

HABC Level 3 International Certificate in Close Protection

Learner Forename:

Learner Surname:

Centre Name:

Centre Number:

Signatures

Learner:

Date

Tutor:

Date

IQA*:

Date

EQS*:

Date

* for completion if the evidence has been sampled by the IQA or EQS

Assessment Guidance for the HABC Level 3 International Certificate in Close Protection

This qualification is assessed by portfolio of evidence by the Nominated Tutor and confirmed as complete by the Internal Quality Assurance (IQA) person

The exam papers and answers should be sent to HABC after completion as per the examination and invigilation procedures stated in the Core Manual.

This guidance has been written to assist Centres to meet the requirements of the portfolio and Internal Quality Assurance.

The following 19 Assessment Criteria must be assessed by portfolio of evidence:

- 2.1 Carry out a threat and risk assessment;
- 3.1 Demonstrate surveillance techniques;
- 4.1 Produce a plan for venue security;
- 5.1 Design and implement an operational plan;
- 5.2 Conduct a team briefing;
- 6.1 Demonstrate effective negotiation skills;
- 7.1 Demonstrate team working skills;
- 8.1 Conduct a reconnaissance;
- 9.1 Demonstrate close protection foot formations;
- 9.2 Demonstrate body protection of a principal;
- 9.3 Demonstrate foot evacuation of a principal;
- 10.1 Interpret information from maps;
- 10.2 Produce primary and secondary route plans;
- 11.1 Carry out embus and debus drills;
- 11.2 Carry out convoy drills;
- 11.3 Carry out anti ambush drills;
- 11.4 Carry out a basic evacuation procedure with a vehicle;
- 12.1 Demonstrate search techniques; and
- 13.1 Demonstrate techniques used to avoid and defuse conflict situations.

All of the remaining learning outcomes are tested by the multiple choice exam and do not need to be evidenced in the portfolio.

The Nominated Tutor must ensure that the IQA and the External Quality Support (EQS from HABC) are able to clearly identify that the learner has met each assessment criteria. Examples of evidence that the learner may gather could be:

- Written work from the learner, such as a plan for venue security. If learners have worked in pairs or groups, please ensure that the EQS can clearly identify the input of each individual.
- Observation by the tutor. This can be a written full account of what the tutor saw or it can be filmed or audio recorded during the exercise.

- Witness testimony. A written or recorded full account by the Principal as to how each learner performed during foot formations etc.
- Photographs. A tutor explanation is required to support any photographs.

All evidence must be authenticated by the learner. This includes signatures on written evidence (including typed). Filmed and photographic evidence can be authenticated by date and time stamps and comparison to a copy of the learner identification sheet or other method of identification provided in the portfolio.

The tutor and the learner must both sign the assessment documentation to confirm that the learner accepts the tutor decision for each learning outcome.

The Portfolio Reference will either be the number of a document in the portfolio, a reference to a piece of footage or a photograph and its supporting tutor statement.

The tutor feedback must include a statement as to why the tutor has decided the learner has met the assessment criteria.

Once the tutor is confident that all learning outcomes have been met and the portfolio is complete and auditable, the portfolio should be passed to the IQA.

The IQA is not a second tutor. The IQA role is to audit the portfolio after the completion of the course to ensure that the learning has met all of the learning outcomes satisfactorily and that the learner and the tutor have completed all of the documentation fully and correctly.

The IQA feedback to the tutor should clearly detail what they have sampled (read or viewed) and whether it met the learning outcome; was it very good or poor. If improvement is required then the IQA must give guidance as to how the tutor can improve.

Once the IQA is confident that the portfolio is complete and auditable, the NOC form should be sent to HABC. This will trigger the request for an EQS visit.

Centres that do not have Direct Claims Status require an EQS to sample and accept the portfolios prior to the certificates being issued by HABC. Please ensure that you tell your Account Manager when your course is being run and at what point the portfolios will be ready to present to the EQS. HABC can then ensure that an EQS is available to sample your portfolios, either at your Centre or remotely.

Assessment Record

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| You can: | | | | | |
| 1.1 Carry out a threat and risk assessment | | | | | |
| 3.1 Demonstrate surveillance techniques | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| 4.1 Produce a plan for venue security | | | | | |
| 5.1 Design and implement an operational plan | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| 5.2 Conduct a team briefing | | | | | |
| 6.1 Demonstrate effective negotiation skills | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|-------------------------------------|----------|---------------------|-------------------|-----------------|----------|
| 7.1 Demonstrate team working skills | | | | | |
| 8.1 Conduct a reconnaissance | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| 9.1 Demonstrate close protection foot formations | | | | | |
| 9.2 Demonstrate body protection of a Principal | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| 9.3 Demonstrate foot evacuation of a Principal | | | | | |
| 10.1 Interpret information from maps | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| 10.2 Produce primary and secondary route plans | | | | | |
| 11.1 Carry out embus and debus drills | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|-----------------------------------|----------|---------------------|-------------------|-----------------|----------|
| 11.2 Carry out convoy drills | | | | | |
| 11.3 Carry out anti ambush drills | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| 11.4 Carry out a basic evacuation procedure with a vehicle | | | | | |
| 12.1 Demonstrate search techniques | | | | | |

| | Evidence | Portfolio Reference | Learner Signature | Tutor Signature | Feedback |
|--|----------|---------------------|-------------------|-----------------|----------|
| 13.1 Demonstrate techniques used to avoid and defuse conflict situations | | | | | |

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|-----------------------------|--------------|
| Additional Feedback: | |
| | |
| Tutor Signature: | Date: |
| Learner Signature: | Date: |

IQA report

| | |
|--------------------|--|
| Learner's name | |
| Tutor's name | |
| IQA | |
| Assessment | |
| Date of assessment | |
| Date of IQA | |

| | Checklist | Yes | No |
|----|--|-----|----|
| 1. | Does the assessment planning clearly depict the intended activities for the learner to undertake before the next assessment? | | |
| 2. | Are the learner's assessment records being updated/completed on an ongoing basis? | | |
| 3. | Has the tutor confirmed authenticity, sufficiency, accuracy, consistency and validity? | | |
| 4. | Was the learner directly observed? | | |
| 5. | Was knowledge and understanding assessed? | | |
| 6 | Has the witness status list been provided to authenticate witness, and are all signatures in place (if applicable)? | | |

Feedback to tutor

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Agreed action plan/development requirements

Target date

| | |
|--|--|
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|--|----------------------|--|------|--|
| I confirm I have received feedback and fully understand any action points. | Tutor Signature. | | Date | |
| Does the evidence sampled meet the qualification requirements? Yes/No | IV/IQA Signature. | | Date | |