

EDI Level 2 Certificate for CCTV Operatives (Public Space Surveillance)

Specification

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Contents

Introduction

About EDI	1
EDI Level 2 Certificate for CCTV Operatives (Public Space Surveillance)	1
Previous Learning Requirements	2
Target Group	2
Progression	2
Guided Learning Hours	2
Support	3
Candidates with Particular Assessment Requirements	3

Structure of the Qualification 5

Assessment

Assessment Methods	5
Assessment and Grading Criteria	5
Multiple Choice Tests	6
Assessment in Northern Ireland	6

Appeals Procedure for Learners 7

Learning Outcomes and Assessment Criteria

Unit 1: Operating CCTV for public space surveillance	9
Learning Outcomes	10
Assessment	19
Resources	23

SIA Acceptable Proof of Identification 25

Introduction

About EDI

EDI is one of the largest awarders of accredited vocational qualifications in the UK and has been involved in providing qualifications for employment for over 100 years. We work with over 1400 centres and we award over 140,000 vocational qualification certificates every year. Our vocational qualifications are developed in collaboration with industry and are used by students and employers as a benchmark for practical skills and quality. They include National Vocational Qualifications (NVQs), Scottish Vocational Qualifications (SVQs), Vocationally Related Qualifications (VRQs), Technical Certificates, apprenticeships and Skills for Life qualifications.

EDI qualifications are accredited on the National Qualifications Framework and are eligible for government funding. EDI qualifications are also accredited on the Qualifications and Credit Framework (QCF). EDI offers unrivalled centre support, through online administration, resources and customer care.

In addition, EDI provides a wide range of services for training providers, colleges, employers and schools including customised assessments, bespoke training programmes, innovative interactive online assessments mapped to the national curriculum, an electronic portfolio system, access to high volume printing and broadband facilities. For more details, please visit the EDI website: www.ediplc.com.

EDI Level 2 Certificate for CCTV Operatives (Public Space Surveillance)

The qualification is based on the SIA specifications for core competency training for CCTV Operatives (Public Space Surveillance), which covers the necessary understanding and skills required by individuals to competently operate a CCTV system.

Aim

To provide the learner with the basic knowledge and understanding to ensure the provision of a professional level of service as a CCTV Operator; and to address the licensing requirements in the SIA regulated, operational environment.

This qualification will:

- Provide underpinning knowledge and understanding of the relevant legislation and company policies required of a CCTV operative
- Develop learners' understanding of why CCTV is used
- Develop the skills required to manipulate and process imagery from CCTV systems
- Develop understanding in how to prioritise and deal with incidents as they arise
- Raise the awareness of the learner of the importance and credibility of their role

Previous learning requirements

What learners will need to know before starting the programme

There is no pre-requisite knowledge or skills required before commencing this programme but some basic IT skills would be useful. See below.

What level of key skills will be required?

Learners need to be working to at least level 1 communication/literacy and numeracy skills. Some basic IT skills will also be required.

Please see the SIA English Language Competence Requirement of Candidates Achieving the Licence-linked Qualifications on page 9.

Target Group

This programme is primarily aimed at learners who are working in the CCTV industry but can equally be of use to learners who may wish to transfer from other security industry sectors into CCTV operating.

Progression

This programme is primarily aimed at learners who are working in the CCTV industry but can equally be of use to learners who may wish to transfer from other security industry sectors into CCTV operating.

It is also emphasised that this qualification has been mapped to the national occupational standards (NOS), developed by SITO, with and on behalf of the security industry. It therefore reflects the needs of the industry in terms of the knowledge, understanding and skills required for competence in employment. The specification is also mapped to the SIA Core Competency Training and Qualifications for the CCTV Operator (PSS).

Guided learning hours

In order to obtain an SIA licence you will need to show that you are trained to the right level. This applies to front line staff only.

To get one of the qualifications linked to Public Space Surveillance (CCTV) licensing you will need to attend a training course and take and pass an exam. The course may be delivered over 4 days or during weekends and/or evening sessions.

Course Content

Knowledge and Practical-based Training and Assessment (30 hours)

From the SIA website.

Support

The Centre Support Pack for this qualification includes detailed mapping to National Occupational Standards and Key Skills, together with assessment and verification requirements and guidance for the test.

In addition the Centre Support Pack contains complete documentation for internal assessment and sample multiple choice test questions.

