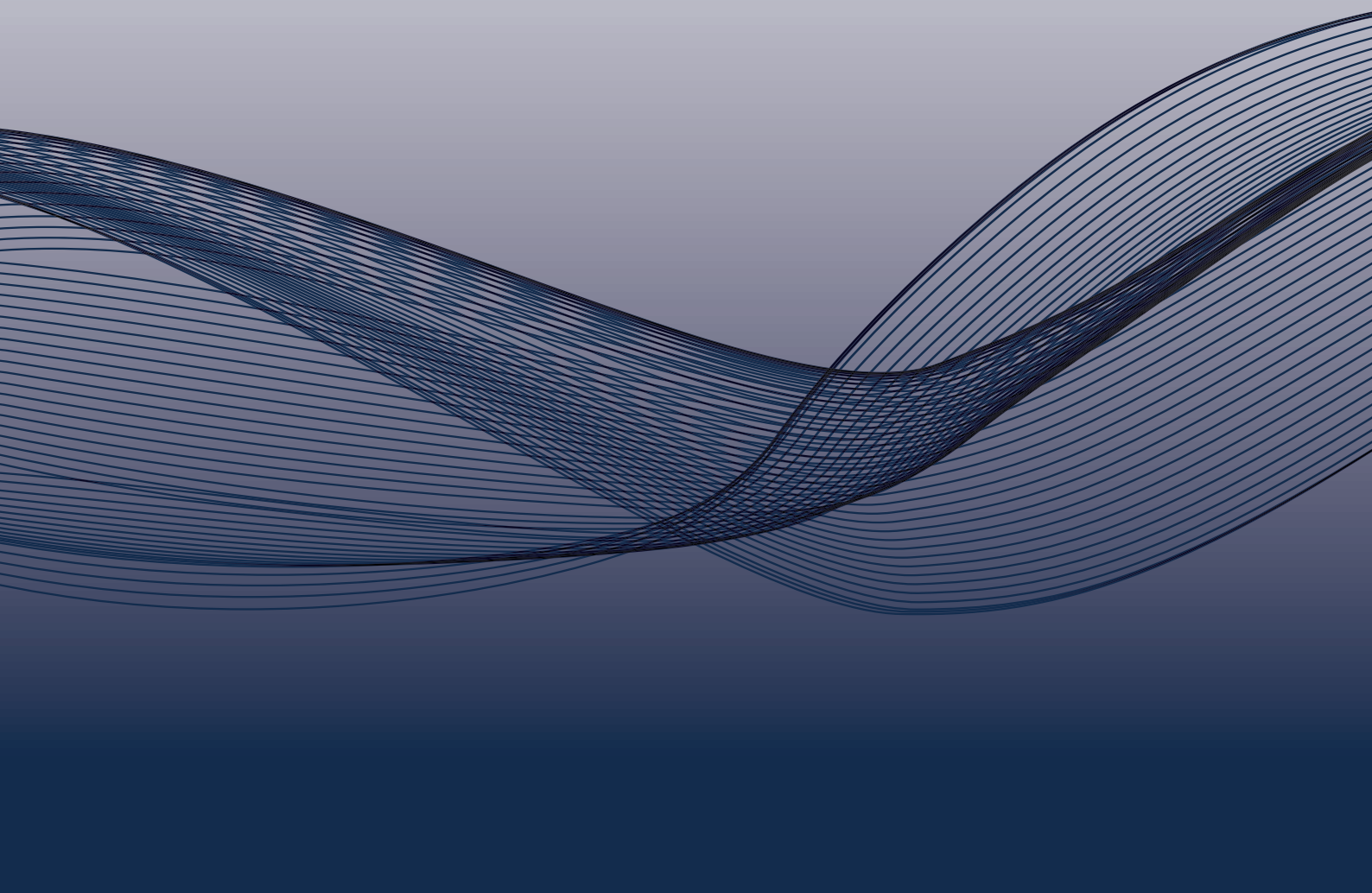


Advanced Professional Certificate in Investigative Practice

March – June 2021



The Advanced Professional Certificate in Investigative Practice

The Wales Fraud Forum are delighted to be running the Advanced Professional Certificate in Investigative Practice in association with Bond Solon Training. By running this programme on behalf of Wales Fraud Forum Members, Bond Solon are able to offer **a substantial discount of 47%** compared to attending an equivalent Bond Solon public course programme. The Wales Fraud Forum programme will be running virtually between March and June 2021 and is limited to a maximum of 16 delegates.

