

Exemplar Assignment Brief

2017

**Pearson BTEC Level 2 Award for
Working as a CCTV Operator (Public
Space Surveillance) within the Private
Security Industry**

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Introduction

This assignment has been written for centres:

- to assess learners knowledge and understanding
- to comply with the SIA license linked qualification requirements

This assignment has been set as an exemplar and should be internally marked and made available for standards verification; this assignment can be altered and amended as necessary. If you have made any amendments to this assignment brief, it must be internally verified before being issued to learners.

Please be aware that:

- Learners can complete this assignment in the classroom, as part of distance learning or under the supervision of a tutor/Assessor.
- Learners must achieve a pass for all Assessment Criteria.
- Learners must achieve all Learning Outcomes and Assessment Criteria stipulated in this assignment.
- A record of assessment materials, learners' answers and additional evidence must be kept securely to allow Standards Verification to take place.
- **All assessment and verification records must be retained for a minimum of three years after certification has been issued.**

Assignment Cover Sheet

Centre		
Learner name		
Programme	Pearson BTEC Level 2 Award Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	
Unit title	Unit 2: Practical Operation of CCTV Equipment within the Private Security Industry	
Assignment title	Operational use of CCTV equipment	
Tutor name		
Issue date	Submission date	Re-submission date(s)

Learner declaration

I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

Signed (learner) _____ Date _____

Assessor declaration

I declare that the work submitted for assessment is entirely the learner's own work.

Signed (Assessor) _____ Date _____

Assignment Scenario

You are working as a CCTV operative for Bristol Council. Bristol is a busy city and during the summer months attracts large crowds of visitors, both during the day and on an evening. It also regularly hosts events such as the balloon festival. It is the middle of July and a Saturday evening and your shift begins at 7.30pm. At the briefing you have been advised to expect a busy night as lots of families have come into the city for a range of events.

Activity 1

At the beginning of your shift it is important to check all your equipment. Carry out function checks of the CCTV system (2.1). You have noticed a slight fault with camera 4; carry out equipment fault reporting procedures (2.2).

Your shift has now begun and you have noticed two men who appear to be acting suspiciously on camera 2. Identify body language and behaviours that could indicate unusual or suspicious activity (1.3) and demonstrate appropriate use of keypads and joysticks to operate cameras, monitors and associated equipment (2.3). As the men argue, punches are thrown. Produce images of sufficient quality for evidential purposes (2.9) and record images into storage media in an evidentially sound manner (2.10).

The police have arrived at the scene and it seems an arrest has been made. Complete documentation ensuring the audit trail is sound (2.12) and ensuring that you give clear and accurate descriptions of people, vehicles and events (2.4).

It is now after 11.00 pm and has started to rain. Demonstrate how to overcome problems caused by weather, lighting and poor positioning (2.11). Many of the public houses are now closing and it is likely multiple incidents will occur as people head home. Explain how to work with the control room team to deal with multiple incidents (1.2)

Activity 2

Your attention is drawn to an incident that is unfolding on camera 1. There is a male acting suspiciously carrying a large holdall. As the police arrive the male runs away. Explain the actions to be carried out when suspected criminal activity is detected by the CCTV operator (1.1) then detect and track/follow him as he escapes on foot or in a vehicle (2.5). It is important that you use cameras to view the suspect as he evades the police by entering or leaving an area (2.6).

A police officer follows the suspect and radios to you that he thinks he has gone into a nearby industrial area. Use cameras to search the outside of buildings, streets and open spaces for suspicious items (2.8). You locate the suspect and radio his location to the police. The police officer does not respond. Carry out lost contact drills (2.7). You finally locate the officer; he is fine and has the suspect in custody, result!

It is anticipated that you will complete this assignment activity through demonstration and participation in a number of role play / scenario based activities which will be observed by your tutor and recorded on the observation form attached.

Knowledge Workbook

Learning Outcome 1: Understand how to use CCTV equipment

This question sheet should be completed by the learner after the scenario activities or by the Assessor after oral questioning of the learner.

Q1: Explain what actions you need to carry out when you suspect you have detected criminal activity whilst you are working in your CCTV operator role. AC 1.1

How you would recognise and report potential criminal activity?

How would you use the cameras to track and gather evidence in real time?

How would you ensure you comply with the law?

(Data Protection; Regulation of Investigatory Powers; Human Rights Act)

<p>Q2: Explain how you would work with your control room team to deal with multiple incidents. AC 1.2</p>
<p>How would you prioritise incidents?</p>
<p>How would you make best use of the equipment available to you?</p>
<p>How would you communicate with your team and other agencies?</p>
<p>How would you capture and store images and ensure required documentation was completed?</p>
<p>What post incident actions should you complete?</p>

Q3: Identify body language and behaviours that could indicate unusual or suspicious activity.

AC 1.3

What body language, behaviours or clothing might you observe that would make you suspicious?