Our website www.ediplc.com includes the most up-to-date information about this qualification, and details of any training events that will be taking place to support users of this qualification.

Candidates with particular assessment requirements

We recognise that some candidates will have particular assessment requirements. EDI's policy for candidates with particular requirements is stated in the 'Administration Guide for EDI Centres', which is available via www.ediplc.com or by contacting enquiries@ediplc.com. Please see the SIA English Language Competence Requirement of Candidates Achieving the Licence-linked Qualifications on page 7.

Structure of the qualification

The EDI Level 2 Certificate for CCTV Operatives will be awarded to learners who successfully complete the learning outcomes and assessments for the following mandatory unit:

- Unit 1: Operating CCTV for public space surveillance

Assessment objectives

The assessments enable learners to demonstrate their knowledge and understanding of:

- the purpose of a CCTV system
- the features and functions of a CCTV system
- the relevant legislation and company policies relating to the role of a CCTV operative
- Health and Safety in the Workplace procedures
- the day-to-day responsibilities for an operative of a CCTV system
- CCTV surveillance techniques
- processing imagery for use by external parties
- how imagery and equipment may be presented as evidence

Assessment

Assessment methods

The unit is assessed by an externally set and assessed multiple choice questionnaire and internally set and assessed practical competencies, which are externally moderated.

Learners claiming exemption from part of the training must supply original certificates. It is the duty of the centres to ensure that these comply with the listed Security Industry Authority exemptions.

http://www.the-sia.org.uk/home/licensing/door_supervision/wizard/wizard_training_ds.htm

Assessment and Grading Criteria

The qualification is achieved by meeting each of the assessment criteria outlined in the unit specification. The qualification is not graded.

This multiple choice test comprises 30 questions to be answered within 1 hour which will have a 70% pass mark subject to the awarding process. (LO 1, 2, 3, 4, and 8).

The assessment for learning outcomes 5, 6 and 7 is through centre-devised assessment material, which is internally marked and externally moderated.

Multiple-choice tests

The multiple-choice test is set and marked by EDI. We will send the test to the Centre with Candidate Answer Sheets after the Centre has registered the candidates with EDI. The test must be stored in a secure location until the date of the test.

At the end of the paper-based test, all materials must be collected and returned to EDI. The Candidate Answer Sheets are then scored and moderated by EDI.

All multiple-choice tests must be carried out in accordance with the EDI *Rules for the Conduct of External Assessment - Multiple Choice Tests* which are sent to registered Examination Centres.

Assessment in Northern Ireland

Due to the differences in legislation between Northern Ireland and England and Wales, EDI have developed a separate multiple choice question paper for candidates in Northern Ireland.

Appeals Procedure for Learners

If a learner is dissatisfied with an assessment outcome, they have the right of appeal. There are 3 stages in the appeals procedure and each stage must be exhausted before proceeding to the next one. Learners are advised to keep their own copies of all the documents used in the appeals procedure.

The main reasons for an appeal are likely to be:

- learners do not understand why they are not yet regarded as competent, due to lack of or unclear feedback from the Assessor
- learners believe they are competent and that the Assessor has misjudged them, or has failed to utilise some vital evidence.

Stage 1

If learners receive a decision they are unsatisfied with, they have the right to appeal directly to the Assessor who carried out the assessment. The appeal must be in writing and clearly indicate:

- the points of disagreement
- the evidence in the portfolio that the learners believe meets the requirements for claiming competence.

Stage 2

Learners who are not satisfied with the outcome of their Stage 1 appeal can next appeal to the centre Internal Verifier. This appeal must be in writing, but need not repeat the detail provided at Stage 1 as all the documentation used at Stage 1 will be passed to the Internal Verifier.

Stage 3

Learners who are not satisfied with the outcome of their Stage 2 appeal and who have exhausted all centre appeals procedures may proceed to Stage 3. This appeal must be in writing to the EDI Compliance Manager, and must be accompanied by copies of all documentation from Stages 1 and 2. There must also be evidence that the learner has exhausted all the centre internal appeals procedures

An investigation will be undertaken on behalf of EDI and the EDI appeals panel will compile a report for consideration. This consideration will lead to one of two decisions:

EITHER the appeal will either be upheld or rejected

OR the appeals panel will appoint an independent Assessor and require the learner to re-submit their portfolio and be available for interview on an agreed date. The independent Assessor will then report to the appeals panel. The appeal will either be rejected or upheld.

