



Introduction to Investigation

Part of the
Compliance Excellence Program

About Em-Four Pty Ltd

Em-Four Pty Ltd is a Registered Training Organisation that specialises in local government compliance, investigation and enforcement training. We are accredited by the NSW Vocational Training and Education Accreditation Board (VETAB) and Commonwealth *Department of Education, Science and Training (DEST)* to deliver this course nationally. Further details of our nationally accredited training (RTO No. 90936) are available at www.ntis.gov.au.

About this Investigation Course

Participants are introduced to key concepts in investigative best practice and interviewing. It provides participants with a sound foundation on which they can develop their investigative skills for work in the non-police law-enforcement or compliance sector. It will be of interest to people working as Rangers, Regulatory Services Officers and Health & Building Compliance Officers or any other position in local government or the public sector whose work has a significant investigative role.



What sets this course apart from others in the market place is that it gives its participants the opportunity to practice and apply their knowledge in settings that come as close as possible to the real world. An integrated problem solving approach is used to encourage participants to develop innovative solutions to the challenges that they confront in investigating a broad range of matters – Environment, Administrative Law, Animal Attacks, Water Usage, Pollution, Occupational Health & Safety or Criminal Law.

PROGRAM AREAS

- Investigative Ethics
- Investigative Process
- Identification, Collection & Preservation of Physical Evidence
- Gather Information Through Interviews – Theory & Practice
 - Victims
 - Independent Eye-Witnesses
 - Suspects & Offenders
- Statement & Brief Preparation
- Case Analysis

COMPETENCY ALIGNMENT & ACCREDITATION



At the conclusion of the course and successful completion of relevant post-course assessments, participants will be granted a Certificate of Attainment for relevant competency units selected from the *Certificate IV in Government (Investigation)*.



PSPETHC401A	Uphold and support values and principles of public service
PSPREG404C	Investigate Non-Compliance
PSPREG407B	Produce Formal Record of Interview
PSPREG411A	Gather Information Through Interviews
PSPREG412A	Gather & Manage Evidence

Competency Units may be substituted with others from our scope of training services to meet specific needs of our clients providing they comply with training package requirements.

This course articulates with the *Certificate IV in Government (Investigation)* PSP41504 and the *Diploma of Government (Investigation)* PSP51704. Any participant who subsequently undertakes the *Certificate IV in Government (Investigation)* will be granted RPL for all competency units completed in this course.



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Fees – Price on Application

Workshop numbers are limited to 18 participants maintain an optimal student to staff ratio.

Our workshops are held at appropriate locations that are readily accessible to public transport.

“In-House” Delivery & Public Delivery

Em-Four is conscious of providing value for money. Please contact Em-Four to discuss how we can tailor a delivery package and fee to best suit the needs of your organisation with an “in-house” workshop. Substantial discounts are available for organisations that are able to provide a suitable venue for delivery of training or able to provide more than four participants per course.

Our range of courses and placement on various State and Territory Education & Training Department provider lists means that the way we link our courses with traineeships greatly reduces the cost to you for eligible new and experienced staff. Some of our courses are available as “Fee for Service” or “Traineeship –Based.” Contact Em-Four to discuss your requirements and we will arrange a quotation for you.



What We Provide

Our fees cover:

- Delivery of the course by specialist facilitators who are VETAB accredited as *Work Place Assessors & Trainers at Certificate IV* level or higher.
- All practical and written assessments.
- Provision of all Course materials; printed & electronic session notes and other learning resources.
- Audio and video recording equipment for workshop interviews.
- Access to facilitators for assistance with post-course assessment tasks.



Your Course Facilitators

Bruce Magee – Former Detective Sergeant who has investigated and prosecuted the full spectrum of criminal offences over a distinguished career with the NSW Police. He has continued this work in the private sector, both as investigator and teacher. Director – Em-Four Pty Ltd

Philip Walsh – Former NSW Police Sergeant, before becoming a Lecturer in Policing & Investigations for Charles Sturt University. Philip has a long history teaching and applying investigative and interviewing best practice in both police and public sector law enforcement. Director – Em-Four Pty Ltd

Gary Matlok – Former NSW Police Sergeant who specialised in emergency operations and human resource management. Director – Em-Four Pty Ltd

Em-Four Pty Ltd has access to a broad range of specialists drawn from the fields of public and private law enforcement and investigations. These include currently practicing and former lawyers, magistrates, prosecutors, forensic officers, intelligence officers and investigators.

CONTACT DETAILS



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