Assessor Observation Record

Qualification	Pearson BTEC Level 2 Award Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	Assessor name	
Unit 2:	Unit 2 Practical Operation of CCTV Equipment	Learner name	
		Interval Verifier name	
LO 2: Be able to operate the CCTV System		Assessor Comments Please provide details as to how the learner met each Assessment Criterion	Achieved? Tick if yes
2.1 Carry out functional checks of the CCTV system Route & handover checks Check equipment (cameras, monitors recording equipment, computer work stations, lights) Recording procedures Forms to be completed <i>Additional evidence expected - completed check-list for the CCTV system</i>			
2.2 Carry out equipment fault reporting procedures Why faults must be reported/dealt with Record faults identified (complete paperwork) and handover Common types of fault Procedure for getting faults repaired Who needs to be informed <i>Additional evidence expected - completed fault reporting form</i>			

<p>2.3 Use keypads and joysticks to operate cameras, monitors and associated equipment</p> <p>Cameras (Pan, Tilt, Zoom) Switching cameras Controls (keypads, joysticks) Monitors Incident handling (electronic, paper based)</p>		
<p>2.4 Give clear and accurate descriptions of people, vehicles and events</p> <p>Individuals/groups (gender, age, build/height, clothing, distinguishing features, ethnicity, hair style/colour) Vehicles (colour, registration, type) Location & directions Type of incident, location, who/what is involved, describe event as it unfolds Complete relevant paperwork</p> <p><i>Additional evidence expected - witness statement and incident report/log</i></p>		
<p>2.5 Detect and track/follow a suspect on foot or in a vehicle</p> <p>Locate and track suspect using multiple cameras/real time recording Positioning cameras, use pan, tilt and zoom Securing evidence for identification of suspect Securing images of evidential quality Communication with team and 3rd parties Contacting neighbouring control room if leaving an area</p>		
<p>2.6 Use cameras to view a suspect entering or leaving an area</p> <p>Use of multiple cameras Positioning cameras pan, tilt and zoom Communication with team and 3rd parties</p>		

<p>2.7 Carry out a lost contact drill</p> <p>Checks of last location Appropriate use of multiple cameras Communication with team and 3rd parties Prioritising search area Methodical and systematic searching Zooming out and carrying out a 360 degree check Contacting neighbour control room if relevant</p>		
<p>2.8 Use cameras to search the outside of buildings, streets and open spaces for suspicious items</p> <p>Appropriate use of multiple cameras to search an area Communication with team and 3rd parties Methodical and systematic searching Zooming out and carrying out a 360 degree check Actions if located; inform relevant authorities</p>		
<p>2.9 Produce images for evidential purposes</p> <p>Produce images of quality/size that could be used as evidence/identification 100% Recognition of people and vehicles, 50% Showing close ups and or wide angle of incident Use of real time recording Use of multiple cameras Use of pan, tilt and zoom Appropriate paperwork Solid audit trail</p> <p><i>Additional evidence expected - 100% image and 50% image</i></p>		

<p>2.10 Record images onto storage media in an evidentially sound manner</p> <p>Recording images onto storage media Using digital or analogue system Labeling/unique reference numbers Producing copies that could be used as evidence Continuity of evidence Appropriate paperwork Documentation associated with an incident Incident report/log Witness statement and other documentation for incident Documentation associated with recording and storing images</p> <p><i>Additional evidence expected - copy CD of recorded evidence / other associated paperwork eg incident report/log, witness statement</i></p>		
<p>2.11 Overcome problems caused by weather, lighting and poor positioning when using CCTV equipment</p> <p>Alternative position of camera (pin, tilt and zoom) Use of infra-red; black & white Use of ancillary equipment (alternative light sources, alternative cameras) Monitor controls; amending/changing light, camera, tilt Recording and reporting procedures</p>		
<p>2.12 Complete documentation ensuring audit trail is sound</p> <p>Documentation associated with recording and storing images, witness statements incident log Completing incident report/log Include any rough notes taken during incident Ensure documentation is accurate, detailed, audit trails complete</p> <p><i>Additional evidence expected - incident report/log, witness statement, rough notes</i></p>		

Assessor summative comments

Learner signature		Date	
Assessor signature		Date	
IV signature		Date	

Assessor Summative Feedback Report

Qualification	Pearson BTEC Level 2 Award Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	Assessor name	
Unit title	Unit 2: Practical Operation of CCTV Equipment	Learner name	
		Internal Verifier name	
Evidence Required			Achieved?
Task 1 LO 1 Understand how to use CCTV Equipment			
1.1 Explain the actions to be carried out when suspected criminal activity is detected by a CCTV operator		Completed worksheets	
1.2 Explain how to work with the control room team to deal with multiple incidents			
1.3 Identify body language and behaviours that could indicate unusual or suspicious activity			
Task 2 LO 2 Be able to operate the CCTV system			
2.1 Carry out functional checks of the CCTV system		Assessor Observation Record and additional evidence as identified in the observation record	
2.2 Carry out equipment fault reporting procedures			
2.3 Use keypads and joysticks to operate cameras, monitors and associated equipment			
2.4 Give clear and accurate descriptions of people, vehicles and events			
2.5 Detect and track/follow a suspect on foot or in a vehicle			
2.6 Use cameras to view a suspect entering or leaving an area			
2.7 Carry out a lost contact drill			
2.8 Use cameras to search the outside of buildings, streets and open spaces for suspicious items			
2.9 Produce images for evidential purposes			
2.10 Record images onto storage media in an evidentially sound manner			
2.11 Overcome problems caused by weather, lighting and poor positioning when using CCTV equipment			
2.12 Complete documentation ensuring audit trail is sound			
Assessor signature		Date	
Learner signature		Date	
IV signature		Date	

