

# Covert, Intelligence & Specialist Training

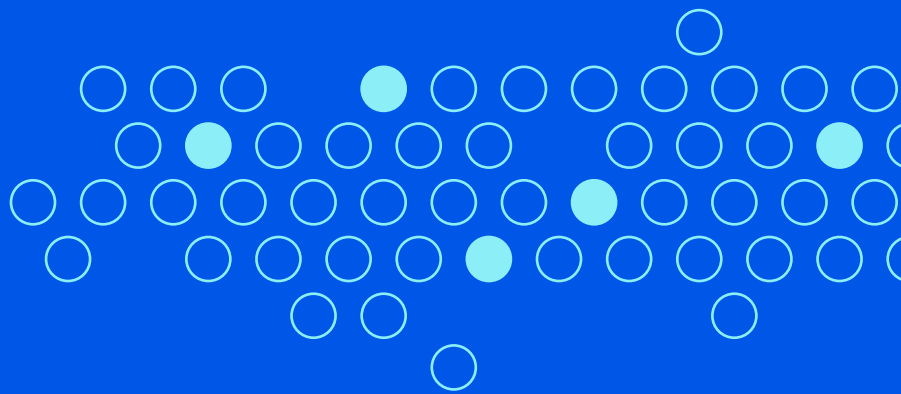
A range of specialist training programmes designed to give investigators competence and confidence to perform their role in a more effective way.



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# Overview



## About Bond Solon

Bond Solon is the UK's leading specialist training organisations. Bond Solon was formed in 1992 to provide legal training to non-lawyers. They continue to do this where they have become recognized as the market leader in training for expert witnesses and courtroom. In 2018 Bond Solon acquired The Training Consultants Ltd.

The Training Consultants were one of the UK's leading specialist training companies, offering the whole spectrum of training in covert investigations, intelligence and specialist training to organisations around the world.

We are now pleased to offer all of this training under the Bond Solon brand.

## Why Choose Bond Solon?

Over 300,000 delegates have been trained to date by us and we are trusted by hundreds of organisations to train their staff. All of our training is designed to improve performance and confidence in the workplace and increase knowledge, understanding and skills.

We will provide you and your staff with the most up to date relevant, useful and effective courses available. We achieve this by working in partnership with our clients to understand their specific needs. Our training is interactive, uses relevant case studies and where necessary, the use of role players to train staff for reality.

As a result, our training is of the highest standard and our programmes are externally accredited which can lead to the award of recognized qualifications and also demonstrate occupational competence.

## Our Trainers

Our trainers are all subject-matter experts in their respective arenas and come from a variety of backgrounds including lawyers, law-enforcement officers and other similar organisations such the prison service. They are all qualified as trainers so not only do they understand their subject matter they also know the most effective ways to deliver the training to maximise the learning and they bring years of practical experience to the training.

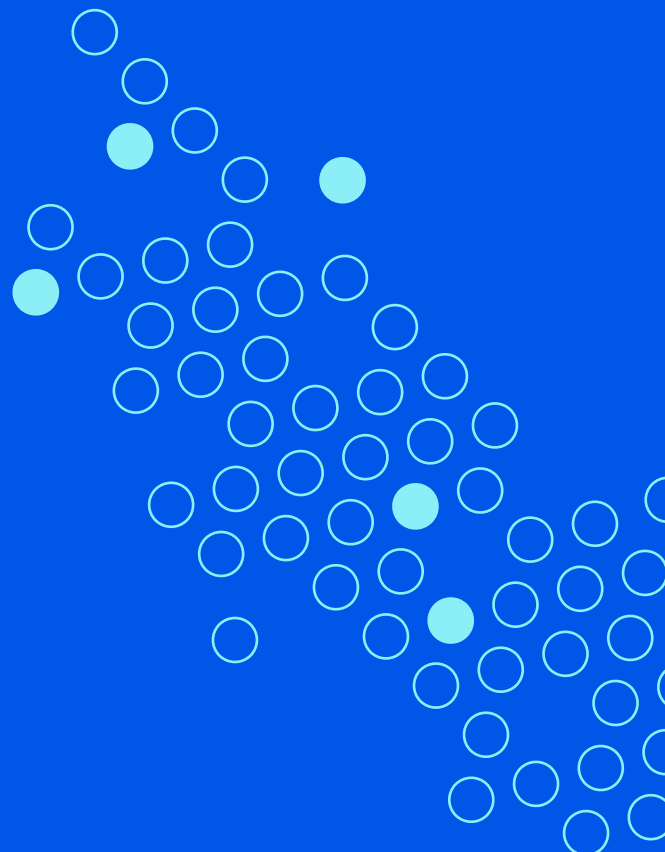
## Public & In-House Courses

Public courses are delivered throughout the year for face-to-face training but if you have 5 or more colleagues to train then we can gladly come to you and deliver the training in house, reducing abstractions from the workplace.

## Virtual Training

We are now offering a large number of our courses via virtual training. We deliver the training in real time using the same high-quality methods to deliver the same high quality training but you can now complete the training, no matter where you are in the world, as long as you have a computer, tablet or mobile device, with a good internet connection. We use a variety of platforms for our virtual training delivery so we will be able to offer you a suitable solution. There is now no need to travel to the training or sit in a classroom with groups of others as the training will come directly to you, wherever you are.

# Covert Training



Covert activity can provide excellent results in the form of evidence or intelligence. However, it is important that those undertaking the activity or those managing the covert aspects of any investigation do so to best practice standards.

Our covert courses are delivered by subject matter experts who have all worked operationally in their respective fields and are qualified trainers. Our portfolio of training courses covers the whole spectrum of covert activity and can be delivered for organisations based in the UK or around the world.

**Courses we offer include:**

## Introduction to CHIS (1/2 Day)

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This half-day awareness course is designed for anyone that needs some knowledge of the Covert Human Intelligence Sources.

### KEY LEARNING POINTS

- When should someone be treated as a CHIS?
- When can someone give information but not be a CHIS?
- The different types of CHIS
- Why do we need to deal with someone as a CHIS?
- What is the duty of care and how does this apply to CHIS?
- Why do we need to risk assess CHIS?
- The roles of those people involved in the CHIS process.



**Delivered on an in-house basis**



**Virtual Classroom or On-Site Delivery**

## CHIS for Local Authorities (2 Days)

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This course is aimed specifically at local authority staff that are required to manage people who meet the statutory definition of a Covert Human Intelligence Source (CHIS).

### KEY LEARNING POINTS

- What is a Covert Human Intelligence Source (CHIS)?
- Different types of CHIS
- CHIS in a local authority setting
- What is the duty of care and how does this apply?
- How to complete a CHIS risk assessment
- How to complete an application for a CHIS
- The roles of the CHIS, Handler and Controller
- CHIS motives & motivation.



**Delivered on an in-house basis**



**Virtual Classroom or On-Site Delivery**

## Core CHIS Training (5 Days)

This course is designed to introduce staff who may be new to CHIS and how to manage a CHIS at a standard level (or core skills level, depending on the terminology your organisation uses).

