

Course Title	National File Standard	Duration	One Day	Case Disposal
<b>Aim</b>	<p>An investigator's job is to investigate, but it is also to present the facts after their investigation so that action can be taken. This course is about what you'll do when you finish your investigations and how to make sure that you prepare the case appropriately for court – and by 'appropriately' we mean DON'T make a full file up if they're going to plead guilty!</p> <p>Book on this course and get an in-depth knowledge of how to complete a prosecution file for court using the MG system. Make sure that you're putting together the right materials and that you're doing it in the right way.</p>			
<b>Prerequisites</b>	A knowledge of investigation.			
<p><i>NB : This course forms part of a Professional Qualification and includes delegate assessment during the course. You will be required to complete both pre-course and post-course work.</i></p>				
Outcome		Content		
Review a case to ensure that the evidence and the <i>public interest</i> tests are satisfied and to determine the likely type of case file required.		<ul style="list-style-type: none"> <li>◆ Should we prosecute? (the <i>Public Interest Test</i>)</li> <li>◆ Evidence required – quality and quantity (the <i>Evidence Test</i>)</li> <li>◆ Determining if a Guilty Plea is likely</li> <li>◆ The <i>National File Standard</i> options</li> <li>◆ Selecting the file to build</li> <li>◆ Reporting the disposal decision</li> </ul>		
Prepare a GAP file for use in conviction / sentencing appearances at the Magistrates' Court.		<ul style="list-style-type: none"> <li>◆ The contents of an Anticipated Guilty Plea (GAP) file</li> <li>◆ Statements that must be included</li> <li>◆ The case summary and the MG5</li> <li>◆ Confidential Information and the MG6</li> <li>◆ <i>Previous Convictions, TIC Schedules</i> and compensation</li> <li>◆ Other optional MG forms</li> </ul>		
Prepare an N-GAP file for use in preliminary hearings at the Magistrates' Court.		<ul style="list-style-type: none"> <li>◆ The contents of an Anticipated Not Guilty Plea (N-GAP) file</li> <li>◆ Preparing officer statements</li> <li>◆ <i>Streamlined Disclosure Certificate</i></li> <li>◆ Witness lists and dates to avoid (MG9 &amp; MG10)</li> <li>◆ The evidence list (MG12)</li> <li>◆ The remaining MG forms</li> </ul>		
Prepare a full file for use in a trial.		<ul style="list-style-type: none"> <li>◆ The contents of a trial file</li> <li>◆ The MG15</li> <li>◆ Disclosure and the MG6 series</li> <li>◆ Continuity, corroboration and procedural statements</li> <li>◆ TIC Schedules and compensation</li> <li>◆ Ongoing duty to review unused material</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code B			
<b>To book this event</b>	Call us now on 0330 022 8262 or eMail Jill on <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			