This nationally recognised investigative qualification is a BTEC Level 7 qualification awarded by the awarding body Pearsons and is recognised as the leading professional qualification for personnel with an investigative role. To date over 4,000 investigators from a range of government agencies and commercial organisations have successfully completed this qualification.

Why undertake this programme?

Both the private and public sector employ investigators to carry out a range internal and external fraud investigations. Investigations can be both costly and time consuming and it is essential that they are carried out to the required standard. This competency base qualification is designed to ensure that those with an investigative role have the knowledge, skills and confidence to competently gather, secure, and present evidence to best practice standards.

- Equip investigators with the necessary skills, knowledge and procedures to carry out investigations to best practice standards
- Reduce the risks when conducting investigations
- Instil confidence in investigators
- Reduce costs and create a standardised approach to conducting investigations across your organisation
- Provide a structured development path for investigators, giving them the necessary competencies to carry out their work effectively and to best practice standards
- Compliment and enhance existing skills

Format of the Programme

The qualification is made up of 8 days' virtual training which is broken up into four 2-day modules.

- Module 1 - Law, Evidence, Procedure and Best Practice (2 days)
- Module 2 - Open Source Internet Investigations (2 days)
- Module 3 - Advanced Investigative Interviewing (2 days)
- Module 4 - Advanced Statement/Report Writing and Courtroom Skills (2 days)

Full details of each module can be found below.

Assessments

After each 2-day module delegates are required to complete a post course assessment.

After completing the 8 days virtual training and passing the 4 post course assessments delegates will be awarded the Advanced Professional Certificate in Investigative Practice (BTEC Level 7) qualification.

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

Date: 23 & 24 March 2021

Delivery Format: Virtual Microsoft Teams Classroom

This module will equip delegates with essential knowledge of the relevant law, evidence and procedures necessary for counter-fraud investigators to carry out an effective and compliant investigation. The training covers the different types and sources of evidence and how this evidence will be collected and recorded to ensure it is reliable and admissible in any subsequent legal proceedings.

Delegates will understand how to conduct an investigation that complies with the highest standards of law and procedure, such as Human Rights laws and follows the spirit of the Police and Criminal Evidence Act (PACE) and Codes. Delegates will analyse a case to determine what has to be proved and how to prove it using the best available evidence. They will consider case studies tailored to the work of a fraud investigator. Practical exercises will demonstrate how best practice in note taking will enhance the reliability and credibility of the evidence.

Key learning points:

- Explain and apply relevant law, procedures and codes
- Recognise the different types of evidence
- Consider hearsay, oral and documentary evidence, circumstantial evidence and real evidence, continuity of evidence and admissibility of evidence
- Distinguish between facts, inferences and opinions
- Differentiate between facts, inferences and assumptions and understand when to rely on each
- Analyse and evaluate evidence arising from an investigation
- Create, maintain and enhance best practice standards in note taking

Module 2 - Open Source Internet Investigations (2 days)

Date: 27 & 28 April 2021

Delivery Format: Virtual Microsoft Teams Classroom

Delegates will learn how to maximise evidence that can be sourced from the Internet to further their investigations. They will undertake several interactive exercises and a final online interactive exercise testing the skills. Those attending will be provided with access to a post-course website containing tutorials and aide memoirs.

Internet-based investigations require a blend of investigative skills, technical knowledge and an eye for detail. An innovative approach to this type of investigation is essential and will reap rewards as information is often hidden or not readily accessible. The techniques taught on this course will enable delegates to 'look behind the scenes' and lawfully harvest valuable data to an evidential standard to support their investigation.

