

Course Title	Evidence Gathering	Duration	Two days	Investigation
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none"> ✓ be able to start an investigation and stay within the law ✓ understand why it is important to keep records and how to keep them ✓ know what can go into a statement and what cannot and how to present exhibits to the court ✓ write better, more understandable statements 			
Prerequisites	None			
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
Investigations and the Law	To know how to stay within the law at all times	<ul style="list-style-type: none"> ◆ Fraud referrals ◆ CPIA, and the roles ◆ Sources of information 		
Maintaining Records	To understand why records are kept and how to do this	<ul style="list-style-type: none"> ◆ Record, retain, reveal ◆ File records ◆ Notebook entries ◆ Evidence examination 		
Taking Statements	To clarify what must go into a statement and what shouldn't	<ul style="list-style-type: none"> ◆ Types of evidence ◆ Confidentiality ◆ The shape of a statement ◆ Do's and don'ts ◆ Case Law ◆ Observations 		
Exhibits	To know how exhibits are presented at court	<ul style="list-style-type: none"> ◆ Statements from record ◆ Exhibits ◆ Schedules of exhibits 		
Book this course now :				
Cost	Price Code D			
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