The decision of the appeals panel will be final.

Fee for Appeal

A fee is payable for an appeal. The current fee is listed in the Fee Sheet available from EDI Customer Service. The fee will be refunded if the appeal is upheld.

Summary

The appeals procedure aims to ensure the following:

- the operation of the appeals procedure, and results arising from it, are monitored to determine future policy
- all learners' complaints are acknowledged and investigated to establish the facts and evidence supporting the appeal. If a complaint is considered justified, remedial action will be taken
- all learners who register an appeal will receive a formal reply within 8 weeks. It is intended that the response will be to the mutual satisfaction of the learner and EDI

The appeals procedure must be communicated/available in writing to all learners as well as the action they need to take to make use of it.

Composition of the Appeals Panel

The appeals panel will comprise the chair and three independent members of the Standing Committee, the Head of Product Development and the Compliance Manager.

Unit 1: Operating CCTV for public space surveillance

About This Unit

The EDI Level 2 Certificate for CCTV Operatives (Public Space Surveillance) has been designed to develop learners' knowledge and skills to become a competent operator of a CCTV system. The purpose of a CCTV system and its features and functions will be identified along with relevant health and safety and fire safety issues.

Relevant legislation, codes of practice and company policies are an integral part of the CCTV operatives role. Learners will develop knowledge of the legislation Examples given within the content are not exhaustive and further details are identified in section 10 – Guidance on Delivery.

Learners will identify the day-to-day responsibilities of the role, alongside the development of key surveillance techniques. Ultimately, imagery which is produced from CCTV systems can be used as evidence and learners will develop the necessary skills and knowledge to meet the requirements of any request for evidence. CCTV operatives may need to attend court as a witness and this unit will develop their knowledge and skills to confidently address court appearance.

Key Skills

This unit offers learners opportunities to demonstrate key skills in the areas shown on the key skills development map on Page 47.

Learning Outcomes

In order to achieve the learning outcomes the learner must be able to-:

- L01:** Explain the purpose of a CCTV system
- L02:** Identify features and functions of a CCTV system
- L03:** Describe the relevant legislation, codes of practice and company policies relating to the role of a CCTV operative
- L04:** Apply Health and Safety within a CCTV operation
- L05:** Describe the day-to-day responsibilities for an operative of a CCTV system
- L06:** Explain CCTV surveillance techniques
- L07:** Process CCTV imagery for use as evidence by external parties
- L08:** Describe how CCTV imagery may be presented as evidence

Content

Learning Outcome 1

Explain the purpose of a CCTV system

- The uses of CCTV
 - Public safety
 - Security of property, vehicles
 - Driver/Operator safety within the transport industry
 - Locating pre-determined targets
 - Police initiatives
 - Use as evidence in civil and criminal proceedings
 - Locating missing persons

- The role and powers of enforcement agencies

- How CCTV assists enforcement agencies in their operations
e.g. police
intelligence agencies
customs and excise
local authorities

- Regulation of CCTV operatives
 - Role of the SIA
 - Requirements for licensing

Learning Outcome 2

Identify features and functions of a CCTV system

- Types of cameras used and their characteristics
 - e.g. pan tilt zoom
 - dome
 - infra-red
 - colour or black and white

- How the cameras can be installed
 - e.g. fixed
 - redeployable
 - mobile

- Where the cameras can be located
 - e.g. Town centres
 - On public transport
 - Mobile units

- How the data can be transmitted
 - e.g. Fibre optic
 - Microwave
 - GSM

- Operating controls of the system
 - Keypads
 - Joysticks
 - Touchscreens

- Imaging display in the control room
 - Types of monitor
 - Layout in the control room
 - Screen text

- Ensuring good images
 - e.g. location of other cameras
 - crime hotspots
 - restrictions of view
 - correct positioning of the cameras
 - clear line of sight
 - weather conditions
 - lighting

- Communication with other parties
 - e.g. police
 - retailers
 - community wardens

- Compare analogue and digital systems
 - e.g. equipment used
 - recording media used

Learning Outcome 3

Describe the relevant legislation, codes of practice and company policies relating to the role of a CCTV operative

