

Investigative interviewing accreditation policy

Table of Contents

Table of Contents	2
Executive summary	4
Overview	5
Introduction	5
Purpose	5
Training framework	5
Earning and maintaining accreditation	6
Workplace learning and assessment	6
Assessment forms	6
Training and workplace assessment Level 1: Foundation	7
Standard: Level 1 Foundation	7
Training	7
PEACE framework	7
Police investigators requiring Level 1 training	7
PEACE training	7
Training for employees not holding the office of constable	8
Delivering Level 1 training	8
Workplace assessment	8
Introduction	8
Evidence requirements for assessment	8
Witness interviewing	8
Suspect interviewing	8
The role of a supervisor in Level 1 assessments	8
Submitting assessment for accreditation	8
Assessment requirements	9
Alternative processes for assessment	9
Conducting Level 1 assessments	9
Training and workplace assessment Level 2: Advanced	10
Standard 1: Advanced Victim and Witness Interviewing	10
Standard 2: Advanced Suspect Interviewing	10
Training	10
Police investigators requiring Level 2 training	10
Delivering the Level 2 training	10
Workplace assessment	10
Introduction	10
Evidence requirements for assessment	10
Witness interviewing	10
Suspect interviewing	11
What if I am currently in the CIB workplace assessment programme?	11
Attendance at Level 2 prior to attending Detective Development Course (DDC)	11
Accreditation to Level 2 prior to attending Detective Development Course (DDC)	11
Accredited with Level 3: Specialist Adult Witness interviewing	11
Inability to conduct interviews	12
Conducting Level 2 assessments	12
Role of a CIB supervisor in Level 2 assessments	12
Training and workplace assessment Level 3: Specialist Adult Witness	13
Standard: Specialist Adult Witness interviewing	13
Specialist Adult Witness training	13
Non-sworn Specialist Adult Witness Interviewers	13
Specialist Adult Witness workplace assessment	13
Accreditation	13
Evidence requirements for assessment	13
Level 3 Specialist Adult witness peer review (INT016)	14
Annual renewal required	14
Role of a supervisor in Level 3 assessments	14
Conducting Level 3 assessments	14
Training and workplace assessment Level 3: Specialist Child Witness	15
National Standard: Specialist Child Witness Interviewing	15

Specialist Child Witness Interview training	15
Pre-requisite requirements	15
Accreditation	15
New trainees	15
Annual renewal required	15
Specialist Child Witness workplace assessments	15
Evidence requirements for assessment	15
Supervisor's role in Specialist Child Witness Interviewer's assessments	16
Conducting Specialist Child Witness Interviewer's assessments	16
Process for submission:	16
Training and assessment decisions, appeals and moderation	17
Unsuccessful completion of the training course	17
Level 1 Foundation	17
Level 2 Advanced and Level 3 Specialist Training courses	17
Decisions on workplace assessments	17
Decisions on workplace assessments: L3 Specialist Child Witness	17
Unable to meet standards	17
Level 1	17
Level 2	17
Level 3	18
Unable to meet standards: L3 Specialist Child Witness	18
Specialist registers	18
Failure to maintain Level 3 accreditation	18
Inactivated interviewers	18
Moderating assessments	19
Level 1: Foundation	19
Level 2: Advanced	19
Level 3: Specialist Adult Witness	19
Level 3: Child Witness	19
MyPolice codes	20
Training	20
Assessment	20
Certifications	20

Executive summary

Key points to note are:

- To earn accreditation at each level of the investigative interviewing framework the trainee must:
 - successfully complete the training course
 - develop the skills learnt in the workplace with the support of their supervisor
 - demonstrate competency against national standards through a workplace assessment process within required timeframes.
- Supervisors must ensure the trainee has the opportunity to apply and develop skills learnt during their training.
- The national standard must be achieved by trainees before they are accredited with the standard or their accreditation renewed.
- The outcome of an assessment must be advised within 28 days of the submission of the assessment. If requirements are not met, the trainee's supervisor and the assessor must determine a training and development plan to rectify shortcomings.
- All assessors must have successfully completed any prescribed training and be credited in NZQA 4098-unit standard for assessment.

Overview

Introduction

A standards-based training and competency [framework](#) linked to accreditation applies to investigative interviewing. This is to enhance skills required for policing and to develop career pathways. The framework is based on international best practice and empirical research.

