

Course Title	Alternatives to Prosecution	Duration	One Day	Investigation
Outcomes	By the end of this training, your delegate will have a good working knowledge of the options available to the organisation, as an alternative to starting criminal proceedings against offenders. Covering <i>Simple Cautions, Civil and Administrative Penalties</i> , contractual alternatives and debt recovery, this course is a comprehensive introduction to the field.			
Prerequisites	None			
<i>NB : This course forms part of a BTEC qualification and includes delegate assessment during the course.</i>				
Session	Aim	Content		
Administrative Penalties	To understand when an Administrative Penalty is appropriate and how to apply one	<ul style="list-style-type: none"> ◆ What is the Administrative Penalty? ◆ Procedure to follow ◆ Criteria to be met ◆ The interview ◆ Further action needed and recovery 		
Cautions	To explain when a caution can be offered and why it may be appropriate	<ul style="list-style-type: none"> ◆ The caution ◆ When to offer a caution and considerations beforehand ◆ The cautioning process ◆ Certificates and paperwork ◆ Caution interviews 		
Further action	To know what options are available to the customer and the process used if an alternative is accepted or refused	<ul style="list-style-type: none"> ◆ Sanction refusals and what to do ◆ Prosecuting when refused ◆ The finalisation process ◆ Practical exercise 		
Civil Sanction Routes	To know the civil processes for the recovery of property as an alternative to prosecution	<ul style="list-style-type: none"> ◆ Stating Possession Proceedings ◆ Relevant Paperwork ◆ Gaining a Possession Order 		
Book this course now :				
Cost	Price Code A			
To book this event	ITS Training (UK) Ltd, 21/22 Oliver House, 23 Hall St, Chelmsford, Essex. CM2 0HG Tel: 08454 300 262 e-mail: bookings@its-training-uk.com			