



# **Training Policy and Introduction**

**G.I.A.C & P.T.C Limited**

Produced by: Phoenix Training Consultants Ltd & Global Intelligence Analysis Consultancy Ltd  
Dated : April 2017

## **Introduction**

### **Objective**

Global Intelligence Analysis Consultancy (GIAC) and Phoenix Training Consultancy (PTC) Limited aim to deliver to the student comprehensive training relating to their identified needs.

GIAC & PTC Ltd provide training that is current and in line with the Intelligence Professionalisation Programme (IPP)<sup>1</sup> and National Occupational Standards<sup>2</sup>. Specific courses within the portfolio have been accredited under the CPD Standards<sup>3</sup>.

GIAC & PTC Ltd can develop courses in both the public and private sector working environments to meet the customer's needs. The company can access a wide range of associate professionals to assist in development and delivery of the customers training needs.

GIAC & PTC Ltd offer over 50 years combined experience within law enforcement working within the field of analysis and intelligence at Force, Regional and National levels. The trainer's unique experiences enable them to understand the complex needs of organisations and companies in ensuring that their staff can undertake complex assessment and provide informed assessment to assist managers to make informed decisions.

### **Training Policy**

GIAC & PTC Limited specialise in the development and delivery of intelligence and analytical programmes. Our aim is to develop bespoke courses that provide the customer with training that will enhance and develop their staff to undertake intelligence and analytical assessment of complex information and data.

As part of the bespoke training, we can develop specific scenarios that meet your organisational requirements. All our courses incorporate current legislation governing data request, review and retention laws.

GIAC & PTC Ltd also offer a full OL&D package including continued quality assurance as part of legacy and student learning. This unique service is covered within the agreed course delivery costs and is optional if requested.

Course tutors both currently hold 'Security Clearance' (SC) vetting and have worked for several years in highly sensitive roles so understand the rules relating to the management of sensitive data.

GIAC & PTC Ltd have a fully inclusive policy to training delivery and will endeavour in all instances to meet the training needs of students if practical and informed prior to course delivery. We also ask that the organisation/ company provide their code of ethics so that we can ensure that are courses comply and all students can be reminded of their obligations during training delivery.

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<sup>1</sup> <http://www.college.police.uk/What-we-do/Learning/Professional-Training/Intelligence/Pages/Intelligence.aspx>

<sup>2</sup> <http://www.ukstandards.org.uk/Pages/index.aspx>

<sup>3</sup> <https://www.cpdstandards.com/>

## Course Outline & Delivery Options

Course Name: e.g. Intelligence Analyst Training / Communications Data Analysis

Course Duration:	?? days
Student Numbers:	??
Location Delivery:	On site or agreed location
Content:	To provide a comprehensive overview of ??????, its acquisition and its use in enhancing operational decision making. <b>Learning Objectives:</b> <ul style="list-style-type: none"><li>• These are specific to the training course requested and training needs.</li><li>• These are defined within the individual learning plans of the course and will be outlined in this section.</li></ul>
Course Costs:	TBC
Trainers:	2
AV Requirements:	Projector and Screen or TV with HDMI input (note trainers do have projector capabilities)
IT Requirements:	Trainers Laptops Students Laptops (dependant on course requested)

## Course Scenarios

Course scenarios can be written relating to the customer requirements if the customer can provide sanitised material. All scenarios will be available for review by the customer prior to delivery to ensure they meet the key learning needs of the customer and students.

## Course Assessment Methods

As part of the training delivery for students to obtain certification and accreditation they will be required to complete set exercises throughout the delivery.

These assessments will take place through the following methods;

Blended Assessments – using more than one method of assessment, usually including technology.

Case Studies / Scenarios – Can be a hypothetical situation, a description of an actual event or an incomplete event, enabling learners to explore the situation

Discussions/ Debates – Learners talk about a relevant topic either in groups or pairs

Group Work – Enables learners to carry out a specific activity, for example problem solving.

## Course OL&D / Quality Assurance

GIAC & PTC Ltd recognise through personal experience the need to ensure that any learning delivered is and has been practically demonstrated within the working environment.

As part of our company legacy engagement we offer if agreed with the customer as part of the training delivery costs, a quality assurance option. This can be through the Q&A of products produced by students that have attended the training courses or through the trainers attending the students working environment and undertaking mentoring sessions.

This option is will be discussed and agreed as part of training delivery contract.

### **Ethics and Behaviour in the Learning Environment**

GIAC & PTC Ltd operate a fully inclusive learning environment for all students. In all cases, we will work with the organisation/ company to ensure that any student needs can be met to ensure attendance and completion of the course, dependent on location, practicalities and costs.

As a training provider, we adhere to current policy and legislation<sup>4</sup> relating to disability, race, religious beliefs, gender and sexuality. Any requirement to structure delivery to meet any of these needs will be discussed with the customer to ensure that all students are comfortable within the learning environment.

Trainer and student behaviour will be monitored throughout training delivery and all instances of breaches will be challenged, documented and reported to the customer.

### **Complaints Procedure**

GIAC & PTC Ltd prides itself on delivering the training needs of the customer and students. We recognise on occasion these may be questioned or challenged.

As such any complaints with regards trainers, training content or delivery will be fully investigated and reported on. In all cases GIAC & PTC Ltd will engage fully with the company/ organisation and keep them fully informed of the progress of any complaint or investigation.

On completion of any investigation GIAC & PTC Ltd will report back to the company/ organisation and report on their findings and discuss appropriate recommendations regarding bringing the complaint to a successful and agreeable outcome with the customer/ organisation, including discipline, financial recompense.

### **Training Costs**

With regards course delivery, this can be undertaken at a location of customer choice. A venue can be sourced but would incur hiring costs.