Purpose

This chapter is designed to ensure professional investigative interviews are consistently conducted in the NZ Police. It:

- outlines a three level standards-based training and assessment framework for investigative interviewing
- describes the training, workplace learning and assessment requirements to achieve accreditation at each level
- identifies the [MyPolice codes](#) for recording training, assessment and accreditation.

Training framework

This table outlines the training framework for investigative interviewing.

Level	What is covered?	Who does it apply to?	Where is it conducted?	When?
Level 1: Foundation	Interviewing victims, witnesses and suspects for volume and priority offences	<ul style="list-style-type: none"> - All operational investigators who conduct or supervise investigators who conduct interviews - Recruits 	<ul style="list-style-type: none"> - In your district by district investigative interviewing instructors - RNZPC by investigative interviewing & recruit instructors 	Commenced <ul style="list-style-type: none"> - 2008 prioritising NCOs, WPAs and FTOs - Commenced Wing 255 (graduated March 2009) - Commenced Wing 296 as blended learning under CFIT (graduated May 2016).
Level 2: Advanced	Interviewing victims, witnesses and suspects for serious and complex crime	All CIB and other selected staff who are accredited in Level 1	RNZPC by investigative interviewing instructors. In districts by RNZPC trainers or district trainers on request	<ul style="list-style-type: none"> - Commenced 2009 - Blended learning commenced June 2016 Incorporated into CIB Detective Development Programme (DDP) August 2016
Level 3: Specialist Adult Witness	Specialist witness interviewing for major crime	Select investigators who are accredited in Level 1	RNZPC by specialists	Commenced 2008
Level 3 Specialist Child Witness	Specialist interviewing for all child victims or child witnesses of serious crimes	Select number of Police and Oranga Tamariki employees. NZ Police employees must be accredited to Level 1 or hold a minimum bachelor level qualification and 12-month experience in a relevant field. Oranga Tamariki employees must hold a minimum bachelor level qualification and 12 month experience in a relevant field.	RNZPC by National Specialist Child Witness Interviewing Coordinator/ Trainer	Commenced 2013

Earning and maintaining accreditation

To earn accreditation at each level the trainee must:

- successfully complete the training course
- develop the skills learnt in the workplace with the support of their supervisor

- demonstrate competency against standards through a workplace assessment process in timeframes as required

Workplace learning and assessment

The workplace learning and assessment process is designed to ensure all trainees have the opportunity to develop their skills. Supervisors play a vital role in this process through coaching and mentoring. Without this support, competency in the new skills will not be achieved. However, trainees should note that failure to practice the new skills in a supportive environment will result in returning to pre-training methods.

The trainee gathers evidence of their capabilities. The supervisor verifies the authenticity of the evidence and that the trainee is consistently reaching the standards within the workplace. A judgement is then made by assessor about whether the trainee meets national standards based on the evidence submitted.

Assessment forms

Witness and suspect assessment forms provide a checklist of examples that demonstrate good performance. These forms are used to:

- guide self-evaluation by interviewers
- guide evaluation by supervisors
- determine if standards within each level are met by assessors, and
- identify examples of good performance and learning points when providing feedback to the trainee.

All assessment forms are available on MS Word> Police Forms> Investigative Interviewing> Assessment.

Training and workplace assessment Level 1: Foundation

Standard: Level 1 Foundation

Level 1 training covers the skills required for planning, conducting and evaluating interviews with victims, witnesses and suspects of priority and volume crime.

The standard requires the application of free recall and conversation management interviewing techniques to elicit information in compliance with legal and organisational requirements.

Training

Level 1 training combines e-learning and face-to-face practice-based training. At the end of the training programme investigators will have developed skills to interview witnesses and suspects within the [PEACE framework](#).

This includes learning about memory and other psychological processes relating to:

- ethical interviewing
- how to use the free recall and conversation management models, and
- techniques for different types of interviewees.

PEACE framework

PEACE is an acronym for an interviewing framework that provides a structure to planning and conducting effective investigative interviews. It is comprised of five stages:

- planning and preparation
- engage and explain
- account, probing and challenge
- closure
- evaluation.

Police investigators requiring Level 1 training

These groups of Police investigators are required to complete Level 1 training.

