

Professional Standards

*for Investigators, Enforcement Staff,
Intelligence Units and
Their Managers*



NATIONAL INVESTIGATION OFFICERS GROUP

Distributed by NIOG

Version 1.0 – August 2023

Contents

Section One – Foreword by NIOG Board	4
Section Two – Introduction	5
• Aims • Context • The Professional Standards Team	
Section Three – How the Scheme Works	7
• Joining The scheme • Record Keeping • Verification • Leaving the scheme	
Section Four – Benefits of the Scheme	10
• Benefits to the Organisation • Benefits to the Investigator • Benefits to Both	
Section Five – Record Keeping	11
• The Log • Conference/Networking Event • Learning Log	
Section Six – The Practicalities	12
• Links to your Appraisal scheme • How to Register • The NIOG Website • Events Calendar • Key Areas for update	
Section Seven – Monitoring	14
• Through your Appraisal scheme • By NIOG Professional Standards Team • By Accredited Bodies • Standards	

Section One – Foreword

It is an important part of any profession to show that you are up to date with changes that affect the way you work. That's particularly important when your profession is in the criminal justice and enforcement arena and doubly so when you work for a public authority.

For as long as we've been in the investigation, intelligence and enforcement fields, we've worked hard to keep up to date with changes in the law and best practice. Now the *National Investigation Officers' Group* is delighted to be in a position to encourage all investigators to do the same.

The NIOG scheme is designed to highlight the importance of keeping up to date and, equally importantly, demonstrating that you've kept up to date. By being part of the scheme you'll be able to call yourself **NIOG Approved** and, providing you keep up to date with the **Continuous Professional Development (CPD)** requirements, you'll retain that title.

For those working in the field, your **NIOG Approved** title will show that you're at the top of your profession and that you care about professionalism. For the organisation, you'll be secure in the knowledge that those you employ have the skills and knowledge to do an excellent job. Furthermore, you'll know that they are reducing risk to the organisation as they are less likely to step outside the 'best practice' guidelines or, worse still, breach legislative requirements.

So welcome to the NIOG CPD scheme – setting and maintaining the highest standards for enforcers, investigators and intelligence officers in every area of practice.

Louise Maxwell
President

Mike Neumann
Chief Executive

Section Two – ***Introduction***

Aims

Working in partnership to provide Professional Standards in investigation and enforcement to both the Public & Private Sectors through Continuous Professional Development (CPD).

Ensuring NIOG Members have access to professional training with approved Training Providers and subsidising this training where possible.

Context

NIOG CPD is a voluntary scheme which is designed to complement and assist the existing staff appraisal schemes within organisations and to build on existing qualifications and skills.

By having staff who are professionally trained and up to date in their knowledge and working practices, the risk of challenge to a Local Authority is significantly mitigated.

Note : throughout this document, we use terms such as ‘investigation and enforcement professional’, to include all those working in these fields.

The Professional Standards Team (PST)

NIOG Management Board has appointed

- John Leese
- Mike Neumann
- Mark Grimley
- Gareth Luscombe

The PST will be added to / altered as required during the currency of the scheme.

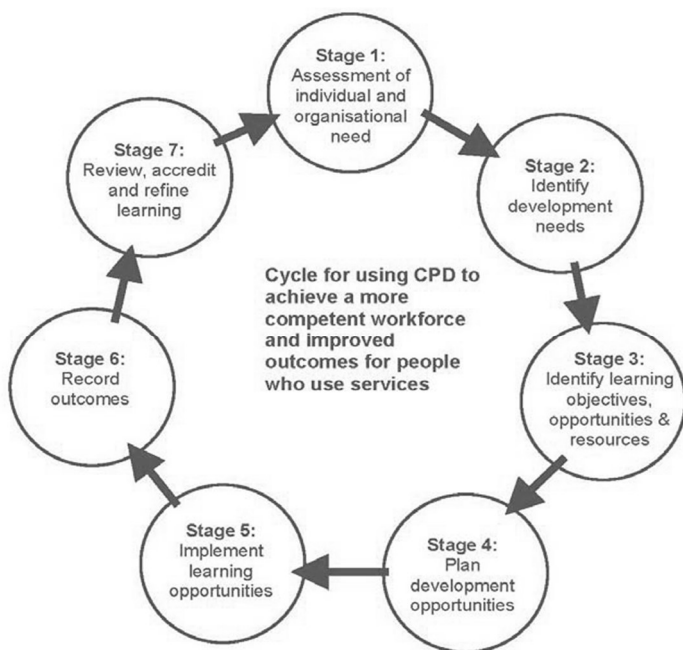
Background to CPD

Continuous Professional Development is a long-term commitment to enhancing your competence. It means the systematic maintenance, improvement and broadening of your knowledge and skills. It is about learning and putting into practice new competencies year after year and investing in your future for the benefit of service users, customers, your employer and yourself.

It gives an assurance to others that you are at the 'top of your game' and should certainly help you to enhance your career and employment opportunities.

NIOG is committed to CPD and working together with other professional organisations to improve standards.