- Why legislation, codes of practice and company policies are necessary
 - To protect staff
 - To protect and inform the public
- Data Protection Act 1998 (DPA)
 - Knowledge of the 8 principles of the DPA as listed in the Information Commissioners CCTV Code of Practice and how to comply with the Acts Dos and Don'ts.
- Freedom of Information Act 2000 (FOI)
 - Knowledge of the FOI and how it impacts on the DPA.
- Human Rights Act 1998 (HRA)
 - Knowledge of the HRA, how it impacts on CCTV especially Articles 6, 8, 10, 11 and 14 and its relationship to other legislation.
- Regulation of Investigatory Powers Act 2000 (RIPA)
 - Knowledge of RIPA and how requests for information under RIPA should be dealt with.
- Police and Criminal Evidence Act 1984 / The Police and Criminal Evidence (Northern Ireland) Order 1989 (PACE)
 - Knowledge of PACE and the responsibilities of the police under the Act and CCTV procedures to meet the requirements of PACE.
- Criminal Procedures and Investigations Act 1996 (CPIA)
 - Knowledge of CPIA and how the integrity of the recording of images is maintained and proven by use of an audit trail.
- Conflicts that may occur between DPA, HRA and RIPA and how these can be resolved.
- Other relevant policies
 - e.g. SIA Standards of behaviour for CCTV operatives (PSS)
 - Information Commissioner – CCTV Code of Practice
 - Own company policy and code of practice
 - Copyright issues

Learning Outcome 4

Apply Health and Safety to CCTV operations

- The importance of the Health and Safety at Work Act 1974 / The Health and Safety at Work (Northern Ireland) Order 1978
- The responsibilities of employer and employees
- Risk assessments and how they affect CCTV suites
- Reporting procedures for H&S issues

- Identify typical hazards and associated risks within the control room
- Describe the guidelines for CCTV operatives under Display Screen Regulations
- Procedures for lone working
- Stress indicators and how to alleviate them
- Actions to carry out on hearing an alarm
- Procedures on discovering a fire
- Basic fire prevention methods including different types of fire extinguisher and where they should be used
- How to evacuate a CCTV room
- The need for Personal Evacuation Plans
- Actions to be carried out on receipt of a telephone bomb warning
- How to carry out a search of a CCTV control room for suspicious objects
- Actions to be carried out on re-entering the CCTV control room

- Other emergencies that may arise
e.g. power cut
illness

Learning Outcome 5

Describe the day-to-day responsibilities for an operative of a CCTV system

- Operation of cameras, monitors, computer system and other associated equipment
- The importance of communication with internal contacts
 - Identify other team members
 - Define the roles and responsibilities of other team members
 - The importance of effective communication during incidents
 - Written communications
 - e.g. handover procedures
 - Oral communication
 - e.g. correct radio procedure
 - clear and accurate descriptions
 - use of phonetic alphabet
 - 24 hour clock
- Handover procedures
 - Importance of timely and accurate records
- Communication with external contacts
 - e.g. Dealing with police
 - Requests for information
 - Informing police of incidents
 - Community wardens
 - Dealing with customer care and complaints
- Explain the need for “confidentiality”
- Carrying out functional checks
 - Who to report faults to
 - Health & Safety requirements
- Reacting to and reporting of incidents
 - Define an incident in the context of CCTV
 - Define the difference between a crime and non-crime incident
 - Dealing with a non-crime incident
 - Prioritising incidents
 - Reporting an incident
 - Who to report to
 - How to report
 - What documentation to complete
 - Recording incidents onto storage media
 - Ensure secure management of storage media
- Maintaining accurate information
 - Confidentiality of information
 - Correct storage of documentation
 - Who has access to information

- Security aspects of the CCTV suite
 - Procedures to control access to the suite
 - Dealing with visitors
 - Communications are secure
 - Actions to take in the event of system failure
e.g. unauthorised access

Learning Outcome 6

Explain CCTV surveillance techniques

- How to plan surveillance
- How to observe suspects
- How to recognise and interpret body language
e.g. what is meant by body language
indicators of suspicious behaviour
understanding of 'normal' behaviour
- Reporting details accurately
- The procedures for targeting suspects
 - Procedures for locating pre-determined targets
 - Who can determine a target
 - Principles of tracking an individual by CCTV
 - Standards of images
e.g. monitor, detect, recognition or identification
 - The importance of ensuring equality during observation
- How to detect and track suspects
- How to deploy cameras to view a suspect entering or leaving an area
- How to carry out lost contact drills
- How CCTV can assist with locating suspect devices
 - Recognising a suspect device
 - How to assist external agencies during a bomb alert
 - How to use cameras to search for suspect devices
e.g. vehicle improvised explosive device (IED) and actions to follow if found