Category	Who is included /description
Constabulary investigators who are operational	<ul style="list-style-type: none">- All operational investigators who interview witnesses and suspects.- The direct supervisors of all investigators who interview witnesses and suspects.
Workplace assessors	All workplace assessors for probationary constables, CIB trainees and dedicated Level 1 investigative interviewing assessors.
Recruit wing 296	From recruit wing 296 onwards Level 1 training is delivered via the CFIT programme and is a blended learning package (e learning and face to face).
Non-sworn staff members	A revised version of the Level 1 training package that only deals with initial interviewing of victims and witnesses is available.

PEACE training

Investigators from the United Kingdom must complete the Level 1 training despite prior learning. This is because the training course contains considerable material that is unique to the New Zealand context and includes advancements that have been made in interviewing practices. Recognised current competency (RCC) is in place for other requirements of the framework.

Training for employees not holding the office of constable

A revised version of the training for non-Constabulary Police employees [LT1] who may conduct initial interviews with victims and witnesses is available. This training course involves the free recall component of the Level 1 training and there is no workplace assessment requirement.

Delivering Level 1 training

Level 1 training is delivered by instructors who have successfully completed the Investigative Interviewing Level 1 Instructors course taught by the national investigative interviewing instructors.

Workplace assessment

Introduction

To be accredited as a Level 1 investigative interviewer, investigators must complete the training, develop the skills in the workplace and be assessed as competent against the standards required.

Evidence requirements for assessment

The evidence and verification requirements for the Investigative Interviewing Level 1 workplace assessment are detailed in the [witness](#) and [suspect](#) interviewing sections below.

Witness interviewing

These items are required for the Investigative Interviewing Level 1 workplace assessment. All must relate to the witness interview being assessed which must have been conducted after completing the training.

Item	Provided by	Purpose
Notes made during interview	Trainee	Evidence of interview using the free recall model and appropriate notetaking.
Statement	Trainee	Evidence of using the free recall model and appropriate recording of the interview.
Assessment Form	Supervisor	Confirmation of evidence that the trainee is competent in using the free recall model.

Suspect interviewing

These items are required for the Investigative Interviewing Level 1 workplace assessment. All must relate to the suspect interview being assessed which must have been conducted after completing the training.

Item	Provided by	Purpose
Interview Plan	Trainee	Evidence of planning and preparation.
Video interview	Trainee	Evidence of conducting an interview using the conversation management model.
Evaluation Form	Trainee	Evidence of evaluation of information.
Assessment Form	Supervisor	Confirmation of evidence that the trainee is competent in using the conversation management model.

The role of a supervisor in Level 1 assessments

The direct supervisor of the trainee is responsible for ensuring the trainee has the opportunity to practice and develop the skills they learnt in training in their workplace.

Supervisors should support their investigators by spending time coaching, evaluating and providing feedback to ensure competency in Level 1 is obtained. A direct supervisor is also in the best position to judge a trainee's day-to-day performance.

Submitting assessment for accreditation

The trainee must submit the assessment to the District Assessor within 12 months of completing the Level 1 training.

Failure to submit assessment is a performance issue to be managed by districts.

Assessment requirements

This table outlines the assessment requirements for Level 1 accreditation.

Category	Requirements
Constables in districts that are not in any of the categories listed	You must submit assessment verified by your supervisor to a nominated investigative interviewing assessor in district (through the process detailed in this policy).
Supervisors	You must become accredited if you wish to advance to Level 2.
Graduates from recruit wing 255 or beyond	From recruit wing 255 onwards Level 1 training will be delivered during recruit training. Completion of the probationary constable workplace assessment (WPA) programme will result in Level 1 accreditation.

Alternative processes for assessment

This table outlines alternative assessment processes for those already engaged in other workplace assessment programmes and who wish to gain Level 1 accreditation.

Category	Requirements
Investigators in the CIB prior to 1st September 2016	All staff who completed the CIB selection and Induction course prior to 1st September 2016 and have also completed the Level 1 investigative Interviewing training will automatically be accredited in Level 1 Interviewing.
Investigators joining the CIB after 1st September 2016	As of 01 September 2016, Level 2 Investigative Interviewing is included within the Detective Development Programme (DDP), therefore Level 1 accreditation is a prerequisite for Detective Development Course (DDC).

Conducting Level 1 assessments

The aim of the Level 1 assessment programme is to achieve national consistency in the standard of investigative interviewing. Each district must nominate appropriate assessor(s).

All assessors must:

- have successfully completed the Level 1 training
- be credited in NZQA 4098-unit standard for assessment.