The CPD Cycle



Section Three - ***How the Scheme Works***

Joining the Scheme

Any NIOG member may join the scheme, so long as they have gained, or are undertaking, professional training in the area. Applicants must register for the scheme via the NIOG website. *See Section Six – The Practicalities.*

Once enrolled on the scheme, members must undertake ***Continuous Professional Development*** (CPD). This is defined as any activity that contributes to the member's fitness to carry out their duties as an investigator and may include formal training, attendance at conferences & networking groups, and self-actuated study.

Each CPD year (deemed to start on the first day of July each year) members are required to undertake 30 hours of CPD. At least 18 hours of this should be by formal learning (including attending approved training conferences); the remainder may be from some or all of the following :

- formal learning ;
- conferences ;
- networking events ;
- research ; and
- private study.

If you undertake formal learning, the certificates must show the CPD hours for the event. If the learning is not with a *NIOG Approved Training Partner*, you may not claim more than six hours CPD per training day except with approval from the PST – you may undertake the 30 hours by any means above although a good mix of methods would be expected.

(*Approved Training Partners* are listed on the NIOG website.)

Record Keeping

Members must keep records of the CPD that they undertake to show:

- what they did and
- how this benefitted their work.

This is done by completing the CPD record forms in section 5.

All CPD is entered on the NIOG website. For formal learning, the syllabus and course certificate are required. For conferences, an attendance certificate must be obtained. For ALL events, a learning log must be completed, showing the value of the CPD undertaken.

Verification

In order for the scheme to have validity, it is important that NIOG are able to demonstrate that the scheme is properly controlled,

Every member will certify their CPD annually to the PST, via the website. Inputs will be checked and a proportion of proofs will be validated. At this stage, members may be asked to forward further supporting documentation, if the PST deem it to be necessary.

Any attempt to falsify CPD records will lead to immediate expulsion from the scheme.

Any member who is found to have falsified their records or who is convicted of a criminal offence will be expelled from the scheme and from NIOG. In addition, expulsion from NIOG for other reasons will lead to removal from the CPD scheme. In these cases a member may only rejoin on the recommendation of the PST and with the approval of the NIOG Management Committee.

Leaving the Scheme

Any member may leave the scheme at any time, by notifying the PST.

A member will be deemed to have left the scheme if they do not submit their CPD record, via the website, within four weeks of the end of the CPD year. In this case, a member may apply to rejoin the scheme if they submit the missing records.

Removal from the Scheme

A member may be removed from the scheme if they have not undertaken the requisite amount of CPD within the year. In this case a member may apply to rejoin the scheme by undertaking the 'missing' hours and submitting records to show that they have done this. These hours are in addition to the new year's CPD and the member **MUST** show that they have undertaken the required hours CPD during the new year.

Repeated missing of the CPD deadline or carrying out insufficient hours CPD will normally lead to removal from the scheme.

Use of 'NIOG Approved...'

Members of the scheme may use one of the 'NIOG Approved...' titles (Investigator, Intelligence Officer, Manager, Enforcement Officer) once they have joined the scheme with a relevant qualification, for as long as they maintain their CPD requirement. They may also use the NIOG logo on profiles and email footers &c..

Members who do not complete the CPD requirements or are removed from the scheme for any other reason must immediately cease to use the title NIOG Approved... and the logo, and will be removed from the NIOG database of Approved Members.

Section Four – Benefits of the Scheme

For a CPD scheme to have real value, it needs to benefit both the professional who is undertaking it and the organisation for whom they work. The NIOG scheme is designed to do just that.

Benefits to the Organisation

Investigation and enforcement professionals who are properly trained and follow up-to-date methodologies are a huge asset to any organisation. They are more cost-effective in their working practices, returning the investment in their development. (A recent study into investigative interviewing, a key part of any investigation, showed a direct correlation between the quality of the interview and the likelihood of a successful outcome for the case.) Such staff are far less likely to put the organisation at risk – they are, quite simply, more likely to do the job properly. In today's litigious society this is an important factor.

The vast majority of '*professions*' follow CPD, it is implicit in the definition. By adopting and following the NIOG CPD scheme, you are sending a message to the public, to your colleagues, and to external partners about the importance of investigations in your duty to safeguard your organisation against criminality.

Benefits to the Member

All professions follow CPD. By being part of this scheme you are demonstrating your commitment to providing a professional service. It brings you in line with external organisations and with other professionals in your own organisation.

If, in the future, you move to another section or organisation, it will be immensely helpful for you to be able to show that you have undertaken CPD in your current role.

Benefits to Both

The CPD record should form an integral part of an Appraisal scheme of development and review.

Section Five – Record Keeping

The Log

This is fairly self-explanatory, but the following notes may be of some help :

In the 'Activity' column, you must include the title of any course, conference or other event attended, along with the name, e-mail address and telephone number of the event coordinator or training provider. Whatever the activity is that you are claiming for, you need to summarise what you have done.

In the 'Evidence' column, state briefly how you would prove the activity, for example : 'course cert' or 'copy of report I wrote' would suffice.

If you use the CPD log as part of your *Appraisal / Annual Review* process, please ask your manager to verify the entries and endorse it to that effect.

