



Statement & Brief Preparation Workshop

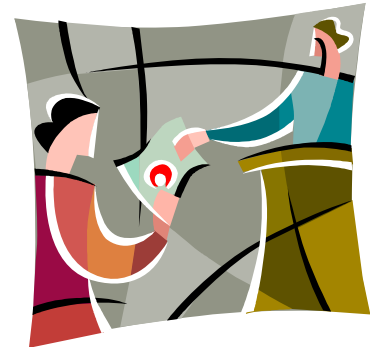
Part of the "Compliance Excellence Program"

www.emfour.com.au

About this Workshop

Does your work require you to prepare statements? How confident are you that your briefs of evidence will stand up to tough scrutiny? Many of the inquiries that used to be handled by state police agencies have now moved into other sectors and are conducted by investigators from the private and public sectors.

No matter what your investigative role, you must be able to prepare accurate, concise statements that are admissible in your jurisdiction. Your inquiries and competence are judged on the quality of statements, briefs of evidence and investigative reports that you produce. This workshop will enhance your existing skills and build your foundation of knowledge for work in the non-police law-enforcement or compliance sector.



The workshop gives you the opportunity to practice and apply your skills and knowledge in practical settings. You don't just sit back – you get involved. It builds on the best practice interviewing strategies in the "Introduction to Interviewing Workshop" and shows how the hard work of the investigation pays off in its final product, the brief of evidence. This workshop is part of our "Compliance Excellence Program".

Em-Four's integrated problem solving approach assists you in developing innovative solutions to the challenges that you confront in gathering information across a broad range of matters – Environment, Administrative Law, Anti-Discrimination, Harassment, Animal Attacks, Water Usage, Pollution, Occupational Health & Safety or Criminal Law.

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 the competency unit for this workshop nationally. Further details of our nationally accredited training (RTO No. 90936) are available at www.ntis.gov.au.

PROGRAM AREAS

- Rules of Evidence
- The Role of the Investigator as Lead Witness
- Gathering & Managing Evidence
- Statement Construction – Witnesses, Experts and the Investigating Officer
- From Interview to Statement – Keeping it Admissible
- Brief Preparation

COMPETENCY ALIGNMENT & ACCREDITATION



At the conclusion of the workshop and completion of relevant assessments, successful participants will be granted a Certificate of Attainment for the Nationally Recognised Training competency unit PSPREG409B – Prepare a Brief of Evidence.



This workshop articulates with the *Certificate IV in Government (Statutory Compliance)* PSP41404, *Certificate IV in Government (Investigation)* PSP41504 and the *Diploma of Government (Investigation)* PSP51704. Any participant who subsequently undertakes these courses will be granted Recognition for the competency unit.

Statements of attainment awarded to participants who successfully complete all aspects of the workshop will bear accreditation as Nationally Recognised Training under the auspices of VETAB and DEST. All participants will be awarded a Certificate of Attendance for the workshop.



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Fees

Price on Application

Public Workshops

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

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. 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.
- Access to facilitators for assistance with post-course assessment tasks.

Light Refreshments provided.



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



Bruce Magee (0417) 209232



enquiries@emfour.com.au