Training and workplace assessment Level 2: Advanced

Standard 1: Advanced Victim and Witness Interviewing

Level 2 training covers the skills required for planning, conducting and evaluating interviews with victims and witnesses for serious and complex crime.

The standard requires the advanced application of free recall interviewing techniques to elicit information in compliance with legal and organisational requirements.

Witness is a term that also encompasses victims.

Standard 2: Advanced Suspect Interviewing

This standard for Level 2 training covers the skills required for planning, conducting and evaluating interviews with suspects for serious and complex investigations.

To elicit information in compliance with legal and organisational requirements, it requires the advanced application conversation management interviewing techniques.

Training

At the completion of the Level 2: Advanced training programme investigators will have developed skills to interview victims, witnesses and suspects for investigations into serious and complex crime.

Police investigators requiring Level 2 training

Level 2 training is for investigators who conduct serious and complex investigations. As from 1 September 2016, Level 2 is a component of the detective development programme (DDP), but may also be available to other investigators through stand-alone training courses held at the RNZPC or in districts as required. Contact the Investigative interviewing unit at RNZPC to discuss.

The Investigative Interviewing Unit are available to train Level 2 instructors from districts that choose to hold their own Level 2 training.

Accreditation in [Investigative Interviewing Level 1](#) is a pre-requisite for Level 2.

Delivering the Level 2 training

To deliver the Level 2 training, the training facilitator must:

- have successfully completed the Level 2 training, and
- have attended the Level 2 trainers' workshop, and
- be approved by the Manager: Investigative Interviewing.

Workplace assessment

Introduction

To be accredited as a Level 2 investigative interviewer, investigators must successfully complete the training, develop the skills in the workplace and be assessed as competent against required standards.

Evidence requirements for assessment

Trainees must successfully complete assessment within 12 months of completing the Level 2 training.

Failure to submit assessment is a performance issue to be managed by districts with the guidance of RNZPC.

Witness interviewing

These items are required for the Investigative Interviewing Level 2 workplace assessment. All must relate to the witness interview being assessed which must have been conducted after completing the training.

Item	Provided by	Purpose
One competent written statement for serious or complex crime	Trainee	Evidence of interview using free recall model
Level 2: Witness Assessment Forms relating to the above interviews completed and verified by supervisor	Trainee	Evidence of self-evaluation verified by the trainee's supervisor
Supporting documents relating to the above interviews including: <ul style="list-style-type: none"> - notes made prior to and during interview - sketch plans 	Trainee	Evidence of supporting documentation

Suspect interviewing

These items are required for the Investigative Interviewing Level 2 workplace assessment. All must relate to the suspect interview being assessed which must have been conducted after completing the training.

Item	Provided by	Purpose
One competent video recorded interview for serious or complex crime.	Trainee	Verification of evidence that the trainee is competent in using the conversation management model
Related Level 2: Assessment Forms completed and verified by supervisor	Trainee	Evidence of self-evaluation verified by the trainee's supervisor
Supporting documents: <ul style="list-style-type: none"> - plans - notebook entries - notes made prior to and during interview - sketch plans - evaluation form 	Trainee	Evidence of planning and preparation, supporting documentation when interviewing and evaluation of information

One competent suspect interview and one competent witness statement is required to attain Level 2 accreditation.

Completion of Level 2 interviewing accreditation as part of your Detective Development Programme (DDP) will also complete WEP Standard 4, Element 4.1.

What if I am currently in the CIB workplace assessment programme?

If you have received the Level 2 Investigative Interviewing training, you can submit your interviews to your CIB supervisor for assessment of both Level 2 accreditation and WEP Standard 4, Element 4.1 on the same evidence.

Attendance at Level 2 prior to attending Detective Development Course (DDC)

If you have attended a Level 2 training course prior to attending a DDC, you are still required to complete the Level 2 interview training component of the DDC.

Accreditation to Level 2 prior to attending Detective Development Course (DDC)

If you have attained Level 2 accreditation prior to attending a DDC, you can use this to sign off Standard 4, element 4.1 of your WEP by providing evidence of your accreditation to your supervisor.

Accredited with Level 3: Specialist Adult Witness interviewing

As of 01 September 2016, Level 3: Specialist Adult Witness Interviewers must complete the written statement component of assessment.

Inability to conduct interviews

Discuss with your supervisor if circumstances exist preventing you from conducting interviews as part of your current duties.