Learning Outcome 7

Process imagery for use by external parties

- Who has access to imagery
 - The police
 - Prosecutors (e.g. The Crown Prosecution Service / Procurator Fiscal / PSS)
 - The public
 - Other legal professionals
- How is access to imagery controlled
 - Refer to regulations LO3.
- Reproducing an image for evidence
 - e.g. video tapes
 - cds
 - still images
- Creating an audit trail for imagery to be used as evidence
 - The importance of the audit trail
 - Completion of relevant documentation
 - Handover of evidence form

Learning Outcome 8

Describe how CCTV imagery may be presented as evidence

- Define civil and criminal actions
- Describe situations where CCTV imagery can be used as evidence
- Evidence in civil proceedings
 - e.g. insurance claims
 - conflict resolution
- Evidence in criminal proceedings
 - e.g. assault
 - theft
 - unlawful damage
- Evidence in company grievances
 - e.g. bullying
 - negligence
- Define what is meant by admissible evidence
- Identify types of admissible evidence
 - e.g. Videotape or CD copy of the incident
 - Verbal or written testimony
 - Still image
 - Hard drive
- How the integrity of evidence is ensured
 - Evidence bag
 - Correct documentation and authorisation
 - Audit trail
 - Watermark in digital images
 - Encryption
- Storage of evidence
 - How long to keep evidence
 - When to destroy inadmissible or expired evidence
 - Procedures and methods of disposing of unwanted evidence
- Understand the role of the CCTV operative in court proceedings
 - e.g. What may be asked of the operative
 - Who is responsible for appearing in court
 - Writing a statement
 - Writing a witness statement

Assessment

To pass this unit the candidates must show that they have achieved the learning outcomes for the unit listed under Learning Outcomes.

Learning outcome	How assessed	Assessment criteria	Internal or external assessment
LO1: Explain the purpose of a CCTV system	MCQ	<ul style="list-style-type: none"> ▪ Identify uses for CCTV ▪ Explain the role and powers of enforcement agencies ▪ Indicate how CCTV assists enforcement agencies in their operations ▪ Explain the role of the SIA in relation to licensing 	Externally set and assessed.
LO2: Identify features and functions of a CCTV system	MCQ	<ul style="list-style-type: none"> ▪ Identify the types of cameras used and where they can be located ▪ Identify ways in which the data can be transmitted ▪ Identify operating controls of a CCTV system ▪ Identify how images can be displayed in the control room. ▪ Indicate how to ensure good quality images ▪ Identify communication channels with other parties ▪ Identify the differences between analogue and digital systems 	Externally set and assessed.
LO3: Describe the relevant legislation and company policies relating to the role of a CCTV operative	MCQ	<ul style="list-style-type: none"> ▪ Identify the major principles of the Data Protection Act ▪ Identify the major principles of the Human Rights Act that impact most on CCTV operations ▪ Identify the Act that regulates the request for information within a CCTV control room ▪ Identify the legislation that deals with the responsibilities of the police regarding evidence. ▪ Identify the Act that regulates the recording and retention of material found during the course of an investigation ▪ Explain how these Acts regulate CCTV operations. ▪ Identify conflicts that may occur between DPA, HRA and RIPA. 	Externally set and assessed.

Learning outcome	How assessed	Assessment criteria	Internal or external assessment
<p>LO4: Apply Health and Safety in the Workplace procedures</p>	<p>MCQ</p>	<ul style="list-style-type: none"> ▪ Indicate the responsibilities of employer and employee under the Health and Safety at Work legislation. ▪ Identify typical hazards and associated risks within a CCTV control room ▪ Identify procedures for lone working ▪ Identify guidelines for CCTV operatives under Display Screen Regulations ▪ Identify stress indicators and how to alleviate stress ▪ Explain fire procedures and identify fire fighting equipment. ▪ Indicate actions to be taken in the event of emergencies other than fire. 	<p>Externally set and assessed.</p>
<p>LO5: Describe the day-to-day responsibilities for an operative of a CCTV system</p>	<p>Direct observation/ witness statements</p>	<ul style="list-style-type: none"> ▪ Carry out functional checks. ▪ Demonstrate the use of keypads and joysticks to operate the cameras, monitors, computer systems and associated equipment. ▪ Demonstrate the correct radio procedures with a third party. ▪ Demonstrate the correct procedures for dealing with an incident. ▪ Explain security aspects of a CCTV suite 	<p>Internally set and assessed and externally moderated</p>