### KEY LEARNING POINTS

- What is a Covert Human Intelligence Source (CHIS)?
- Different types of CHIS
- What is the duty of care and how does this apply?
- How to complete a CHIS risk assessment
- How to complete an application for a CHIS
- The roles of the CHIS, Handler and Controller
- CHIS motives & motivation
- How to effectively task & debrief a CHIS.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Advanced CHIS Skills (10 Days)

This course is designed for staff who are required to manage a CHIS as a handler or controller at an advanced (or enhanced) level, depending on the terminology your organisation uses.

### KEY LEARNING POINTS

- How to manage a high-risk CHIS
- Managing juvenile CHIS
- Managing vulnerable CHIS
- International Deployments
- Managing CHIS online and different methods of contact
- Practical exercises in managing high risk CHIS.



Delivered on an in-house basis



On-Site Delivery

## CHIS Controller Training (3 Days)

This training delivers the theory required to perform the role of CHIS Controller so that delegates can give oversight to the handling of Covert Human Intelligence Sources.

### KEY LEARNING POINTS

- What is a Covert Human Intelligence Source (CHIS)?
- The different types of CHIS
- What is the duty of care and how does this apply?
- How to manage risk in relation to CHIS
- The roles of the CHIS, Handler and Controller
- CHIS motives & motivation
- How to effectively manage CHIS handlers.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Defensible Decision Making (1 Day)

Making decisions and recording them are important in any investigation and in a highly pressurised situation of managing a covert operation it is crucial.

### KEY LEARNING POINTS

- How to write investigative aims & objectives
- The difference between a policy book and a decision log
- The hierarchy of decision making in investigations
- How to structure and record decisions to withstand scrutiny.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Targeted CHIS Recruitment (3 Days)

This course is designed to maximise the opportunities in identifying and recruiting people to become Covert Human Intelligence Sources (CHIS). The training demonstrates how to approach the targeting process including how to identify those people whom will be most useful and the strategies in how to recruit them.

### KEY LEARNING POINTS

- The difference between recruitment and cultivation of CHIS
- How to identify potential CHIS through the targeting process
- Methods in which to maximise the recruitment process
- How to identify, analyse motives.



Delivered on an in-house basis



On-Site Delivery

## Sensitive Disclosure & Public Interest Immunity (PII) (1 Day)

This course is aimed at staff members from investigators to managers who maybe required to be involved in the disclosure process.

### KEY LEARNING POINTS

- Current issues in the disclosure regime
- The roles involved
- The pros and cons of multiple disclosure officers
- Sensitive, non-sensitive & neutral material
- The potential impact of neutral material in covert operations
- The test for relevancy
- Managing defence statements
- The H&C Framework and its impact on applying for a PII hearing
- Public Interest Immunity hearings.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery



## Managing Covert Operations (MCO) (5 or 10 Days)

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This training consists of 2 modules, each one being 5 days in duration. The first module is the core-skills module which is designed to introduce supervisors and managers to covert operations and how to manage these. The second, advanced skills, module is designed to take managers to the next level of managing covert operations using higher level sensitive tactics.

### KEY LEARNING POINTS

- Operational security and the risks associated with compromise
- The law surrounding different types of surveillance, covert human intelligence sources and equipment interference
- Defensible decision making and how to apply this to covert operations
- How surveillance and technical surveillance can be used effectively.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Proactive Operations (5 Days)

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This course is designed for police and law enforcement staff who may be required to supervise or be part of the team running proactive operations using cover tactics.

### KEY LEARNING POINTS

- When is a proactive operation appropriate?
- What is the law surrounding covert operations?
- The different tactics including covert options that are available to proactive operations
- The disclosure regime and the issues for proactive operations
- Risk Assessment in proactive operations.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Managing Sensitive Material (5 Days)

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This 5-day course is designed to allow delegates to undertake a practical training programme in managing covert operations.

### KEY LEARNING POINTS

- How to manage a covert operation and complete a sensitive policy book/decision log
- Managing sensitive material in accordance with the disclosure regime
- How to identify neutral material that may be capable of having an impact on the investigation
- How to prepare a report seeking Public Interest Immunity (PII)
- How to brief a lawyer in relation to the sensitive material and any material which cannot be discussed.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## CHIS Debriefing (3 Days)

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This course is designed to ensure that staff managing CHIS maximize the information and intelligence obtained from them. The training uses recognised and proven techniques to ensure that maximum detail is obtained during any form of debriefing process.

### KEY LEARNING POINTS

- Maximising intelligence through motivation and taskings.
- Different techniques that can be used to maximise the intelligence obtained.
- Evaluation of intelligence & sources.
- Sensitive material and any material which cannot be discussed.



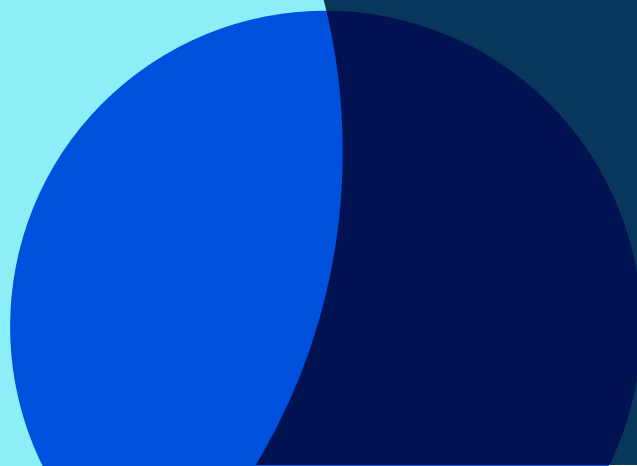
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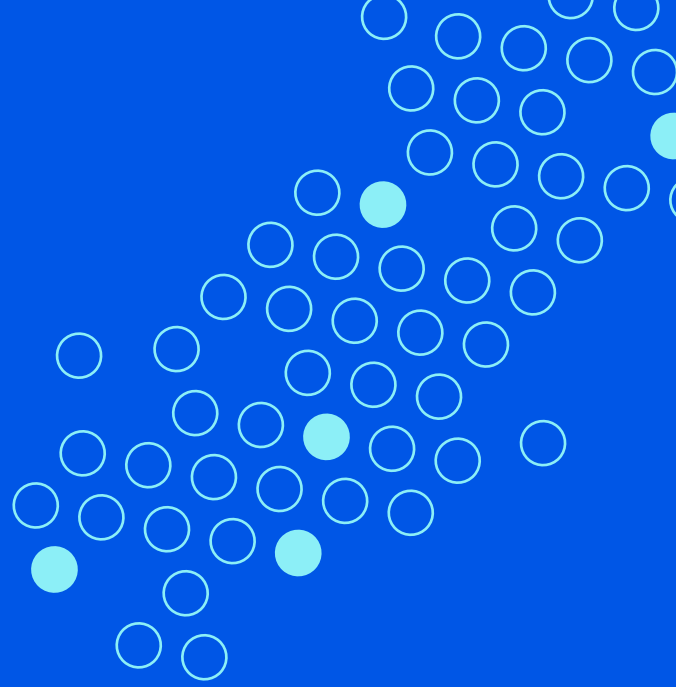


On-Site Delivery

This was a really useful event, not only did it enhance my prior knowledge, it gave me new tools to use to gather the maximum amount of info and I will definitely use them!