Extension applications will be considered by your supervisor on a case by case basis.

When considering whether to grant an extension, the supervisor will take into account the trainee's opportunities to complete the assessment during the allocated 12-month assessment period and the timeliness of the application.

Conducting Level 2 assessments

The aim of this Level 2 assessment programme is to develop the skills learned during training and to achieve national consistency in the standard of investigative interviewing.

All assessors must:

- have accreditation in NZQA 4098-unit standard for assessment, and
- have attended a Level 2 training and assessor's workshop.

If training was completed on the DDC, assessments are completed by the trainee's CIB supervisor as part of the WEP standards. On completion of all WEP standards and entry of those WEP standards into My Police, Level 2 investigative interviewing accreditation will be automatically updated to show as completed.

If training was conducted at the RNZPC or in district by RNZPC trainers, then assessments should be forwarded via email to an Investigative Interviewing trainer at RNZPC. Save the video recorded interviews into a shared folder that the assessor can access. Ensure the assessor is supplied with the file path to enable viewing of the interview.

If training was completed in district by local trainers, assessments should be forwarded to the local trainer for assessment.

Role of a CIB supervisor in Level 2 assessments

- To ensure the skills learnt in training are practiced and developed in the workplace and,
- To conduct the assessment of the interview if the Level 2 training was completed on the DDC.

Training and workplace assessment Level 3: Specialist Adult Witness

Standard: Specialist Adult Witness interviewing

Level 3 training covers the skills required for planning, conducting and evaluating interviews with adult victims and witnesses of major crime using the application of enhanced cognitive interviewing to elicit information on video recording in compliance with legal and organisational requirements.

Specialist Adult Witness training

At the end of the Level 3: Specialist Adult Witness training programme, investigators will have developed skills to interview adult witnesses using enhanced cognitive interviewing and to visually record interviews in accordance with the Evidence Regulations 2007.

Level 3 training is for a select number of investigators nationally who conduct interviews with victims or witnesses of major crimes.

Non-sworn Specialist Adult Witness Interviewers

Districts may select non-sworn staff members to undergo Level 3 specialist adult witness interview training. In these cases, the prerequisite of being accredited at Level 1 interviewing still applies prior to undergoing the Level 3 training.

Specialist Adult Witness workplace assessment

Accreditation

To gain initial accreditation, trainees must successfully complete the training course, develop the skills in the workplace and submit 2 interviews that are assessed as competent against the Level 3 Specialist Adult Witness interviewing standard within 6 months of completing the initial training course.

The two interviews for initial accreditation must be submitted one at a time and feedback received for the first interview before submitting the second interview for assessment.

To maintain annual accreditation as a Level 3: Specialist Adult Witness Interviewer, interviewers must complete the training, develop the skills in the workplace and have one interview assessed annually. Following assessment, the assessor will provide written and oral feedback to the interviewer.

Where the assessor has identified areas for improvement or where it has been determined that the interviewee has not met the required standard, the assessor may request a further interview for assessment within agreed timeframes.

Evidence requirements for assessment

These are the evidence and verification requirements for the Investigative Interviewing Level 3 workplace assessment. All interviews submitted for assessment must have been conducted after completing the training.

Item	Provided by	Purpose
Visually recorded interviews with victims/witnesses of major crime: <ul style="list-style-type: none"> - Initial accreditation: two interviews within six months of the training course assessed as competent. - Annual renewals: one interview assessed annually. 	Trainee	Evidence of interview using enhanced cognitive interviewing
Related Level 3: Assessment Forms completed and verified by supervisor	Trainee	Evidence of self-evaluation verified by the trainee's supervisor
Supporting documents (if available): <ul style="list-style-type: none"> - transcripts - notes - sketch plans 	Trainee	Evidence of supporting documentation

Level 3 Specialist Adult witness peer review (INT016)

All Level 3 Specialist adult witness interviewers are required to annually attend a 1-day peer review held in their district at selected dates throughout the year. Notification of the peer review dates will be advised by RNZPC investigative Interviewing trainers at least 6 months prior to the peer review.

Attendance at peer review is part of the annual accreditation process, however if a specialist interviewer cannot attend their annual district peer review, the specialist interviewer should notify the RNZPC investigative Interviewing trainers at the earliest opportunity to discuss. Reasons for non-attendance at peer review can include urgent operational requirements, court attendance and annual or other required leave.