Learning outcome	How assessed	Assessment criteria	Internal or external assessment
LO6: Explain CCTV surveillance techniques	Direct observation/ witness statements	<ul style="list-style-type: none"> ▪ Demonstrate clear and accurate descriptions of people, vehicle and events. ▪ Demonstrate interpretation of body language ▪ Demonstrate how to detect and track/follow a suspect on foot or in a vehicle and produce quality evidence for subsequent investigations or prosecution. ▪ Demonstrate how to deploy cameras to view a suspect entering or leaving an area. ▪ Demonstrate how to use cameras to search the outside of buildings, streets and open spaces for suspected IEDs and the actions to follow if found. 	Internally set and assessed and externally moderated
LO7: Process imagery for use by external parties	Direct observation/ witness statements	<ul style="list-style-type: none"> ▪ Demonstrate how to record images ensuring integrity of the evidence ▪ Demonstrate how to reproduce images for evidential purposes 	Internally set and assessed and externally moderated

Learning outcome	How assessed	Assessment criteria	Internal or external assessment
<p>LO8: Describe how imagery and equipment may be presented as evidence</p>	<p>MCQ</p>	<ul style="list-style-type: none"> ▪ Define a civil action ▪ Define a criminal action ▪ Identify how CCTV imagery may be used as evidence in a civil proceeding ▪ Identify how CCTV imagery may be used as evidence in a criminal proceeding ▪ Identify how CCTV imagery may be used as evidence in a company grievance. ▪ Identify types of admissible evidence ▪ Indicate how the integrity of evidence is ensured ▪ Identify how long evidence can be store ▪ Indicate how inadmissible or expired evidence should be destroyed. ▪ Identify the role of the CCTV operative in court proceedings. 	<p>Externally set and assessed.</p>

Guidance on Delivery

The unit content provides the learner with an opportunity to develop an understanding of the industry they are entering. The delivery style should take into account the different levels of knowledge and experience of individual learners who may be new to the industry or be already working in CCTV suites. Where examples are given within the content for each learning outcome it should be noted that the list is for guidance and is not exhaustive.

The presentation of information needs to be delivered with maximum visual impact and narrative, allowing the learner to become involved. Power Point presentations, the use of IT facilities, video and VT footage, short presentations from workers within the industry, role play and group discussions would provide a range of learning environments and opportunities for learner participation.

CCTV footage will be useful in demonstrating how CCTV can be used.

An understanding of key legislation such as the 8 principles of the Data Protection Act is essential to develop the skills required for an operator of a CCTV system. Other key legislation are the Human Rights Act 1998, the Freedom of Information Act 2000, Regulation of Investigatory Powers Act 2000, Police and Criminal Evidence Act 1984, The Police and Criminal Evidence (Northern Ireland) Order 1989 and Criminal Procedures and Investigations Act 1996. There is some conflict across the different legislation. The following page shows you various websites where the full Acts are available.

CCTV operates in many different environments: town centres, public transport, taxis, airports, railways etc. Each sector will have its own key legislation, such as the Railways and Transport Safety Act 2003 or specific training requirements e.g. on-bus CCTV uses digital imaging rather than analogue, but an awareness of both analogue and digital is essential to give learners knowledge to move into an area where a different system may be used.

The Security Industry Authority website contains details of the licensing requirements for CCTV operatives plus information on training and APL. In order to ensure the information given here is up-to-date, follow the links below.

<http://www.the-sia.org.uk/home/licensing/cctv/>

Resources:

www.the-sia.org.uk Website of the Security Industry Authority

www.sito.co.uk Website of Security Industry Training Organisation

<http://www.cctvusergroup.com/> Website of the CCTV User Group

<http://www.cctvimage.com/> Official publication of the CCTV User Group

<http://www.informationcommissioner.gov.uk/> Website of the Information Commissioner's office – dealing with organisations that hold information

<http://www.acpo.police.uk/> Website of the Association of Chief Police Officers

<http://www.homeoffice.gov.uk/> Website of the Home Office

<http://www.crimereduction.gov.uk/cctvminisite4.htm> Website of Home Office CCTV initiative

