

Course Title	Employment Investigations	Duration	One Day	Personnel
Outcomes	By the end of this training, your delegate will : <ul style="list-style-type: none"> <li>➤ have explored the types of employment fraud that might need to be investigated ;</li> <li>➤ know what the roles are in an employment investigation ;</li> <li>➤ understand the rules that surround employment investigations and the importance of setting and following robust procedures ; and</li> <li>➤ have had an opportunity to discuss the issues that concern them.</li> </ul>			
Prerequisites	A thorough knowledge of standard investigation techniques.			
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individual delegates.	<ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Understand the objectives and the process of the course</li> <li>◆ Agree what outcomes are required</li> </ul>		
Types of Fraud	The types of employment fraud that might need to be investigated.	<ul style="list-style-type: none"> <li>◆ The different types of fraud (such as false sickness, over-claimed expenses, abuse of position)</li> <li>◆ Raising awareness of employment fraud</li> <li>◆ Civil (discipline) and Criminal investigations</li> </ul>		
The Roles	Know what the roles are in an employment investigation.	<ul style="list-style-type: none"> <li>◆ The investigator</li> <li>◆ The decision maker</li> <li>◆ The hearing and the appeal</li> <li>◆ Employment Tribunals and Employment Appeals Tribunals</li> </ul>		
Procedures	Understand the rules that surround employment investigations and the importance of setting and following robust procedures.	<ul style="list-style-type: none"> <li>◆ General employment law</li> <li>◆ Contractual obligations</li> <li>◆ The employer as a Public Authority</li> <li>◆ Keeping investigation records</li> <li>◆ Surveillance, monitoring and RIPA</li> <li>◆ Confidentiality</li> <li>◆ Recording an interview</li> <li>◆ Writing reports</li> </ul>		
Workshop	Discuss the issues that concern delegates.	<ul style="list-style-type: none"> <li>◆ An 'open session' of about one hour, to allow delegates to raise issues that concern them.</li> </ul>		
<b>Book this course now :</b>				
Cost	Price Code A			
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