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|  |  **Practical Assessment Record**  |

**Principles and Practices of Working as a CCTV Operator within the Private Security Industry**

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| **Centre Name** |  | **Centre Number** |  |
| **Date of Assessment** |  | **Venue** |  |
| **Assessor’s Name** |  | **Candidate’s Name** |  |

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| **Criterion****Number** | **Criterion Description** | **Examples** | **Comments** |
| **8.1** | Demonstrate functional checks on control room equipment | Functional checks on CCTV control room equipment:* Cameras
* Control equipment (keyboard/joystick)
* Monitors
* Recording equipment
* Computer
* Workstation

Produce a completed fault log, (include in folder)Communicate using a range of devices |  |
| **8.2** | Demonstrate how to use surveillance equipment | Use CCTV control room equipment including the use of:* Controllers
* Recording devices
* Monitors
* Video Management Systems (VMS)
* Use of Pan, Tilt, Zoom (PTZ)
* BWC (body worn camera) as applicable
* UAV (drone) as applicable
* Overcome problems caused by weather
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| **8.3** | Demonstrate surveillance techniques | * Prioritise during multiple incidents

Detect and track/follow suspect on foot or in a vehicle* Locate, track
* Secure evidence and images
* Use of Pan, Tilt, Zoom (PTZ)

Lost contract drill and searching:* Last location check
* Use of multiple cameras
* Methodical and systematic searching
* Use of Pan, Tilt, Zoom (PTZ) to conduct zoom in/out 360 degree checks
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| **8.4** | Demonstrate effective use of communication devices | Use different communication methods to pass and receive informationGive clear and accurate descriptions of people, vehicles and events:* Suspicious activity
* Description of individual persons
* A group
* A vehicle
* An incident
* Provide location and directions

Individual:* Gender
* Age
* Build/weight
* Height
* Clothing
* Distinguishing features
* Ethnicity, hair, etc.

Type of incident:* Location
* Who/what is involved
* Describe event as unfolds
* Complete relevant documentation
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| **8.5** | Obtain evidential image | Produce images of quality/size that could be used as evidence:* Identification 100%
* Recognition 50%
* Observation 25%
* Detection 10%
* Vehicles 50%
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| **9.1** | Produce documents required for the audit trail | * Copy of rough notes taken during the incident
* Incident report
* Copy of recorded images (practical assessment)
* Print log
* Evidence labels
* Evidence review log
* Evidence handover document
* Fault log (as 8.1)
* Statement detailing actions
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**Assessor**: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IQA**: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_