**CHIS Handler**





# Surveillance Training

Our surveillance training courses allow delegates to undertake various forms of surveillance in order to gather the best evidence that can be achieved or to gather crucial intelligence.

These courses are very practically based enabling delegates to practice these new skills and receive feedback to develop their performance. Our courses are delivered by experienced surveillance operatives who are also highly qualified trainers. They bring first-hand experience of conducting surveillance operationally to ensure that the training is relevant and delivered to best practice standards.

**Courses we offer include:**

## Surveillance Log Keeping (1 Day)

This course is a combination of theory and practical which allows the delegates to record the events obtained from surveillance.

### KEY LEARNING POINTS

- Planning
- Surveillance briefing & debriefing
- Completing the surveillance log
- Disclosure in context
- Surveillance records and management.



**Delivered on an in-house basis**



**Virtual Classroom or On-Site Delivery**

## Urban Observations Posts (Static Surveillance) (3 Days)

This course is designed to allow staff to set up a static observation post, identifying the resources required and also the equipment that can be used to secure evidence or intelligence.

### KEY LEARNING POINTS

- Identifying suitable observation posts
- Planning to use a covert observation post
- How to conceal/disguise surveillance equipment
- Covert gathering evidence or intelligence using a static observation post
- Documenting observations.



**Delivered on an in-house basis**



**On-Site Delivery**

## Mobile Surveillance (10 Days)

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Our mobile surveillance course gives delegates the knowledge and practical skills to conduct surveillance using vehicles. The training includes,

glossary, navigation, map reading, working as a team, deployment formations and the deployment of foot operatives.

### KEY LEARNING POINTS

- Planning, glossary & communication
- Surveillance briefing & debriefing
- How to conduct mobile surveillance
- Maintaining cover, using cover stories and use of props
- Evidence and intelligence gathering
- The surveillance log and surveillance management record in context



Delivered on an in-house basis



On-Site Delivery

## Foot Surveillance Course (3 Days)

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Our surveillance course is designed for people who will be conducting covert surveillance where the subject of the surveillance is likely walk or use public transport.

### KEY LEARNING POINTS

- Glossary
- Conducting foot surveillance
- Use of cover, plotting, loss procedure and close control
- Covert evidence gathering

There is an additional 2-day option to cover public transport in greater detail and in particular urban light transport systems such as the London Underground or Glasgow Subway



Delivered on an in-house basis



On-Site Delivery

## Rural Surveillance (5 Days)

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The Rural Surveillance course is designed to allow operatives to conduct static surveillance in rural environments to gather intelligence or evidence. The training includes how to construct a rural OP in different, covert insertion and safe extraction.

### KEY LEARNING POINTS

- Map reading & navigation
- Conducting reconnaissance and CTRs
- Rural Ops & Hide construction
- Personal camouflage and concealment
- Conducting surveillance in a rural setting.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Anti & Counter Surveillance (2 Days)

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This course allows delegates to understand the difference between anti & counter surveillance. Delegates will learn how to conduct anti & counter surveillance to identify or disrupt foot or mobile surveillance that may be deployed, using choke points, surveillance traps other methods.

### KEY LEARNING POINTS

- The difference between anti & counter surveillance
- Identifying mobile surveillance
- Use of choke points and surveillance traps
- Actions to take on identifying surveillance.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Leading a Surveillance Team (2 Days)

The course will look at the issues from pre-deployment and planning through to briefing, deployment and post deployment so it covers all of the stages involved in a surveillance operation, from the perspective of the team leader.

### KEY LEARNING POINTS

- The legal issues facing the team leader
- Surveillance objectives and achieving the line of enquiry for the investigators
- Deciding upon the type of surveillance operation to be undertaken
- Tactical options and considerations
- Dealing with sensitive intelligence and sensitive sources
- Managing multiple subjects or locations
- Deconfliction and who takes priority
- Managing compromise and operational security incidents
- Managing the Surveillance Management Record (SMR)



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Surveillance Operations on Trial (1 Day)

The course will cover the procedures in giving evidence, the order of events, the roles of different people in the court and the process of giving evidence. The morning session is designed to demystify the process of giving evidence. In the afternoon delegates will experience being cross-examined by a solicitor or barrister on the basis of case studies or statements/policy files/logs from completed cases or training exercises.

### KEY LEARNING POINTS

- How the adversarial system works
- The procedures, order of events and roles of those in the adversarial system
- Taking the oath/affirmation
- How to give clear, honest and objective evidence
- Understand the importance of telling the truth, the whole truth and nothing but the truth
- How to make appropriate use of supporting evidence, charts, documents and notes when giving evidence
- How to prepare for giving evidence
- How to handle unused (including sensitive) material
- Techniques used by lawyers in cross-examination and how to handle them
- The importance of being able to show RIPA and Police Act compliance
- The importance of effective planning, briefing and post-operational procedures



Delivered on an in-house basis



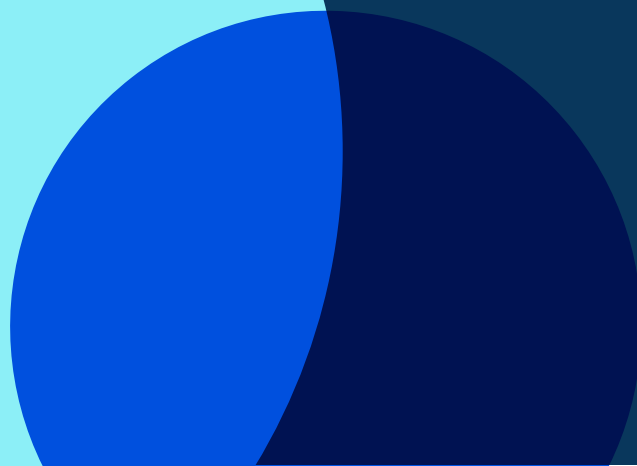
Virtual Classroom or On-Site Delivery

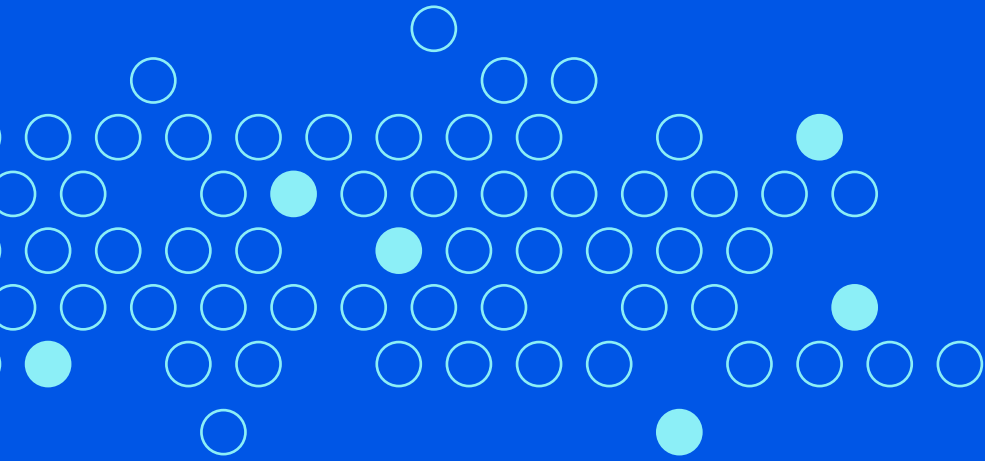


This was an excellent course that considered the wider issues, not just of doing the surveillance but ensuring the information was obtained to evidential standards.