Key learning points:

- Evaluate the principles and techniques involved in online investigations
- Know the legislation that influences Internet investigations
- Identify anonymisation methods
- Plan an Internet based investigation
- Investigate digital images, websites and emails
- Implement social media investigation techniques
- Employ advanced web and internet search techniques
- Prepare evidence and material for trials and tribunals

Module 3 - Advanced Investigative Interviewing

Date: 18 & 19 May 2021

Delivery Format: Virtual Microsoft Teams Classroom

Delegates will consider the Police and Criminal Evidence Act (PACE) and the Codes and consider how the way in which the interview is conducted may affect the admissibility of the evidence. Delegates will review the necessary law and procedure for the different types of interviews that they undertake. They will learn how to conduct a variety of interviews in such a way that the evidence obtained is admissible in any future court hearing.

Delegates will carry out role-plays in the context of the typical interviews they might conduct. The role-play will be based on realistic case studies. Delegates will also consider the duty of disclosure prior to interview (pre-interview disclosure) and how to deal with lawyers present at the interview.

Key learning points:

- Balance investigative powers with an individual's rights
- Plan and prepare an investigative interview
- Identify and evaluate the objectives for the interview
- Identify facts already established, and those that need to be established
- Use different questioning techniques and structure the interview
- Apply the PEACE model in interviewing
- Select and use the appropriate interview model for witnesses, suspects and other
- Interviewees
- Disclosure, evidence, special warnings, solicitors, silences, selective answering

Module 4 - Advanced Statement/Report Writing and Courtroom Skills

Date: 22 & 23 June 2021

Delivery Format: Virtual Microsoft Teams Classroom

The final module develops the skills of writing evidence in statements and giving oral evidence effectively and to best practice standards. On the first day delegates will learn what constitutes best practice standards in drafting statements. They will analyse statements they have written in the workplace and practice writing statements.

On the second day delegates will gain the knowledge, skills and confidence to present evidence effectively. The procedures for giving evidence, the order of events, the roles of different people in the hearing and the process of giving evidence will be explained. In the afternoon delegates will be cross-examined by defence lawyers on a case study, statement or reports from a completed case, based on their own area of work, and will receive feedback on how to improve evidence.

Key learning points:

- Distinguish between primary and secondary sources of evidence
- Understand the importance of identifying the issues and the facts, and the source and weight of those facts before writing
- Understand the importance of including the source of the content in the statement or report
- Understand how to structure a statement or report
- Assess evidence writing skills and whether best practice has been achieved through the use of objective assessment criteria
- Understand the procedures and processes of giving evidence, order of events and roles of those at the hearing
- Understand how to make appropriate use of supporting evidence, documents, graphics and notes when giving evidence
- Know how to identify the techniques of cross-examination, and how to handle them

Booking the Advanced Professional Certificate in Investigative Practice

The Wales Fraud Forum 2021 Advanced Professional Certificate in Investigative Practice Programme is limited to 16 delegates.

Wales Fraud Forum Members Discount Price

The special discounted price for Wales Fraud Forum members: £1230 plus Vat (**a substantial 47% discount** compared to the standard public course price of £2342 plus Vat.)

- **Law, Evidence, Procedure and Best Practice** (2 days)
23 & 24 March 2021
- **Open Source Internet Investigations** (2 days)
27 & 28 April 2021
- **Advanced Investigative Interviewing** (2 days)
18 & 19 May 2021
- **Advanced Statement/Report Writing and Courtroom Skills** (2 days)
22 & 23 June 2021

To Book

1. Booking online and paying by credit/debit card – please visit [our website](#)
2. Booking by invoice, please [download our booking form](#) and return it to info@bondsolon.com

If you have any questions in relation to the qualification or how to book, please contact Chris Munden at Bond Solon on 0207 549 2549 or email him at info@bondsolon.com