Annual renewal required

To maintain currency once obtaining initial accreditation, all interviewers must successfully complete the assessment process annually.

Role of a supervisor in Level 3 assessments

The role of the trainee's direct supervisor is to ensure that opportunities are provided to interview, so that the skills learnt in training are practised and developed in the workplace. The supervisor must also verify the evidence submitted as the trainee's own work.

Conducting Level 3 assessments

The aim of this Level 3 assessment programme is to achieve national consistency in the standard of investigative interviewing. All assessors must be:

- credited in NZQA 4098-unit standard for assessment
- recognised as an accredited, competent and experienced Level 3 Adult Witness interviewer.
- approved by the Manager: Investigative Interviewing.

Assessments are conducted by the Investigative Interviewing Unit and should be electronically forwarded to an Investigative interviewing trainer at RNZPC by saving the video recorded interview into a shared folder the assessor can access. Advise the assessor of the file path to ensure they can view the interview.

Training and workplace assessment Level 3: Specialist Child Witness

National Standard: Specialist Child Witness Interviewing

Specialist Child Witness interviewing covers the skills required for planning, conducting and evaluating video recorded interviews with child witnesses. This standard requires the application of appropriate interviewing techniques to elicit information in compliance with legal and organisational requirements.

Specialist Child Witness Interview training

New Zealand Police and Oranga Tamariki have a joint commitment to providing specialist child witness interviewing services for children and young people.

Specialist child witness interview training is for a select number of both Police and Oranga Tamariki employees nationally who conduct all interviews with child victims/witnesses.

At the end of the Level 3: Specialist Child Witness Interview training programme, trainees will have developed skills to interview child witnesses to crime and to visually record those interviews in accordance with the Evidence Regulations 2007.

Pre-requisite requirements

For all Police employee's accreditation in Investigative Interviewing Level 1 is a pre-requisite for Level 3: Specialist Child Witness Interviewing, or a minimum of bachelors' level qualification in a relevant subject and a minimum of 12 months experience in a relevant field is a pre-requisite. (Appropriateness of candidates to be determined by SCWI Co-ordinator and National Child Protection Co-ordinator)

For all Oranga Tamariki employees, Social Work Registration, or a minimum of bachelors' level qualification in a relevant subject and a minimum of 12 months experience in a relevant field is a pre-requisite. (Appropriateness of candidates to be determined by Oranga Tamariki National SCWI Representative, Police SCWI Co-ordinator and National Child Protection Co-ordinator).

Accreditation

To be accredited as a Level 3: Specialist Child Witness Interviewer, trainees must complete the training, develop the skills in the workplace and be assessed as competent against the required standard.

New trainees

Trainees who attend the Specialist Child Witness Interviewing training course must successfully complete initial accreditation within 6 months of completing their training

Annual renewal required

To maintain currency once becoming accredited, all Specialist Child Witness Interviewers must successfully complete the assessment process annually with one submission being made in each six-month period.

Specialist Child Witness workplace assessments

Evidence requirements for assessment

Below are the evidence and verification requirements for the workplace assessment process. All interviews submitted for assessment must have been conducted after completing the training or after feedback has been received from their last submission.

Item	Provided by	Purpose
Two DVD recorded interviews with child victims/witnesses to be couriered to National SCWI Coordinator. One interview to be submitted each six-month period.	Trainee	Evidence of using appropriate interviewing skills
Completed SCWI Accreditation Assessment Form and Question Graph for each interview submitted via email to National SCWI Coordinator and trainee/interviewer's supervisor	Trainee	Evidence of self-evaluation verified by the trainee's supervisor

Interviews should be sent in one at a time and after feedback has been given on the last interview submitted. Interviews submitted for assessment must have been conducted within three months prior to submission date.

Interviewers will receive feedback and be provided with a decision to 'submit by anniversary date' or 'submit within three months'.

Supervisor's role in Specialist Child Witness Interviewer's assessments

The role of the trainee's direct supervisor is to ensure the skills learnt in training are practised and developed in the workplace. It is the supervisor's responsibility to ensure that the trainee has a suitable mentor and access to support from other Specialist Child Witness Interviewers.