**Investigator**

Government Agency





# Intelligence Training

The value of intelligence cannot be understated as it can drive forward lines of enquiry, allow decisions to be made about tactical options, priorities or where and when resources should be deployed to maximum effect. Intelligence is the lifeblood to all sorts of activities and investigations, but it needs to be conducted in the right way to be of value whilst maintaining the security of the intelligence sources sitting behind it.

Courses we offer include:

## Introduction to Intelligence Training (1 Day)

This course introduces staff to the intelligence processes including how to grade intelligence, evaluate intelligence sources, develop intelligence and to sanitise it for safe dissemination. The aim of this course is to familiarise staff with the processing of intelligence and introduce them to the intelligence evaluation and grading systems

This course is recommended that for with little or no experience of intelligence gathering or handling.

### TOPICS COVERED INCLUDE

- What is intelligence?
- How to sanitise information for dissemination purposes
- How to protect sources of intelligence
- How to create recommendations for consideration by managers
- The need for the 'sterile corridor'.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Intelligence Gathering in Prisons (1 Day)

This course focuses on the key elements that intelligence staff need to know regarding the gathering of intelligence in prisons. The aim of this course is to allow delegates to explore the opportunities that exist for gathering intelligence and evidence in a prison.

The training is delivered by experienced operational staff who have extensive experience in delivering covert training to police forces, law-enforcement agencies and prison service staff.

### TOPICS COVERED INCLUDE

- The legislative framework and guidance relating to intelligence gathering activities in a prison setting
- The risks associated with intelligence gathering in prisons
- The process to be adopted and the associated issues
- Opportunities for recruitment of CHIS within a prison
- Who can support intelligence collection activity within the prison
- The different issues surrounding the gathering of intelligence and evidence in a Young Offenders Institute or a female prison
- The context of 'prison life' and how this can affect intelligence gathering.

This course really is crucial to staff who do not work in a prison but may be involved either directly or indirectly in gathering intelligence inside a prison.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Intelligence Core Skills Training (3 days)

This training is designed for anyone who is required to work in an intelligence function whether in the police, law-enforcement agency, public authority or the private sector.

The training is not role or rank specific and will give delegates a useful introduction to the world of intelligence. This course is ideal for investigators, intelligence officers, analysts, researchers or staff required to collect intelligence.

### TOPICS COVERED INCLUDE

- The difference between intelligence, information and evidence
- The relevant legislation which impacts upon working in an intelligence environment
- The principle roles within an intelligence function
- An explanation of the Intelligence Cycle
- The intelligence evaluation and grading processes
- How to evaluate and sanitise intelligence using the evaluation process.
- The principles of the National Intelligence Model - NIM - (or Business Intelligence Model - BIM) and the key intelligence products
- The need for operational security and the need to protect intelligence

This training is completely interactive and is geared to make sure that you feel confident in working with intelligence.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Field Intelligence Officer (FIO) Training (3 days)

The aim of this course is to provide Field Intelligence Officers (FIO's) with the knowledge and understanding to carry out their role in an ethical manner in line with legislation, codes of practice, standard operating procedures and recognised good practice.

The course is available in several options. These options allow the delegates to examine the issues of Covert Human Intelligence Sources (CHIS) in more detail and can be designed for the FIO's to support a CHIS handling team as an Intelligence Officer.

### TOPICS COVERED INCLUDE

- The role of a Field Intelligence Officer (FIO)
- The intelligence cycle
- Covert Human Intelligence Sources - legislation, code of practice and practical issues
- Covert surveillance - legislation, code of practice and practical issues
- Obtaining observation posts
- Practical issues in conducting intelligence interviews
- The evaluation and dissemination of intelligence
- Sanitising Intelligence and protecting sources
- Identifying various sources of intelligence
- The National Intelligence Model
- Conducting Intelligence Interviews



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Open Source Research & Investigations (OSINT)

Duration depends on requirements

Our Open Source Research & Investigations (OSINT) training courses are aimed at anyone that needs to use the internet for researching or investigations in order to maximise their information gathering. It is a very practical course which allows delegates to practice these skills in a 'safe' setting. We offer courses at foundation, intermediate and advanced levels.

Our OSINT training is formally accredited by our external awarding body at level 2 so as well as a certificate of attendance you can gain formal recognition of your skills.

### THIS COURSE EXAMINES

- Open sources of information and intelligence
- Effective use of search engines
- What is the Dark Web?
- Researching email traffic
- Social networking sites, forums and blogs
- Researching individuals
- Researching telephone numbers and addresses (including businesses)
- The law regarding open source research and investigation
- Protecting your identity whilst conducting open source research and investigations.

This training is delivered by intelligence officers whom are very experienced in conducting open source research & investigation.



