



TRAINING PACKAGES

FFC offers a wide range of compliance-directed enforcement training packages. Many of these are accredited **[A]** giving successful participants nationally recognised qualifications.

- ➔ **FFC** offers training specifically designed to meet the requirements of client organisations. Some of these bespoke courses may also qualify for accreditation.
- ➔ **FFC** training packages are delivered by experienced trainers
- ➔ **FFC** training courses are delivered at central locations throughout Britain. Training courses may also be delivered to your staff 'in house' or at another convenient venue.

FFC training courses include: (Overleaf for more course information)

- ➔ **Investigation and Prosecution Skills **[A]****
- ➔ **Effective Enforcement**
- ➔ **Tactical Enforcement for Managers **[A]****
- ➔ **Introduction to Effective Enforcement **[A]****
- ➔ **Advanced Investigation Skills **[A]****
- ➔ **Investigation and Prosecution Skills Refresher Courses**
- ➔ **Appearing in Court**
- ➔ **Expert Witness Training**



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Investigation and Prosecution Skills [A] - 5 Day residential

A course designed specifically to enable enforcement officers to conduct investigations leading to successful prosecutions.

The investigation skills of gathering, preserving and presenting evidence, interviewing suspects and assembling an effective prosecution file are at the heart of the course. Participants will learn when prosecution is, and when it is not, the appropriate sanction in the context of an **'Effective Enforcement Strategy'**. They will also understand the synergies between effective enforcement and the principles of Better Regulation and the legal and other rules governing the conduct of investigations.

Effective Enforcement - 3 Hours

An introduction to an **Effective Enforcement Strategy** for Senior Public Service Managers

The course demonstrates how high levels of regulatory compliance may be achieved with a limited commitment of resource.

Tactical Enforcement for Managers [A] - 2 days

A course for managers of enforcement staff or investigators to enable them to attain maximum efficiency in achieving compliance.

The course explains in detail what constitutes an Effective Enforcement Strategy and how enforcement staff may be used most profitably to achieve high compliance. It explains the ways in which enforcement efficiency is frequently eroded and how it may be improved.

Introduction to Effective Enforcement [A] - 1 day

This is an enforcement awareness course suitable for those, principally in the public sector, who have only indirect involvement in enforcement but whose actions may affect the outcome of investigations.

The course explains how enforcement works and how it may involve those who have no direct enforcement staff responsibility. It discusses the tell-tale signs which may indicate non-compliance or other crime. It outlines the nature of evidence and how it should be handled and retained.

Advanced Investigation Skills [A] - 2 days

This course builds upon the **Investigation and Prosecution Skills** course and is recommended for those who, having completed the basic course, are actively involved in enforcement and wish to refine and extend their skills.

The advanced course reinforces the earlier learning and looks at in more depth. It refines and extends the subjects previously covered, (including forensic and DNA evidence, Internet investigations and surveillance). It is also highly participative and deals at length with issues and problems participants have faced in conducting investigations.

Investigation and Prosecution Skills Refresher Courses - 2 days

These are *ad hoc* courses held, on average, once or twice yearly which are made available to previous attendees at the **Investigation and Prosecution Skills** course.

Refreshers are designed, principally, to ensure FFC-trained investigators are not relying on knowledge which has become out of date. Topics may include changes to legislation, public policies or powers of investigators; requests for specific topics or revision of earlier material. The courses are highly participative with discussion based upon investigations carried out by participants.

Appearing in Court - 3 hours

A course designed for those who may be a witness in court cases.

This is a brief course which explains the court structure and outlines the roles of court personnel, the nature and order of the proceedings and the role of the witness. It provides prospective witnesses with advice on how to present themselves in court, how to deliver their evidence most effectively and to understand the nature of cross-examination.

[NB. The course does not discuss, or provide any advice whatsoever in relation to, any current or prospective case]

Expert Witness Training - 1 day or 2 and a half days

This course provides specialised training for experts who will appear in criminal court cases to deliver opinion evidence.