Conducting Specialist Child Witness Interviewer's assessments

The aim of this Specialist Child Witness Interviewer's assessment programme is to achieve national consistency in the standard of investigative interviewing. All assessors must be:

- credited in NZQA 4098-unit standard for assessment
- recognised as an accredited Level 3: Specialist Child Witness Interviewer and/or approved by the Manager: Investigative Interviewing and the Senior Advisor Operations, Oranga Tamariki.

Process for submission:

1. Supporting documentation should be emailed to:
 - SCWIAccreditation@police.govt.nz
 - Trainee/Interviewer Supervisor
2. Trainee/Interviewer will be allocated an Assessor and provided with an address to (securely) forward DVD

Training and assessment decisions, appeals and moderation

Unsuccessful completion of the training course

At the conclusion of the training course the instructor must make an assessment as to whether they believe each trainee has demonstrated sufficient skills to gain competency in the workplace.

Level 1 Foundation

If the instructor believes the trainee has not achieved this skill, they should consult with the trainee's supervisor to develop a plan for further training and development.

The plan is designed to identify and rectify shortcomings and areas for development. It is the trainee's responsibility to work with their supervisor to ensure the plan is implemented.

Level 2 Advanced and Level 3 Specialist Training courses

If the instructor believes that the trainee has not achieved the standard they will consult with the trainee's supervisor as to the trainee's suitability of becoming an advanced or specialist interviewer.

A plan may be designed to identify and rectify shortcomings and areas for development. It is the trainee's responsibility to work with their supervisor to ensure the plan is implemented in conjunction with the RNZPC.

Decisions on workplace assessments

The assessor decides whether the trainee has met all the requirements for the standard being assessed. If all requirements have been satisfied, the trainee will be accredited with the standard or their accreditation renewed.

Within 28 days of the submission of the assessment, the assessor must:

- formally advise the trainee of the outcome
- arrange for assessment result to be recorded in My Police.

Decisions on workplace assessments: L3 Specialist Child Witness

The assessor decides whether the trainee has met all the requirements for the standard being assessed. If all requirements have been satisfied, the trainee will be accredited with the standard or their accreditation renewed.

Within 28 days of the submission of the assessment, the assessor must:

- formally advise the trainee of the outcome
- if the outcome is 'submit by next anniversary date' advise the National SCWI Coordinator
- if the outcome is a 're-submit within three months', contact the trainee to discuss feedback and learning steps. Advise the trainee's supervisor and National SCWI Coordinator of the same

Unable to meet standards

If all requirements of the standard(s) being assessed have not been satisfied, the trainee's supervisor and the assessor must determine a training and development plan. This plan is designed to rectify shortcomings that have been identified or areas for development that are required.

It is the responsibility of the trainee and their supervisor to ensure that the plan is implemented.

Level 1

When Level 1 trainees, in consultation with their supervisor, think they are ready for assessment again, a reassessment meeting will be arranged.

Level 2

Submissions for reassessment must be made within three months of the commencement of the development plan.

Level 3

Submissions for reassessment must be made within three months of the commencement of the development plan.

If the Level 3 trainee fails to meet the standards within three months of the commencement of their development plan, they will be removed from the specialist's register and must no longer conduct specialist interviews.

Where the employee requests registration after this period, they must apply to the Manager: Investigative Interviewing who will advise them on the course of action needed with due consideration to the employee's circumstances.

Unable to meet standards: L3 Specialist Child Witness

If all requirements of the standard(s) being assessed have not been satisfied, following two 'submit within three months' outcomes in a row* or the interviewer/trainee's Accreditation has lapsed by six months or more. The trainee/interviewer, their supervisor and National SCWI Coordinator/Trainer must determine a Training and Development plan. This plan is designed to rectify shortcomings that have been identified or areas for development that are required.

It is the responsibility of the trainee/interviewer and their supervisor to ensure that the plan is implemented.

Submissions for reassessment must be made within three months and six months of the commencement of the training and development plan.

If the Level 3 Specialist Child Witness Interviewer fails to meet the standards of their Training and Development plan within the agreed timeframe, they will be removed from the SCWI register and must no longer conduct Specialist Child Witness Interviews.

Where the employee requests registration after this period, they must apply to the National SCWI Coordinator/Trainer who will advise them on the course of action needed with due consideration to the employee's circumstances.

*At times, a further 're-submit' may be allowed before entering into a Training and Development plan. Decisions regarding this exception are at the discretion of the National SCWI Coordinator/Trainer.