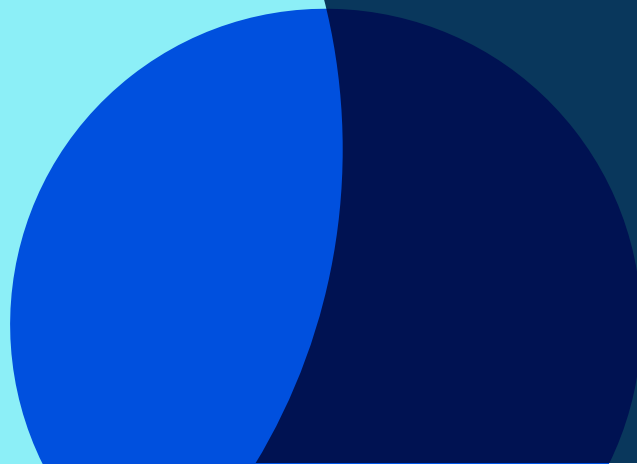
Delivered on an in-house basis



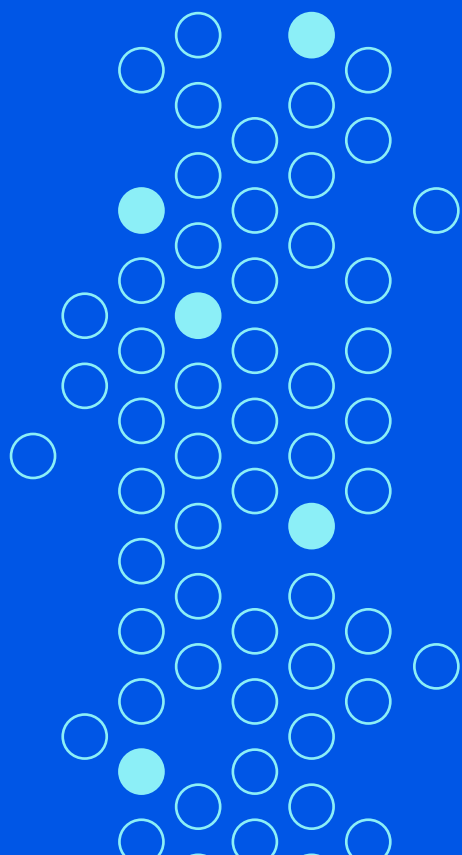
Virtual Classroom or On-Site Delivery

This training course was tailored to our needs and recognised how we operate. It was extremely useful and opened my eyes to what we can achieve. I would highly recommend this training to others.

**Government Intelligence Officer**



# **RIPA/RIPSA and Investigatory Powers Act Training**



Our investigatory powers training covers a number of courses which examine the Regulation of Investigatory Powers Act (RIPA) 2000 and the Investigatory Powers Act (IPA) 2016 and their equivalents for other jurisdictions such as RIPSA in Scotland or RIPL for the Channel Islands. We work across the whole spectrum of organisations that require training in these areas.

Courses we offer include:

## RIPA Awareness Training (1 Day)

This training is designed for anyone who needs to have an awareness of RIPA and the various activities that can be conducted. The training looks at RIPA and applies the practical issues to be considered as to whether the activity needs to be authorized before undertaking it.

### KEY LEARNING POINTS

- What is RIPA and how does it affect you?
- What is directed surveillance and when you need to consider it?
- When does online research need to be authorised?
- When does surveillance become intrusive surveillance?
- What is a Covert Human Intelligence Source (CHIS) and what if someone becomes one?
- What is communications data and how can it assist in investigations?



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## RIPA Applicant Training (1 or 2 Days)

This accredited training is aimed at those people, who have responsibility for completing applications for any of the activities specified under the legislation.

### KEY LEARNING POINTS

- When is an application required?
- What are the roles of the key people, including the role of the applicant?
- How to complete an application.

#### Accreditation

Our 2 -day advanced skills course can lead to the award of a formal qualification as an Applicant so that you can demonstrate occupational competence in this role.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery



## RIPA Gatekeeper Training (1 or 2 Days)

Our accredited Gatekeeper/CAB training is aimed at those people, such as supervisors or Central Authorities' Bureau staff, who are responsible for quality assuring applications for the various forms of activity under the legislation to allow them to perform their role more effectively.

### KEY LEARNING POINTS

- When should an application be submitted?
- What are the key roles in the RIPA process including the Gatekeeper?
- How to quality assure an application.
- What comments should the Gatekeeper make to the Authorising Officer?
- Can Gatekeeper legally reject an application?

#### Accreditation

Our 2 -day advanced skills course can lead to the award of a formal qualification as an Applicant so that you can demonstrate occupational competence in this role.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## RIPA Monitoring Officer Training for Local Authorities (1 Day)

In a Local Authority the RIPA Monitoring Officer performs a crucial role in managing the RIPA system, quality assuring applications and ensuring that the required reviews, renewals and cancellations are submitted in a timely fashion.

### KEY LEARNING POINTS

- What are the key roles in the RIPA process including the RIPA Monitoring Officer?
- What does a good application look like?
- What comments should the RIPA Monitoring Officer make to the Authorising Officer?
- How to quality assure an application
- What systems are required for the RIPA Monitoring Officer?



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Senior Responsible Officer Training (1/2 Day)

Every organisation that can use powers under RIPA (RIPSA or RIPL) must have a Senior Responsible Officer (SRO) and this half-day course is aimed at senior managers that have this responsibility in their organisation.

### KEY LEARNING POINTS

- What is the role and the responsibilities of the SRO?
- Potential areas of vulnerability for the organisation when conducting RIPA activity.
- What are errors and serious errors and what are the consequences?
- The expectations of the Investigatory Powers Commissioners Office (IPCO).



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Senior Authorising Officer Training (1 Day)

The Senior Authorising Officer (SAO) is required to consider higher level activities such as:

- Intrusive Surveillance & Property Interference.
- Juvenile or Vulnerable Covert Human Intelligence Sources (CHIS) or
- Undercover Activity.

### KEY LEARNING POINTS

- How is a Senior Authorising Officer different from an Authorising Officer?
- What do you need to know to perform this role effectively?
- What should be included in the authorisation to ensure it is legally compliant?
- What responsibilities follow the authorisation?



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## RIPA Authorising Officer Training

Various options to suit your needs

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This accredited training is aimed at managers who are responsible for authorising any of the various forms of activity under the law.

### KEY LEARNING POINTS

- What is the role of the Authorising Officer?
- When should an authorisation be given?
- Where can the Authorising Officer seek guidance?
- The 6 legal tests that the Authorising Officer must perform.
- How to construct an authorisation
- What safeguards should the Authorising Officer be aware of?
- How to correctly apply the key terms of necessity, proportionality & collateral intrusion.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Advanced Skills Course (3 Days)

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Our Advanced Skills course is designed to meet the relevant Skills for Justice National Occupational

Standards (NOS) and for police forces the College of Policing training standards specified for Authorising Officers.

Through completing the Advanced Skills course, we can offer a formal qualification as an Authorising Officer so you can demonstrate that you are qualified and occupationally competent for this important role.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## The inextricable link between RIPA/CPIA and DPA (1/2 Day)

If you work in any investigative role where you use the Regulation of Investigatory Powers Act (RIPA), Investigatory Powers Act (IPA) or comply with the requirements of the Criminal procedures & Investigations Act (CPIA) regarding disclosure then you need to be aware of how the material that you obtain is bound by the Data Protection Act 2018.

This course will look at the inextricable link between RIPA, CPIA and DPA of legislation and how they apply to you in your organisation and in particular:

- Identifying evidence and intelligence as data
- Recording of material
- Sharing of material that has been obtained
- Retention schedules
- Destruction of material
- Dealing with errors and breaches
- The need for internal policies



Delivered on a public and in-house basis



Virtual Classroom or On-Site Delivery

## RIPA for Local Authorities E-learning Training

To ensure that the regime is being used in a proper manner the Investigatory powers Commissioners Office (IPCO) conduct regular inspections, which are now being conducted virtually and it is important that these are not underestimated.

As a result of this, it is important that local authorities ensure that their staff receive regular training, appropriate to their role in the organization.

