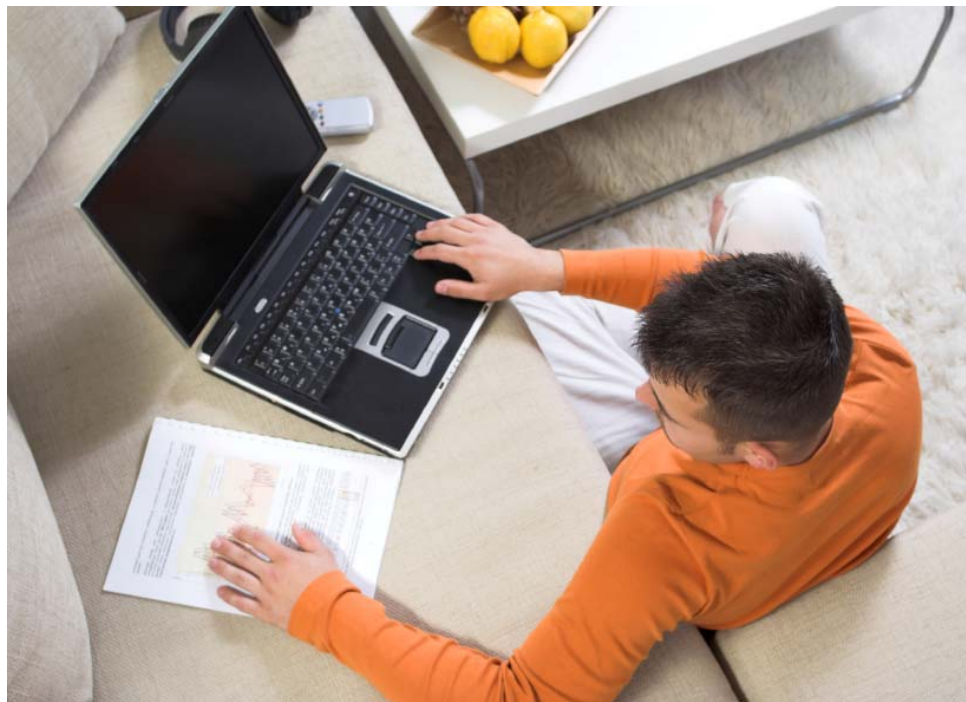




Course Structure & Program



1. *Investigative Skills Course*

Investigative Skills Course

The investigative skills course consists of a five day seminar/workshop. The course consists of two days of lectures, one day of interview skills and a two day scenario based investigation workshop. An indicative timetable is attached.

ICETS schedules training in most state capitals twice a year. To check the next available dates for face to face training visit <http://training.icets.com.au/>

Costs

Course fee \$1,650.00 (attendance at **Five day ISC only**)

- Statement of attendance. Five Day Investigative Skills Course
- Statement of Attainment for Exercise regulatory Powers, Investigate Non-compliance, Gather & Manage Evidence and Use Advance Workplace Communication Strategies.

Groups of 5 or more attract a **10% discount for all courses**

Customisation

For groups of six or more students the on line component of the training package can be customised to reflect the legislation, policy and procedures relevant to their specific agency.

In House delivery

Training packages for groups of 10 or more courses can be delivered 'in house'. This includes a full customisation of the course and requires the client agency to provide training facilities and catering. **This delivery method attracts a discount of 20%**

Appendix Two - Indicative Timetable Investigative Skills Course

	9.00 - 10.30		10.45 - 12.30		1.00-2.30		2.45-4.30
	Session 1		Session 2		Session 3		Session 4
Day 1	Principles of Investigation.	Morning Tea	Introduction to the law	Lunch	Case Management	Afternoon Tea	First Response
Day 2	Investigation Planning		Introduction to Evidence		Investigation Management		Reporting
Day 3	Introduction to Investigative Interviewing		The PEACE Model		Interview exercise		Interview exercise
Day 4	Scenario Activity 1		Scenario Activity 2		Scenario Activity 3		Scenario Activity 4
Day 5	Scenario Activity 5		Scenario Activity 6		Scenario Activity 7		Scenario Activity 8

Indicative Content for Five day Investigative Skills Course

Principles of Investigation.

Introduction to investigations, the role of the investigator, knowledge, skills, and attributes, fundamental principles, natural justice and procedural fairness.

Introduction to the law

How to read an Act, enabling legislation, powers, responsibilities, offences, defences, relationship of other legislation.

Case Management

Principles of case management, managing information, administrative decision making.

First Response

Responding to intelligence, allegations, incidents, prioritising, objectives and scope

Investigation Planning

Elementising offences, evidence matrix, investigation plan.

Introduction to Evidence

Law of evidence, rules of evidence burden of proof, standard of proof

Investigation Management

Issues and common problems in investigations, troubleshooting,

Reporting

Reporting procedures, investigation report, brief of evidence.

Introduction to Investigative Interviewing

Statements and records of interview, dealing with deception, conversation management

The PEACE Model

Planning, engage and explain, account clarification and challenge, closure and evaluation.

Interview exercise

Role play activity

Scenario Activities

Appendix Two - Indicative Timetable Investigative Skills Course

Students are provided with a piece of 'sample' legislation and, from information provided are required to step through the investigation process. Each activity is discussed and a case file created. Activity culminates in preparation of a brief of evidence.