

Title	Conducting Effective Workplace Investigations
Level	Five
Credit Value	3
Guided Learning Hours (GLH)	8
OCN NI Unit Code	CBF477
Unit Reference No	L/618/8521

Unit purpose and aim(s): This unit will enable the learner to understand the processes of and be able to conduct an effective workplace investigation.

Learning Outcomes	Assessment Criteria
1. Understand workplace investigation processes.	1.1. Explain the need for workplace investigations and how these relate to grievances and disciplinary processes. 1.2. Research and evaluate given workplace investigations including objectives, approaches taken and their effectiveness.
2. Be able to demonstrate investigation skills and produce a workplace investigation report.	2.1. Demonstrate key investigation skills while conducting a given workplace investigation including: a) effective communication skills b) questioning c) planning d) fact finding 2.2. Produce a clear, concise and objective workplace investigation report including appropriate recommendations.