This interactive e-learning course examines how RIPA, the IPA and the Protection of Freedoms Act apply in a local authority setting. It includes the following modules:

- RIPA Awareness
- RIPA Applicant
- RIPA Gatekeeper/Monitoring Officer
- RIPA Authorising Officer
- RIPA Senior Responsible Officer

RIPA for Local Authorities is an essential e-learning training solution for Local Authorities to ensure that their staff have the requisite knowledge to operate to the highest standards.

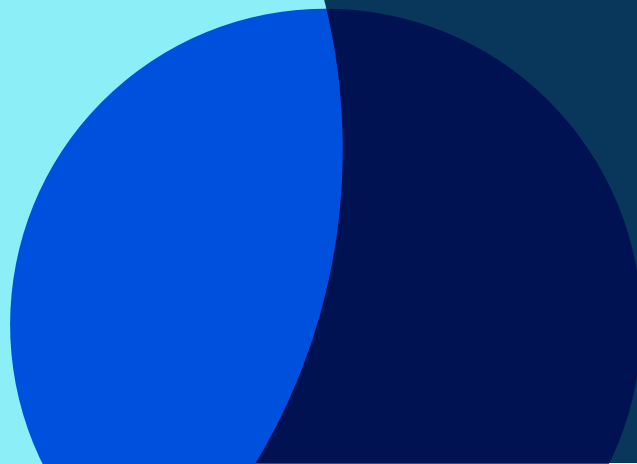
The modules can be bought as stand-alone packages or as a complete package that includes all of the above modules.

It was a really interesting session, and the time flew as it was so engaging - no mean feat when it's being delivered remotely.

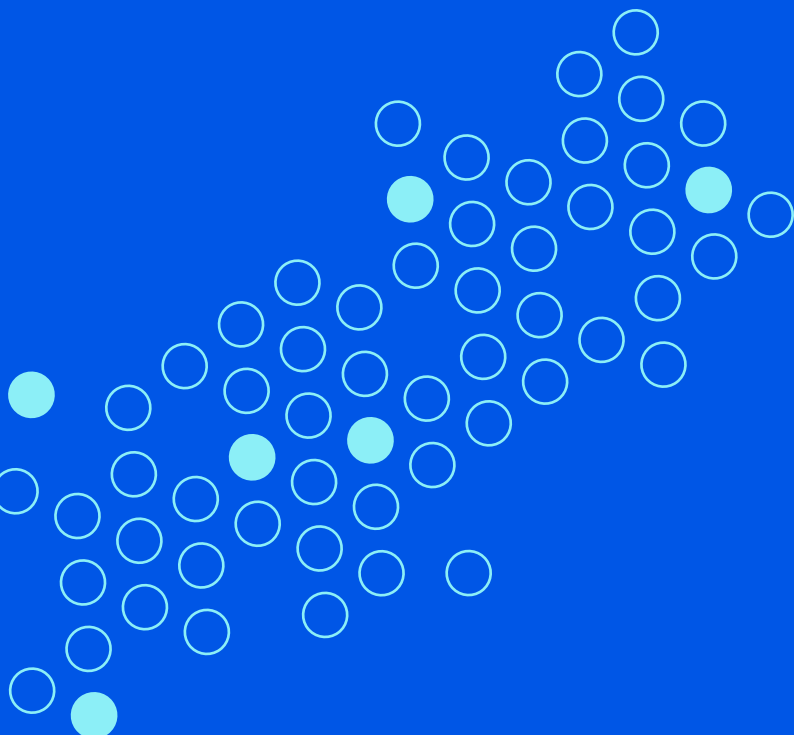
The level of engagement was excellent.

Slides were limited and useful (no death by Power Point - thank you!) and the level it was drilled into was great which enabled me to concentrate on what was being said/discussed rather than reading or trying to keep up with the slides.

**Local Authority Investigator**



# Specialist Training



Our Specialist Training portfolio covers a number of areas relevant to investigators, including whistleblowing and investigative interviewing.

## Whistleblowing Training

Whistleblowing is the term used when a worker passes on information concerning wrongdoing, which is called “making a disclosure” or “blowing the whistle”. The wrongdoing will typically (although not necessarily) be something they have witnessed at work.

To be covered by whistleblowing law, a worker who makes a disclosure must reasonably believe two things and the employer or receiving organisation must manage the disclosure in accordance with the law that is set out in the Employment Rights Act 1996 and Public Interest Disclosure Act (PIDA) 1998.

This legislation allows for a worker to take a case to an employment tribunal if they have been victimised at work or lost their job because they have ‘blown the whistle’.

There have been numerous cases where this has not been done properly and it has resulted in the employer facing litigation, claims for compensation and receiving adverse publicity so it is vital that anyone who may be involved in managing whistleblowing does so in accordance with the law and considers the safety of the whistleblower to prevent this from happening.

We have several courses aimed at anyone that may be involved in managing whistleblowing regardless of which sector or organisation that you work for.

## Whistleblowing Awareness (1 Day)

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This one-day course is aimed at anyone that needs an overview of the legislation, policy and guidance surrounding whistleblowing.

This course covers the following areas:

- What is whistleblowing?
- The law, policy & guidance on whistleblowing.
- Confidentiality - When does it apply?
- What is vulnerability?
- Maximising information from a whistleblower.



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Examining the Practical Skills for Dealing with Whistleblowers (1 Day)

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This course builds upon the Whistleblowing Awareness course. It is very much focused on the practical aspects of managing a whistleblower to maintain their safety and the safety of the staff dealing with the whistleblower.

This course covers the following areas:

- Dealing with compromised whistleblowers.
- Meeting whistleblowers.
- Safety & Security of Meeting Whistleblowers.



**Delivered on an in-house basis**



**Virtual Classroom or On-Site Delivery**

## Dealing with Whistleblowers - Practical Application (1 Day)

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This practically based training event rounds off the whistleblower training. The whole day is given over to practical exercises, using role-players to put the theory into practice. Delegates will be faced with a number of realistic situations involving a whistleblower and they will be required to manage the situation. The scenarios are very realistic and tailored to the exact needs of the client. Throughout the day, there are regular debriefs to examine the issues and to ensure that staff feel as confident as they can for their return to the workplace.

This course covers the following areas:

- Dealing with initial reports and assessing whistleblowers.
- Debriefing to obtain maximum information.
- Confidentiality issues.
- Dealing with an exposed whistleblower.



**Delivered on an in-house basis**



**On-Site Delivery**



## Investigative Interviewing Training

Being able to conduct sound, professional and ethical interviews of suspects and witnesses is paramount within investigations. Proving the offence is not the driving force; if the interview is to support a successful investigation, then the interview **MUST** be conducted in accordance with the relevant legislation and current case law.

We offer the entire range of investigative interview training courses designed for interviewing both witnesses and suspects. They include an 'Introduction to Investigative Interviewing' and progress through to a more specialist understanding and applications of PEACE and conversational management techniques. The training is delivered by experienced interviewers who are qualified to train this subject matter.

We have an accredited learning pathway, supporting and developing your skills as you progress through the levels of investigative interviewing to suit your needs.

