



Certificate IV in Government (Investigation) PSP41504

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.

Who should undertake this course?

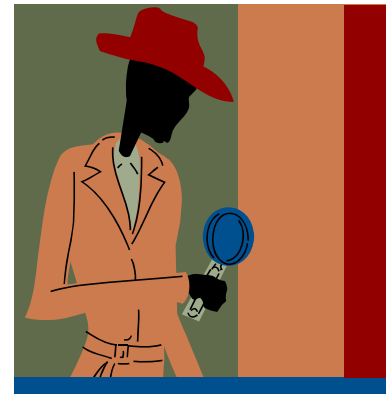


This is an ideal course for participants who will be carrying out investigations arising from their work in non-police law enforcement and compliance management sections in all parts of the public sector. Statutory requirements under administrative law have placed greater emphasis on the quality of investigations carried out by Human Resources and other departments. Participants develop their skills in investigative best practice and interviewing over the duration of this course. It provides participants with a sound foundation to apply investigative skills in enforcement and compliance responsibilities.

This course is for people whose work has a significant investigative role.

About this Course

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. It provides participants with the tools to prosecute their cases in a variety of jurisdictions. 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, Water Usage, Pollution, Occupational Health & Safety or Criminal Law. There is an increased focus on Administrative Law, disciplinary and employee relations' matters, as well as issues surrounding internal compliance processes.



PROGRAM AREAS

Core Areas

- Investigative Ethics (1)
- Investigative Practice, Processes and Powers (2)
- Identification, Collection & Preservation of Physical Evidence (1)
- Investigation Reports & Briefings – Progress & Final (2)
- Interviewing – Witnesses, Offenders, Victims (2)
- Occupational Health & Safety (1)
- Advanced Communication Strategies (1)
- Internal Compliance Procedures & Processes (1)

Elective Areas

- Statement & Brief Preparation & Giving Evidence (2)
- Coordinating Prosecutions (1)
- Risk Management (1)
- Road Transport Compliance for Local Government (3)
- Intelligence (1)
- Other appropriate areas may be substituted as required.

ACCREDITATION



At the conclusion of the course and successful completion of relevant assessments, participants will be granted a nationally recognised qualification that is NSW VETAB accredited – the *Certificate IV in Government (Investigation) – PSP41504*. This course articulates with the *Diploma of Government (Investigation) PSP51704*.





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Em-Four Pty Ltd is accredited by the NSW Vocational Training and Education Accreditation Board (VETAB) and Commonwealth *Department of Education, Science and Training (DEST)* to deliver this course as part of its scope of training services. We have mutual recognition for delivery in every Australian State and Territory.

Traineeships



This course is available as a Traineeship in several Australian States and Territories. **Employee participation may attract significant financial**

incentives to your organisation. Contact Em-Four Pty Ltd or your Australian Apprenticeship Centre for further information.

Fees – Price on Application

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. 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. Substantial discounts are available for organisations that are able to provide a suitable venue for delivery of training or able to provide more than five participants per course.

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, as well as any re-assessments that might be needed.
- Provision of all Course materials, session notes, recording equipment and other learning resources.



Delivery & Duration

Depending on state or territory requirements, the course is delivered over a period of between 12 months and two years using a blend of face-to-face workshops, distance education and flexible work-based learning. Ongoing assistance is provided through the entire course. We work with you to ensure that delivery best meets the needs of your staff and your operational demands.

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.

Gary Matlok – Former NSW Police Sergeant who specialised in emergency operations and human resource management. His approach to case management and problem solving enables course participants to quickly develop the skills needed to deliver effective investigation briefings and prepare reports that meet and exceed the standards required by employers. 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.

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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