- Review unit assessment strategy
- Sample assessment artefacts
- Present report to Unit Assessment Boards

Award External Examiners (usually also a Subject External Examiner) who will:

- Oversee and attend Award/Progression Boards
- Scrutinise and endorse the outcomes of assessment
- Ensure that the standard of the award is maintained at a level comparable with that of similar awards elsewhere in the United Kingdom

25. Indicators of Standards and Quality

A. Professional Accreditation/Recognition

N/A

B. Periodic Programme Review (or equivalent)

The Periodic Programme Review on 5th February 2015 confirmed that the curriculum was fit for purpose and that annual monitoring and review processes were effective.

C. Quality Assurance Agency

QAA Higher Education Review, March 2015, judgements about standards and quality meet UK expectations (*for full report see [Higher Education Review of the University of Portsmouth, March 2015³](#)*).

D. Others

None.

26. Further Information

Further information may be found in:

- Student Handbook

² www.port.ac.uk/departments/services/academicregistry/qualitymanagementdivision/assessmentandregulations/

³ www.qaa.ac.uk/en/ReviewsAndReports/Documents/University%20of%20Portsmouth/University-of-Portsmouth-HER-15.pdf

- University of Portsmouth Curriculum Framework Document
- University of Portsmouth Prospectus
- [University of Portsmouth](#)⁴ and [Institute of Criminal Justice Studies](#)⁵ websites

⁴ www.port.ac.uk/

⁵ <http://www.port.ac.uk/institute-of-criminal-justice-studies/>