Courses we offer include:

## Suspect & Witness Interviews Using the PEACE Model

This training is delivered as 2-day modules, one module for interviewing suspects and the other for interviewing witnesses. This training builds on the 2-day Bond Solon Investigative Interviewing course and are designed to take your skills as investigators to the next level.

### KEY LEARNING POINTS

- How to plan an interview
- Working as an interview team
- Pre-interview disclosure
- Managing legal representatives
- How to conduct an interview with a victim or suspect
- How to evaluate an interview



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Investigating Priority & Volume Crime (5 Days)

This was formerly referred to as tier 1 interview training and is designed to allow investigators (operating at PIP1) to conduct interviews with suspects and witnesses for investigations into volume and priority crimes.

### KEY LEARNING POINTS

- Understanding the different cautions
- Identify and probe the specific lines of enquiry
- How to use exhibits in an interview
- Dealing with contingencies in an interview
- How to conduct an interview with a suspect and a witness
- Evaluating interviews and post interview processes



Delivered on an in-house basis



Virtual Classroom or On-Site Delivery

## Serious & Complex Interview course (10 Days)

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This course is designed to equip investigators with the knowledge and skills to conduct interviews with suspects, victims, or witnesses in serious and complex investigations.

This course was formerly referred to as Tier 2 Interview Skills and is designed for investigators operating at PIP level 2.

### KEY LEARNING POINTS

- Plan and deliver an interview strategy
- Understand the different categories of a witness and suspect
- How to build and maintain appropriate rapport
- Effective use of a variety of communication skills
- Conversation management
- Use of information analysis tools
- Demonstrate practical application



Delivered on an in-house basis



On-Site Delivery

## Advanced Suspect & Advanced Witness Interviewing 10 Days

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This training is the pinnacle of interview training and is designed to provide investigators with the knowledge, skills and confidence to interview the majority of witnesses, victims or suspects. The training is bespoke to your specific needs and can include interviewing of victims or witnesses who may be vulnerable by way of age or disability, or significant witnesses. (This course was formerly referred to as Tier 3).

### KEY LEARNING POINTS

- Explore cognitive techniques
- Plan & prepare advanced or specialist interviews with victims, witnesses or suspects
- Conduct advanced or specialist interviews
- Evaluate advanced or specialist interviews



Delivered on an in-house basis



On-Site Delivery

## Interview Advisor Training (5 Days)

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Good Interviews require planning and as the offences being investigated become more complex, then so does the need for direction and strategy This course is designed for experienced interviewers that want to perform the role of the interview advisor. (This course was formerly referred to as Tier 5).

### KEY LEARNING POINTS

- Liaison with senior investigators and external partners
- Developing & writing interview strategies.
- Pre-interview briefings to interviewers
- Identification of tactics for dealing with legal advisors



Delivered on an in-house basis



On-Site Delivery

## Achieving Best Evidence (ABE) (5 Days)

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This course is designed to equip delegates with the knowledge and skills to interview children or vulnerable adults as part of a criminal investigation.

### KEY LEARNING POINTS

- Developing strategies for planning ABE interviews
- The roles of those present in an ABE interview
- How to undertake an ABE interview
- Questioning techniques appropriate for ABE interviews
- Recognising the potential impact of this type of interview on all parties
- Role play exercise with actors in conducting ABE interviews



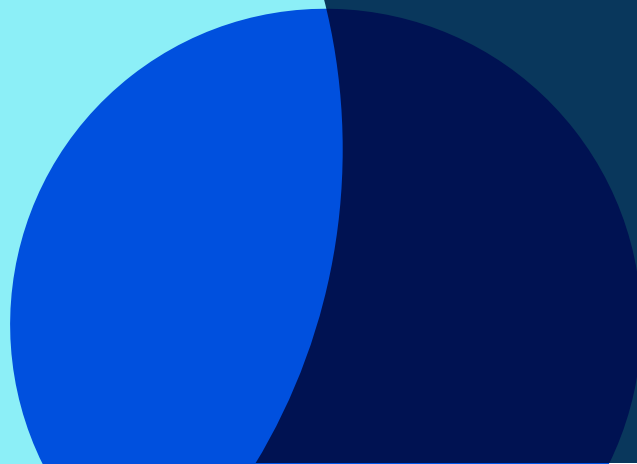
Delivered on an in-house basis

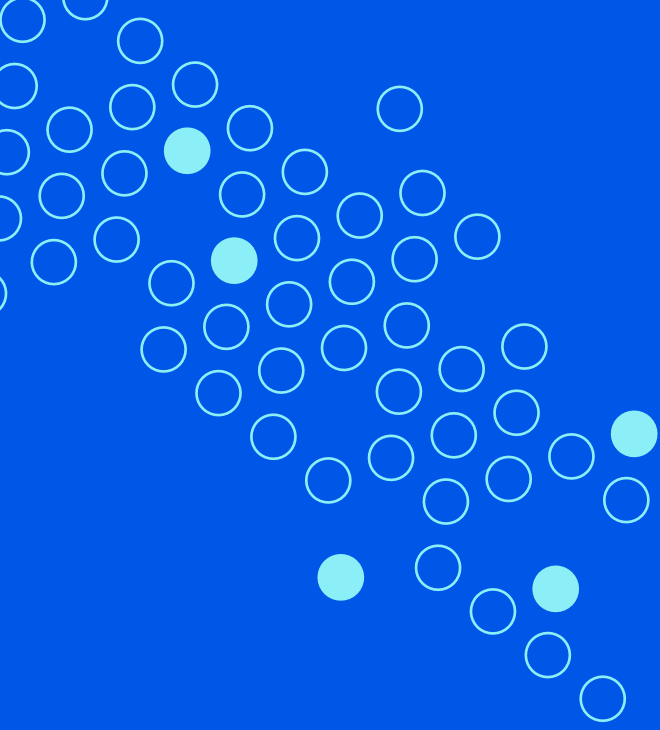


On-Site Delivery

I have been on several interview courses, but this course was delivered by experts in this field and they took my knowledge to a new level. It was such a practical course that I now feel really prepared to perform this skill in the workplace and I know I will be much better at it.