<http://www.hmsso.gov.uk/> Main HMSO website for links to publications

<http://www.hmsso.gov.uk/acts/acts1998/19980029.htm> HMSO website - link to Data Protection Act 1998

<http://www.hmsso.gov.uk/acts/acts2000/20000036.htm> HMSO website - link to Freedom of Information Act 2000

<http://www.hse.gov.uk> Website of Health and Safety Executive

<http://www.dca.gov.uk/hract/hramenu.htm> Department of Constitutional Affairs

<http://www.informationcommissioner.gov.uk/> Website of the Information Commissioner's office – dealing with organisations that hold information

<http://www.informationcommissioner.gov.uk/cms/DocumentUploads/cctvcop1.pdf> Link to the Information Commissioner's office CCTV Code of Practice

<http://www.disability.gov.uk/dda/> Website – link to Disability Discrimination Act 1995 and relevant information (write in full)

<http://www.remploy.co.uk/html/index.htm> Website of Remploy, employment assistance for disabled workers

<http://www.yourrights.org.uk/your-rights/chapters/privacy/other-types-of-surveillance/cctv.shtml> Liberty's website - Details of Human Rights Acts and privacy issues

<http://www.hseni.gov.uk> Website of Health and Safety Executive for Northern Ireland

<http://www.ppsni.gov.uk> Website of Public Prosecution Service (Northern Ireland)

<http://www.nio.gov.uk> Website of Northern Ireland Office

<http://www.niassembly.gov.uk> Website of Northern Ireland Assembly

<http://www.equalityni.org> Website of Equality Commission for Northern Ireland

<http://www.opsi.gov.uk> Website of Office of Public Sector Information

<http://www.equalityhumanrights.com> Website of Equalities and Human Rights Commissions

<http://www.statutelaw.go.uk> Website of The UK Statute Law Database

**Acceptable Proof of Identification as Specified by the SIA (Security Industry Authority)
From 1 October 2007 the identification documents requirements are**

- **TWO (2)** identity documents from **GROUP A**. Of these, at least **ONE (1)** document must show your current address and at least **ONE (1)** document must show your date of birth.

OR

- **ONE (1)** identity document from **GROUP A** and **TWO (2)** documents from **GROUP B**. Of these at least **ONE (1)** document must show your current address and at least **ONE (1)** document must show your date of birth.

Acceptable forms of identity documents:-

CODE	GROUP A DOCUMENTS
01	Signed valid passport of any nationality
02	Signed UK photo driving licence (both parts of the full or provisional licence are required)
03	Valid UK firearms licence with photo
04	HM Forces ID card (UK)
05	UK birth certificate or certified copy issued within 12 months of birth, but not a photocopy
06	UK adoption certificate
CODE	GROUP B DOCUMENTS
08	Valid EU photo ID card
09	Signed UK paper driving licence
10	Marriage certificate or Civil Partnership certificate, with translation if not in English
11	Certified copy (not a photocopy) of a UK birth certificate issued more than 12 months after date of birth
12	Non-UK birth certificate, with translation if not in English
13	P45 statement of income for tax purposes on leaving a job issued in the last 12 months
14	P60 annual statement of income for tax purposes issued in the last 12 months
15	Bank or building society statement issued to your current address, less than three months old, up to 2 statements from different providers are acceptable
16	Mortgage statement issued in the last 12 months
17	Gas, electric, telephone, water, satellite, cable, mobile phone contract or utility bill issued to your current address within the last three months. You can only send us one utility bill.
18	TV licence in your name and current address issued in last 12 months
19	Pension, endowment or ISA statement issued in last 12 months
20	Certificate of British nationality
21	British work permit or visa issued in last 12 months
22	Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority. You can use more than one letter as long as each is issued by different Government department or different local authorities. A local authority is someone you pay council tax to
23	A credit card statement sent to your current address within the last three months. You can use more than one statement as long as each is issued by a different service provider
24	Court summons issued in last 12 months
25	Child benefit book issued in last 12 months
26	A pay slip, with your address and the employer's name or logo, that is less than three months old
27	Second letter, bank or credit card statement providing it meets the requirements specified in 15, 22 or 23

- **All documents from group A and group B must be ORIGINALS and in your current name unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.**
- **Please ensure that one document shows the candidate's current address and one the candidate's date of birth; it is good practice for one document to have the candidate's photograph.**
- **Multiple forms of ID are not permitted unless otherwise stated.**

