

Advanced Professional Training In Investigative Practice

Please complete section A, B and C

(Please note that all courses are held in London)

Unit 1 - Law, Evidence, Procedure and Best Practice (2 days)

- 1 and 2 September 2010
- 2 and 3 November 2010
- 25 and 26 January 2011
- 13 and 14 April 2011
- 5 and 6 July 2011

Advanced Investigative Interviewing (2 days)

- 29 and 30 September 2010
- 7 and 8 December 2010
- 9 and 10 March 2011
- 15 and 16 June 2011

Employment Investigations (2 days)

- 24 and 25 November 2010
- 1 and 2 June 2011

Negotiation (1 day)[†]

- 5 April 2011

Unit 2 - Part 1 - (1 day) Advanced Statement/Report Writing

- 5 October 2010
- 1 December 2010
- 23 February 2011
- 24 May 2011

Regulation of Investigatory Powers Act (RIPA) Training (1 day)*

- 15 September 2010
- 17 November 2010
- 16 February 2011
- 10 May 2011

Advocacy (2 days)

- 20 and 21 October 2010

Mediation (1 day)[†]

- 6 April 2011

Unit 2 - Part 2 - Giving Evidence (1 day)

- 6 October 2010
- 2 December 2010
- 24 February 2011
- 25 May 2011

Data Protection Act (DPA) Training (1 day)*

- 16 September 2010
- 18 November 2010
- 17 February 2011
- 11 May 2011

Collecting Electronic/Digital Evidence (2 days)

- 9 and 10 November 2010
- 1 and 2 December 2010
- 1 and 2 March 2011

The course fee for each day is £210 + VAT per delegate per day.

* Must be run as a 2 day course with RIPA and DPA together for Certificate and Award delegates

† Must be run as a 2 day course with Negotiation and Mediation together for Certificate and Award delegates

Section A

- I want to undertake the assessment leading to the **Award(s)**
- I want to undertake the assessment leading to the **Certificate**
- I do not want to take any assessments

Section B

Delegate Details (please use block capitals):

Title: _____ First Name: _____ Surname: _____

Organisation/Department: _____

Address: _____

Postcode: _____ Email address: _____

Telephone number: _____ Fax number: _____

Candidate Number (if known): _____ Please list any special requirements you may have: _____

Invoice details (who the invoice should be sent to):

Title: _____ First Name: _____ Surname: _____

Organisation/Department: _____

Address: _____

Postcode: _____ Email address: _____

Telephone number: _____ Fax number: _____

I agree to pay the requisite course fee of £ _____.

Signed: _____ Please print name: _____ Date: _____

Data Protection: Bond Solon may from time to time contact you with details of programmes and services that may be of interest to you and may pass your details to other companies within the Wilmington Group and selected clients. Please write to: The Marketing Executive, Bond Solon, Paulton House, 8 Shepherdess Walk, London, N1 7LB or email: info@bondsolon.com, if you do not wish to be included in this activity.

Section C

Please fax back form to 020 7549 2505 Please complete one form per delegate Tel: 020 7549 2549

Advanced Professional Training in Investigative Practice



The Advanced Professional Training in Investigative Practice will provide all investigators with the essential skills needed to carry out an investigation professionally to secure relevant and admissible evidence.

The training, together with pre and post course reading, has been designed to provide investigators with a clear insight into the legal framework within which an investigator operates. Delegates will be looking at the relevant legislation, procedures and rules of evidence that impact on their work. They will learn and practice best practice in collecting and recording evidence, writing statements and giving evidence in the witness box. The additional modules build on these skills.

The materials for the training consist of the course materials, videos and practical exercises, group exercises and plenary sessions. Delegates learn by doing and will receive feedback and support from their peers and the trainers.

The Advanced Professional Training will:

- help your investigators gain an excellent knowledge of relevant legislation, procedures and practice
- create best practice in investigations in your organisation
- reduce risks in conducting investigations
- create best practice in note taking and statement writing
- reduce costs and lead to a standardised best practice in investigations
- instil confidence in your investigators and in those instructing you

Training Options

The courses run are externally accredited by Edexcel and can lead to a nationally recognised qualification.

Option 1 - Delegates can undertake any 1 or 2 day training programme.

Option 2 - Delegates who undertake 2 days of training and successfully complete the assessments will be eligible for an Advanced Professional Award in Investigative Practice accredited by Edexcel at BTEC level 7. **Currently Edexcel charge a fee of £71.90 + VAT for the verification of the Award.**

Option 3 - Delegates who undertake 8 days of training and successfully complete the assessments will be eligible for an Advanced Professional Certificate in Investigative Practice accredited by Edexcel at BTEC level 7. **Currently Edexcel charge a fee of £84.00 + VAT for the verification of the Certificate.** To complete the Advanced Professional Certificate in Investigative Practice delegates must attend the core units (4 days):

Unit 1 - Law, Evidence, Procedure and Best Practice (2 Days)

Unit 2 - Part 1 - Advanced Statement/Report Writing (1 Day)

Unit 2 - Part 2 - Giving Evidence (1 Day)

Once delegates have completed the core units they then choose any other 4 days training.



Bond Solon Terms and Conditions

Completion and return of this form or confirmation by the delegate or the delegate's organisation of course dates represents a legally binding contract in which the following terms and conditions apply:

- This event is organised by Bond Solon
- Payment of the Course Fee and the Edexcel fee is required with the registration form. No places can be reserved without payment.
- Confirmation of registration, map and receipted invoice will be sent in acknowledgement of all bookings.
- Cancellations must be made in writing and will be subject to a £25 (+ VAT) administration charge, but no refunds can be made for cancellations notified within 21 days of the event. Postponements will be accepted at no charge if notified in writing at least 21 days prior to the event; those received between 14 and 20 days of the event will be charged at 25% of the agreed course fee; and those received between 7 and 13 days will be charged at 50% of the agreed course fee. Thereafter, postponements will be charged at the full course fee.
- Substituted delegates will be accepted at any time.
- BST is not liable for bank charges or any other costs incurred by delegates in attending the event.
- BST reserves the right to refuse entry to delegates if it chooses.
- BST reserves the right to change the venue and /or speakers at any time and without prior notice.
- BST also reserves the right in its absolute discretion to cancel the event and issue a full refund of fees.

The information you provide will be held by BST and may be used to keep you informed of future BST events and other BST products and services.

**The course fee for each day is £210 + VAT per delegate per day.
Please tick the dates (overleaf), which you would like to attend.**