Conference / Networking Event

If a certificate is not provided, you should complete a learning log and take it to the conference organiser to sign or provide an electronic version. Attach the conference programme to it.

Learning Log

This form is designed to help you get the most out of your CPD by asking you to reflect on what you've done. In particular, you should spend some time thinking about how you will take your learning in this area forward ; this can help to inform your choices about future CPD.

You can download a learning log from the *Professional Standards* page of the website.

Section Six – The Practicalities

Links to your Appraisal scheme

We would recommend that CPD is made an integral part of your Appraisal by your Employer. This is where your performance and development are reviewed by your Manager. CPD can complement and enhance all types of appraisal.

This document can be used to explain the NIOG CPD scheme to your Manager or the Officer conducting your appraisal and there is some background information to CPD at *Section Eight*.

How to Register

Applicants must register via the NIOG website. Simply visit the Professional Standards page on the members section of our website at www.NIOG.org.uk and follow the instructions.

The NIOG Website

The NIOG CPD scheme will be administered through the NIOG website, so all Members must register on the website to gain access to the Professional Standards (PS) page and the infrastructure for the scheme.

Joining the Scheme

In order to join the scheme, members must confirm their entry route (qualification or currently studying). If they are entering via a qualification, they must indicate which qualification they hold, the date of qualification and upload a copy of their certificate or other proof.

Once they have joined the scheme, members will be allocated a membership grade.

Student Members

If they have indicated that they are currently studying for a qualification, members will normally be expected to complete that qualification within two years, and time spent studying for the qualification will count towards CPD hours required.

As soon as the qualification is achieved, evidence of this should be entered as CPD (together with any other relevant CPD undertaken) and submitted via the Professional Standards page. This will be reviewed by NIOG and, as long as there are no problems, the student member's membership grade will be amended. Starting from the next full CPD year, they must follow the *Qualified Members* route, in order to retain their professional standing.

Qualified Members

Qualified members must enter details of their CPD and upload relevant proofs by the end of July each year. A single reminder email will be sent to all members at the beginning of July.

Key Areas for update

These are a number of broad areas where we feel 'Key Skills' may need to be regularly reviewed and updated :

Investigator / Enforcer / Intelligence

- Law/legislation update ;
- Interviewing ;
- Investigation techniques/Corporate investigation ;
- Personal Development ;
- Enforcement ;
- Intelligence led investigation ;
- A recognised professional qualification

Manager (as above plus)

- Managing Investigations ;
- Mentoring / staff development ;
- Evaluation.

This is neither an exhaustive list, nor is it a requirement to 'tick every box'.

An **Events Calendar** on the website will show details of all the approved training courses available and the Conferences & Networking events.

Section Seven – Monitoring

Once you join the scheme, you'll be able to access your records online. You will enter details of any CPD you've undertaken and upload a photo or pdf of any relevant certification.

Further Checks

The PST will audit a proportion of CPD claims every year. This will normally be done by viewing uploaded evidence but from time to time the PST may require you to provide additional information.

Members must comply with reasonable requests for further information and failure to do so may result in removal from the scheme.

Standards

Our standards say that Registered Members must;

- maintain a continuous, up-to-date and accurate record of their CPD activities ;
- demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice;
- seek to ensure that their CPD has contributed to the quality of their work and service delivery;
- seek to ensure that their CPD benefits the service user and their employer; and
- upon request, present their log (which must be their own work and supported by evidence) explaining how they have met the standards for CPD.

This means the following

- You must keep a record of your CPD on the log but that can be in whatever format is most convenient for you ;
- You must make sure your CPD is a mixture of different kinds of activities – not just one kind of learning – and that it's relevant to your work. It could be relevant to your current role or to a planned future role;

- You should aim for your CPD to improve the quality of your work. It may not actually improve your work, due to factors beyond your control, but when you choose your CPD activities you should intend for them to improve your work;
- You should aim for your CPD to benefit you, your organisation, customers, stakeholders and/or service users;
- If you're audited, you need to send your CPD log to the PST (which must be your own work and supported by evidence) to show how you have met the standards.

The standards also mean the following;

- On the whole and in conjunction with your Appraisal scheme, you can make your own decisions about the kinds of CPD activity that are relevant to your role and your work. For example, CPD activities could include going on secondment, in-service training, mentoring, or reading or reviewing journal articles;
- You may decide that you could meet the standards by taking part in a scheme run by a professional body or your employer;
- You might add to this with other activities, or you could structure your own CPD activities around your personal development plan. The standards should give you the flexibility to plan your own CPD in a way that suits your work, learning needs, preferences, and the time and resources available to you;
- Your development is recognised as an important part of being registered. This gives individual professionals and/or organisations the opportunity to campaign for greater support and recognition of your CPD activities, from your employers and other bodies.

A flexible approach

The schemes' flexible approach means that your CPD can take account of how you work, whether part-time or full-time, whether in investigation or enforcement, whether an investigator or a manager and whether you are participating in education or research. The standards mean that you can plan your CPD activity to take account of your changing needs. You just need to make sure your CPD meets these standards.

NIOG

“Working in Partnership to provide **Professional Standards**
in Investigation and Enforcement through **Continuous**
Professional Development”

