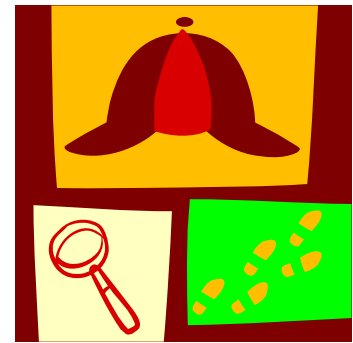




## About Em-Four Pty Ltd

Em-Four Pty Ltd is a Registered Training Organisation that specialises in non-police 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 units of this program nationally. Further details of our nationally accredited training (RTO No. 90936) are available at [www.ntis.gov.au](http://www.ntis.gov.au).



## About the Compliance Excellence Program

This program has isolated three of the key areas for investigation in local government – Investigation of Dog Attacks, Interviewing and Preparation of Briefs of Evidence. This program will enhance your skills in all of these areas, as well as giving you a you a solid foundation of investigative skills for work in the non-police law-enforcement or compliance sector. This is an ideal short program for Local Government Rangers, Animal Management Officers, Regulatory Services and Compliance Officers.



The Compliance Excellence Program equips you to practice and apply your skills and knowledge in simulated workplace settings. You don't just sit back and listen to presenters – you get involved by applying new skills that make your work easier. Em-Four's integrated problem solving approach is used to help you to develop innovative solutions to the challenges that you confront when conducting inquiries.

## PROGRAM AREAS

The program is comprised of three areas, each of which consists of an intensive two day face-to-face workshop followed by distance education and a work-based assessment task. The three workshops are:

- \* Introduction to Interviewing
- \* Statement & Brief Preparation
- \* Dog Attack Investigation

## COMPETENCY ALIGNMENT & ACCREDITATION



All participants will be awarded a Certificate of Attendance for the program. **Completion of each workshop and its relevant assessments enables successful participants to be granted Certificates of Attainment for these Nationally Recognised Training competency units.**



- \* *Introduction to Interviewing – PSPREG411A – Gather Information Through Interviews*
- \* *Statement & Brief Preparation – PSPREG409B – Prepare a Brief of Evidence*
- \* *Dog Attack Investigation – LGAREGS404A – Undertake Appointed Animal Control Duties & Responsibilities*

This program articulates with the *Certificate IV in Government (Statutory Compliance)* PSP41404, *Certificate IV in Government (Investigation)* PSP41504, *Certificate IV in Local Government (Regulatory Services)* LGA40504 and the *Diploma of Government (Investigation)* PSP51704. Any participant who subsequently undertakes these courses will be granted Recognition for competency units completed in the Program.

Statements of attainment awarded to participants who successfully complete all aspects of the course will bear accreditation as Nationally Recognised Training under the auspices of VETAB and DEST.

## Duration

The program is delivered over a six month period with three intensive two day face-to-face workshops, each followed by a field practice component of two months for submission of assessment tasks.



## Fees

### *Price on Application*

Purchase of the "Compliance Excellence Program" is far more cost effective than individual participation in each of its three component workshops.

## 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.
- Audio and video recording equipment for workshop interviews.
- 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**



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