If Information technology is required to undertake an identified training input, if the company/ organisation is unable to source, this will be provided by GIAC & PTC Ltd. Any costs for hire of IT will be added to the course costs but negotiated prior to any hiring.

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<sup>4</sup> <http://www.legislation.gov.uk/ukpga/1995/50/contents>

All travel and accommodation costs will be part of the training delivery contract and negotiated prior to any delivery. Additional costs such as travel and accommodation are not part of the course delivery. In all instances GIAC & PTC Ltd will endeavour to obtain and utilise the most efficient and value for money forms of travel or accommodation, within reason.

Additional expenses may be incurred but will be negotiated prior to any agreed delivery; *Example of expenses claims - mileage (45p per mile Home Office (HO) rates), rail fares, subsistence, hotel costs if required.*

### **Training Delivery (2016-17)**

Global Intelligence Analysis Consultancy (GIAC) and Phoenix Training Consultancy (PTC) Limited have been delivering intelligence and analytical training to law enforcement and military agencies within the United Kingdom, Middle East and Balkans. The training outside of the UK has been on behalf of the British Embassy supporting the Conflict, Stability and Security Fund (CSSF)<sup>5</sup>.

The following training has been provided to the following agencies and testimonies are available if requested;

Greater Manchester Police – Research & Analysis

South Yorkshire Police – Research & Analysis

National Crime Agency – Cyber Crime Unit

North West Counter Terrorism Unit – Research & Analysis

Royal Military Police - UK

Jordanian Gendarmerie and PSD Policing Agencies

Bosnia in Herzegovina Policing Agencies

### **Course Tutors Biographies**

#### **Simon Butterworth**

Simon has worked within intelligence and analysis for over 30 years at community, force, regional and national levels and is a highly-experienced intelligence analyst. Simon has held roles as National Senior Analyst for Counter Terrorism, Senior Intelligence Analyst at NWCTU and Bolton Community Partnership Team.

Simon worked within large scale major investigations for over 10 years including the two IRA bombings of Manchester, large scale murder investigations, OCG's linked to drugs and firearms offences receiving numerous commendations for his analytical work in supporting successful prosecutions.

Simons work with local authority partners, government and security agencies enabled his influence and extensive experience to enhance the strategic capability of the research and analysis at operational, tactical and strategic levels. Simon has been a key member of the National Analyst Working Group developing training to enhance the analytical capability of the country.

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<sup>5</sup> <https://www.gov.uk/guidance/conflict-stability-and-security-fund-blue-belt-programme>

Simon was involved in the development and delivery of the UK's CONTEST Strategy in dealing with the terrorist threat, working with the Home Office, Security Services and Counter Terrorism Command Units. Simon developed and delivered the national Counter Terrorism Local Profiles at regional and national level, providing an understanding of threat, risk and vulnerability to communities. He has undertaken strategic reviews of national and regional CT functions and identified areas of best practice and learning. He has assisted in the development of inter-operability with many agencies.

Simon is currently engaged as an analytical consultant to the Hillsborough Investigation after previously being the Principal Analyst on the inquiry for the last 3 years. Simon is also engaged in developing and delivering intelligence and analytical training to law enforcement and military agencies within the United Kingdom, Middle East and Balkans.

**Training Experience:**

- Training background within various law enforcement arenas
- Developed the CT / FBI analytical exchange training programme
- National Intelligence Analytical Training (NIAT) and ACT course assessor
- Assisted in the design of the Analytical Core Training course
- Assisted in the design of the National Analytical Standards for CT and national policing
- Recognised IBM i2 Analyst Notebook user, assisted in developing software development
- Level 3 Award in Education qualified trainer (currently undertaking level 4)

**Andy Orriell**

Andy has 18 years' experience of working in the field of intelligence analysis for the National Crime Squad, SOCA and Cheshire Constabulary as a Senior Intelligence Analyst responsible for a large team of analysts with the portfolio of operational support, covert policing, major incidents and crime in action.

During his career within law enforcement, Andy has developed an in-depth knowledge of communications data, cybercrime, open source and digital media and has multiple practical examples that can be applied within the training environment. He has held seats on a number of national working groups including the National Policing Chiefs Council Data Communications Group (DCG), DCG Evidence Sub Group, and the National Analyst Working Group (NAWG). Andy is also an associate trainer/subject matter expert for the College of Policing.

Andy was also an accredited CD SPoC and performed an "out of hours" role in respect of threats to life and crimes in action.

Andy has also been engaged on many occasions by the Communications Capabilities Development Programme (CCDP) to be involved in working and development groups as a subject matter expert. Andy was also part of the UK delegation in respect of the EU Data Retention Directive and addressed the Council for the European Union in Brussels. Andy is also currently engaged in developing and delivering intelligence and analytical training to law enforcement and military agencies within the United Kingdom, Middle East and Balkans.

**Training Experience:**

- Extensive background in training within various law enforcement arenas and previously within the Employment Service
- Co-author and deliverer of the Communications Data Analysis (CDA) programme on behalf of the College of Policing

- Co-author and deliverer of the Digital Media Investigator (DMI) programme on behalf of the College of Policing
- Involved in the initial pilot of the College of Policing Mainstream Cybercrime programme and subsequent delivery within Cheshire Constabulary upon its release
- Represented both the National Crime Squad and Cheshire Constabulary in respect of sensitive investigations in the Netherlands and has presented to officers from the Dubai Police Service during an exchange visit to the UK.
- Provided communications data, cybercrime, technology inputs on both the ICIDP and the IPLDP training courses
- Level 3 Award in Education qualified trainer (currently undertaking level 4)