The outcome of a decision about training completion or a workplace assessment may be appealed by applying to:

- The National Coordinator Specialist Child Witness Interviewing for Level 3: Specialist Child Witness Interviewing courses

The appeal must be submitted in writing within 7 days of receipt of the assessment outcome notification.

Specialist registers

These will be maintained for all Level 3 Interviewers: Specialist Child Witness and Specialist Adult Witness interviewers.

Failure to maintain Level 3 accreditation

Where an employee fails to maintain their currency by achieving standards annually, they can be removed from the appropriate Level 3 register. The Practice Leader: Investigative Interviewing (for Specialist Adult Witness Interviewers) or the National SCWI Coordinator/Trainer (for Specialist Child Witness Interviewers) may grant an extension to this time period if they believe there are extenuating circumstances as to why the timeframes cannot be met.

The trainee must apply to the Practice Leader or the National SCWI Coordinator/Trainer for this extension in writing by outlining the extension sought and reasons for it prior to the end of the assessment period. This report must be agreed to and endorsed by the trainee's supervisor.

Oranga Tamariki's Specialist Child Witness Interviewers must apply to the National SCWI Coordinator/Trainer (who will liaise with the Oranga Tamariki National SCWI Representative) for this extension in writing by outlining the extension sought and reasons for it prior to the end of the assessment period. This report must be agreed to and endorsed by the trainee/interviewer's Oranga Tamariki supervisor.

Inactivated interviewers

Where an interviewer believes they will be unable to interview and attain accreditation due to other commitments, e.g. LWOP, parental leave, or operational requirements they can request to be inactivated by the Practice Leader: Investigative Interviewing or the

National SCWI Coordinator/Trainer. When they wish to return to interviewing, they must contact the Practice Leader: Investigative Interviewing or the National SCWI Coordinator/Trainer to discuss what is required and timeframes. These will be decided on a case by case basis in consultation with appropriate District managers.

Moderating assessments

Level 1: Foundation

The Practice Leader: Investigative Interviewing is responsible for moderation. The moderation process involves ensuring national consistency in assessment and includes:

- randomly checking assessments made against standards
- holding peer reviews for assessors

Level 2: Advanced

The Practice Leader: Investigative Interviewing is responsible for ensuring district moderation processes are consistent and valid. The moderation process involves ensuring national consistency in assessment and includes:

- randomly checking assessments made against standards
- holding peer reviews for assessors

Level 3: Specialist Adult Witness

The Practice Leader: Investigative Interviewing is responsible for moderation. The moderation process involves ensuring national consistency in assessment and includes wherever possible, different assessors assessing the trainee's interviews and agreeing whether the trainee has demonstrated competency.

Level 3: Child Witness

The National SCWI Coordinator/Trainer and the Oranga Tamariki National SCWI Representative are responsible for moderation in line with NZQA requirements. The moderation process involves ensuring national consistency in assessment. National assessors must meet at least twice annually to meet this objective.

MyPolice codes

This table lists the MyPolice codes to be used by investigators engaged in activities associated with investigative interviewing training and investigators responsible for maintaining and reporting district and national records of training, assessment and accreditation.

Training

If you are doing ...	Use this MyPolice code
Level 1 training in District	INT013
Level 1 train the trainers	IAT028
Level 2: Advanced training	INT017
Level 3: Specialist Adult Witness training	INT012
Level 3: Specialist Child Witness training	E Learning: INT036 Face to Face: INT035

Assessment

If you are doing Level 1 assessment...	Use this MyPolice code
- after being trained in district, or - after graduating from recruit wing 255 or beyond	INT014
If you are doing Level 1 assessment and already on a WPA programme...	
- as a CIB trainee who is also being assessed in CIB WEP Standard 4, element 4.1	INT014
If you are only doing the witness component of Level 1...	INT019
If you are doing the Level 2: Advanced assessment...	INT018
- as a CIB trainee who is also being assessed in CIB WEP Standard 4, element 4.1	INT018
If you are doing Level 3: Specialist Adult Witness assessment...	INT015

Certifications

If you have successfully completed both the training and assessment requirements you will be accredited with...	Use this MyPolice code
Level 1: Foundation	CII1
Level 2: Advanced	CII2
Level 3: Specialist Adult Witness	CII3
Level 3: Specialist Child Witness	

Printed on : 10/05/2023

Printed from : <https://tenone.police.govt.nz/pi/investigative-interviewing-accreditation-policy>