**Police Officer - Military Police Force**





# Client Lists

## Companies

BBC  
Danish Competition & Consumer Authority (DCCA)  
Transport for London  
Outforce Ltd  
Sodexo  
Royal Mail Group  
Kaylyx Services  
G4s  
Serco  
O2 (Telefonica UK Ltd)  
Control F Ltd  
Kent Law School  
NATO Forces  
Hornsey School for Girls  
Federation Against Copyright Theft (FACT)  
Financial Conduct Authority (FCA)  
Bank of England

## Central Government

Ministry of Justice  
Ministry of Defence  
HM Prison & Probation Service  
Gangmasters Licensing Authority  
Serious Fraud Office (SFO)  
Driving Standards Agency  
Charity Commission  
Competitions & Markets Authority (CMA)  
Medicine & Healthcare Products Regulatory Agency (MHRA)  
Food Standards Agency (FSA)  
Environment Agency  
Maritime & Coastguard Agency  
HM Courts Service  
Department of Business Innovation & Skills  
National Health Service (NHS)  
Food & Environment Research Agency

UK Anti-Doping in Sport  
British Army inc Army Legal Services  
Royal Air Force (RAF)  
Royal Navy  
HM Revenue & Customs  
Military Intelligence Corps  
Gambling Commission  
Information Commissioners Officer (ICO)  
Prudential Regulation Authority  
Ofsted  
Natural Resources Wales

## Local Authorities

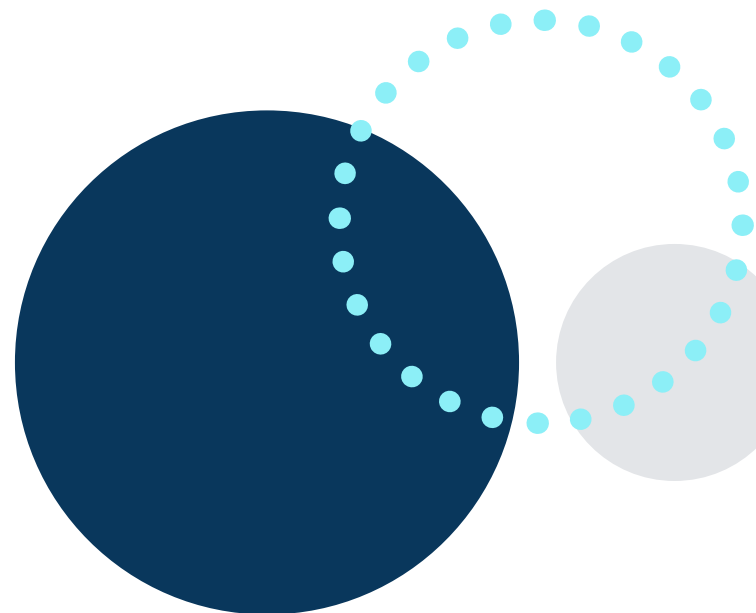
South Somerset District Council  
New Forest District Council  
Ballymena Council  
Northampton Borough Council  
Cambridgeshire County Council  
Forest of Dean District Council  
Basildon District Council  
Bracknell Forest District Council  
Slough Borough Council  
Portsmouth City Council  
Hertfordshire County Council  
Christchurch Borough Council  
East Dorset District Council  
Cumbria County Council  
West Lindsey District Council  
Harlow Council  
Brighton & Hove City Council  
Dartford Borough Council  
Warwick District Council  
Waltham Forest Council  
Medway Council  
Bexley Council  
Broxbourne Borough Council  
Weymouth & Portland Borough Council  
Hampshire County Council  
London Borough of Hammersmith &

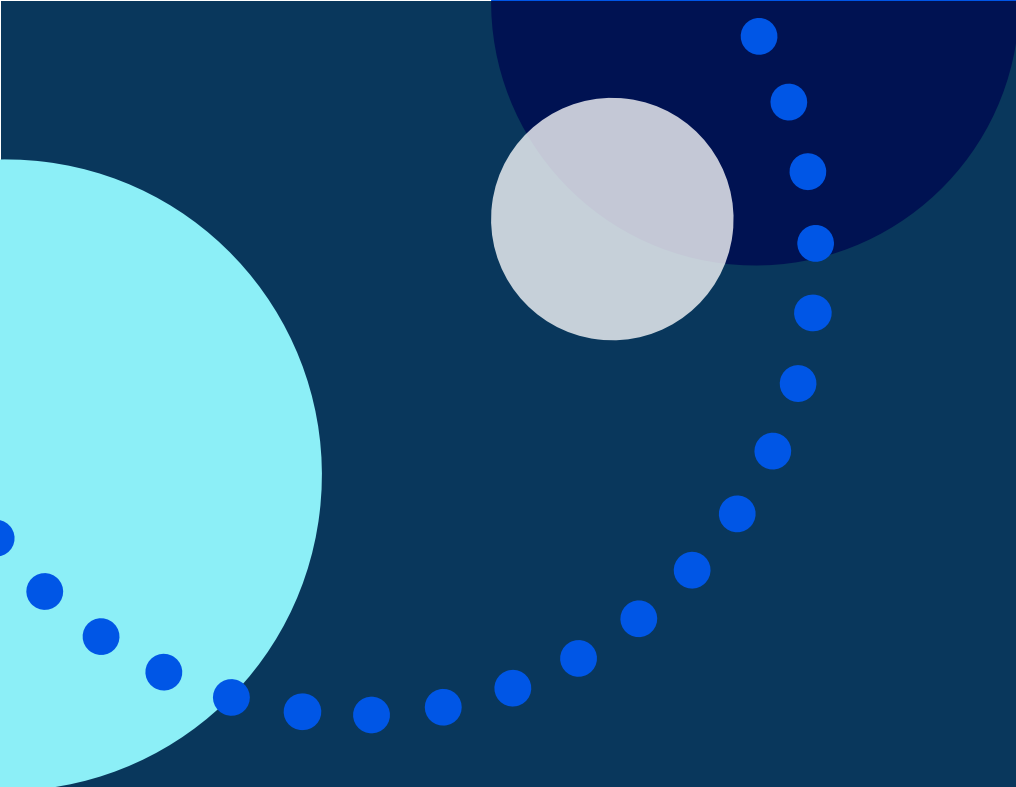
Fulham  
London Borough of Barnet  
Dover District Council  
Tunbridge Wells Borough Council  
Shepway District Council  
London Borough of Bromley  
Canterbury City Council  
Runnymede Council  
London Borough of Redbridge  
West Dorset District Council  
North Kesteven Council  
Sedgemoor District Council  
Blackpool Council  
Swale Borough Council  
North Dorset District Council  
Breckland Council  
London Borough of Tower Hamlets  
London Borough of Newham  
Hart District Council  
Thurrock Borough Council  
Stevenage Borough Council  
Dacorum Council

Avon & Somerset Constabulary  
Gloucestershire Police  
Surrey Police  
States of Jersey Police  
Cambridgeshire Constabulary  
Dorset Police  
Guernsey Police  
Metropolitan Police  
Cumbria Constabulary  
National Crime Agency  
Royal Air Force Police  
Royal Navy Police  
City of London Police  
West Midlands Regional Organised  
Crime Unit (WM ROCU)  
South West Regional Organised Crime  
Unit (SW ROCU)  
South Wales Regional Organised Crime  
Unit (Tarian)  
North East Regional Special Operations  
Unit

## Police

Police Service of Northern Ireland  
West Midlands Police  
Wiltshire Constabulary  
Hampshire Police  
Royal Military Police  
South Wales Police  
Greater Manchester Police  
South Yorkshire Police  
Lincolnshire Police  
British Transport Police  
Devon & Cornwall Constabulary  
Ministry of Defence Police & Guarding  
Agency  
Leicestershire Police  
Essex Police  
Sussex Police





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