

SFJWM6

Investigate and report on events to inform future practice



Overview

As this unit applies across a range of working contexts, the following guidelines apply at element level:

Gather information to support the investigation of an event

This element concerns your ability to collect information from a range of sources which is relevant to and supports the investigation of an event. This may include written, verbal and/or statistical information from internal and external sources.

Report the findings and conclusions of an investigation

This element concerns your ability to prepare and present your findings and conclusions, based on the collection and analysis of information you have collected. It includes your ability to present information on specified formats, with supporting arguments, rationale and factual data.

SFJWM6

Investigate and report on events to inform future practise

Performance criteria

You must be able to:

Gather information to support the investigation of an event

- P1 you confirm with relevant people the purpose of the investigation, your methods, objectives and timescales
- P2 you check the accuracy and completeness of information from all available sources
- P3 your contact with people is positive, sensitive to the nature of the investigation and avoids conflict
- P4 your methods comply with requirements, and maintain confidentiality and security
- P5 you secure and preserve evidence for further action
- P6 you consistently minimise risk to yourself and others and damage to property
- P7 you operate within agreed levels of your authority and responsibility
- P8 your records are in the agreed format, accurate, complete, legible and available to authorised users

Report the findings and conclusions of an investigation

You must be able to:

- P9 your report contains clear conclusions, recommendations, priorities and analysis of risk critical issues
- P10 you present your report in a format and style relevant to the nature of the investigation
- P11 your report is available to authorised people within agreed timescales
- P12 you clarify access to and availability of relevant supplementary materials which support your report
- P13 your presentation of conclusions differentiates clearly between fact and opinion
- P14 information on which your analysis is based is valid and sufficient to support your conclusions
- P15 your records are in the agreed format, accurate, complete, legible and available to authorised users

SFJWM6

Investigate and report on events to inform future practise

Knowledge and understanding

You need to know and understand:

Health and safety

- K1 hazards and risks of the workplace affecting people and the environment
- K2 how to apply practices that maximise the health, safety and welfare of yourself and others in the workplace
- K3 how to make and apply decisions based on the assessment of risk

Organisational

You need to know and understand:

- K4 applicable Fire service or other legislation
- K5 how to access, interpret and provide relevant information, including feedback
- K6 record systems and their use
- K7 sources and availability of information
- K8 different types of investigation required within the organisation

Personal and Interpersonal

You need to know and understand:

- K9 how to communicate clearly and effectively with the range of people involved
- K10 how to treat colleagues and members of the public with respect and consideration, taking account of, and accepting, diversity
- K11 lines and methods of communication/reporting in the workplace
- K12 roles, responsibilities and limits of authority of self, others and other agencies in the workplace
- K13 report writing techniques
- K14 methods and principles of report writing

Technical

You need to know and understand:

- K15 how to interpret information of different types and from a range of sources
- K16 how to conduct an investigation
- K17 how to gather and present evidence
- K18 how to identify and preserve evidence
- K19 how to support the investigation of an event
- K20 types of evidence and its importance
- K21 methods and principles of report writing

SFJWM6

Investigate and report on events to inform future practise

Additional Information

Glossary

These definitions are provided to explain how key words and concepts are used in this unit.

Relevant people

May include team members, line managers, colleagues, specialists and people outside of your organisation

Information

Relating to an event and to similar events, textual, graphical, written and verbal

Records

Written and computerised, relating to your work activity in respect of the investigation

Supplementary materials

Supporting information from a range of sources

SFJWM6

Investigate and report on events to inform future practise

Developed by	Skills for Justice
---------------------	--------------------

Version number	2
-----------------------	---

Date approved	September 2005
----------------------	----------------

Indicative review date	April 2012
-------------------------------	------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Skills for Justice
---------------------------------	--------------------

Original URN	SfJ WM6
---------------------	---------

Relevant occupations	Fire and Rescue Watch Managers
-----------------------------	--------------------------------

Suite	Watch Management
--------------	------------------

Key words	Evaluate, collect, collate, data gathering, storing, information, presenting, reporting
------------------	---