

Course Title	Preventing and Detecting Employment Fraud	Duration	One Day	'Preventing & Detecting' series
<b>Aim</b>	<p>Unfortunately it only takes (as the song says) one bad apple to spoil the whole damn bunch and, statistically, it's quite likely that you've got more than that in your organisation. The question is, how do you find out about them and what do you do when you catch them?</p> <p>By the end of this training, you'll have explored the types of employment fraud that might need to be investigated, know what the roles are in an employment investigation and understand the rules that surround employment investigations. We'll have discussed the importance of setting and following robust procedures and you will have had an opportunity to discuss any issues that concern you.</p>			
<b>Prerequisites</b>	None			
		<b>Content</b>		
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>			
Understand 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>			
Know what the roles are in an employment investigation and how <u>that</u> investigation fits in with criminal and civil recovery action.	<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>			
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>			
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>				
<b>Cost</b>	Price Code A			
<b>To book this event</b>	ITS Training (UK) Ltd, The Old Granary, Highfield House, Bishop Norton Road, Glentham, Lincolnshire. LN8 2EU Tel: 08454 300 262 ~ e-mail: <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			