TOP RANKED BAND 1 Chambers Litigation Support 2023

TOP RANKED BAND 1 Chambers Litigation Support 2024

Legal Experience Training

'Learning to Make a Difference'

ADVANCED PROFESSIONAL CERTIFICATE IN LEGAL SKILLS IN INVESTIGATION (APCIL)

Investigators must effectively and lawfully collect, write, and give evidence in legal hearings. Investigations are expensive and time consuming and the training provides investigators with the vital knowledge, practical skills, and confidence to obtain reliable and credible evidence.

Our training is practical, innovative and interactive. It is based on case studies designed to equip delegates with real life experiences during the training. The training is delivered in bite size chunks to assist learning. Delegates are given guidance and tips to apply to everyday practice.

Why use Legal Experience Training?

Legal Experience Training is a leading provider of practical legal skills training across the UK and internationally. We have particular expertise in providing training for those who have an investigative, regulatory or enforcement role. While we offer face to face in house and public courses, we also offer interactive online sessions which will include face to face real time interactive learning, sharing of documents, break out meeting rooms, team working and a number of other interactive functions.

Who are these courses designed for?

This training is designed for those who have an investigative, regulatory or enforcement role, to develop, refresh and update their skills and to provide evidence that they have the requisite competence to carry out their roles as investigators. At the end of the training delegates will leave equipped with a toolkit of essential legal knowledge, practical skills, and the confidence to meet best practice investigation standards.

Are these courses accredited?

These courses are mapped to the requirements of the legal modules in the **Level 4 Diploma in Fire Safety and give an exemption to the legal modules.** Please ask our team for details of the agreed exemption. These courses are accredited at a level 7 BTEC by Pearson Learning - Edexcel a National Awarding Body. If 8 days training are undertaken, together with the assessments for each module, then delegates are eligible for an Advanced Professional Certificate in Legal Skills in Investigation ("APCIL").

What is covered in the programme?

The APCIL programme consists of **8 days of training and assessments**. Each module is self-contained, but together they create a structured learning pathway to achieve best practice. Delegates will receive a "Delegate Preparation and Guidance" outline before the course. They will also receive pre-course Study Guides for the modules and case studies to assist learning.

When are the assessments?

There is one assessment for each module. The assessments will take place after each module and within the course. The assessments will be open book, timed online supervised assessments.

Day 1&2 Legal Skills, Evidence & Practice (LSEP) & Written Evidence (WE)

This training enables delegates to effectively collect, record and analyse and write up evidence in a structured manner. They gain understanding of the rules of evidence and their impact on the admissibility, reliability and weight of evidence. Delegates consider different types and sources of evidence and the weight of that evidence. They are given practical tips on how to evaluate and analyse evidence. The importance of best practice record keeping will be examined. Delegates develop skills in statement writing. Written evidence is a key aspect of regulatory and enforcement proceedings. Delegates consider the structure content and style of statements. They anticipate challenges made to evidence and how to use exhibits to increase the reliability and weight of evidence. Practical case studies assist the learning.

Learning outcomes

- Considering and evaluating the relevant legal/regulatory framework
- Identifying the types of evidence; real, documentary, hearsay, circumstantial, interview and witness
- Examining the rules of evidence and the admissibility reliability credibility and weight of the evidence
- Identifying and distinguishing the difference between facts assumptions and opinions
- Conducting case analysis and developing a structured framework for evidence evaluation
- Establishing a methodology for best practice records
- Analysing the type, source, weight reliability and credibility of evidence in a statement
- Analysing the structure content and style of a statement
- Practical exercises and critiquing of statements using best practice objective competency criteria

Day 3 AM LSEP & WE assessments. PM Pre course reading/preparation for IVS

Day 4&5 Investigative Interviewing Skills (IVS)

This training provides delegates with the skills to structure interviews to systematically obtain evidence topic by topic. They will be given a methodology to enable them to prepare effectively for interviews. They will learn how to use different questioning techniques such as open, closed, probing, confirmatory, completeness and challenging questions. These questioning techniques will be practiced in role play with detailed feedback. Delegates will learn how to conduct PACE Codes C and E interviews.

Learning outcomes

- Effective planning and preparation; identifying, issues, facts, and evidence
- Evaluate how to structure an interview using the PEACE method and topic boxes
- Apply the funnelling method to structure an interview
- Using different questioning techniques; open, closed, probing, confirmatory and challenging
- Identifying legal and procedural requirements for an interview within PACE codes C and E
- Using different interviewing models with witnesses and suspects
- Handling denials, omissions, exaggerations, fabrications, inconsistencies and memory loss
- Dealing with disclosure, documents and exhibits during interview
- IVS assessment.

Day 6&7 Preparing the Prosecution File and Disclosure (PPF)

This training assists those who gather and assess evidence to understand what is required for successful enforcement or prosecution. They will look at strengths and weaknesses in the evidence and consider how to effectively use the documents, plans, photos and evidence in enforcement or prosecution proceedings. They consider their duties under disclosure. In anticipation of sentencing (on a guilty plea or a finding of guilty) delegates consider aggravating and mitigating factors appropriate to sentencing.

Learning outcomes

- Preparing the prosecution file by identifying legal issues, facts, evidence, and possible defences
- Applying the Code for Crown Prosecutors evidential test; admissibility, reliability, accuracy, and credibility
- Evaluating all real, documentary, exhibit, witness statement and oral evidence
- Analysing the strengths, weaknesses, inconsistencies, and omissions in evidence
- Making effective use of documentary and oral evidence, by considering how this is challenged in court
- Understanding the Code for Crown Prosecutors public interest test
- Dealing with duties of disclosure, unused material, and legal privilege
- Analysing the sentencing powers of the court with reference to sentencing principles
- Evaluating aggravating and mitigating factors relevant to the offence and the offender
- PPF assessment.

Day 8 Witness Familiarisation - Court Skills (WFCS)

Delegates learn to prepare to deal effectively with cross-examination. They consider their role in giving evidence and the do's and don'ts in giving evidence. They gain an understanding of the court processes and procedures to equip them with the knowledge, skills, and confidence to present evidence effectively. A mock hearing will be carried out and delegates will participate in the role play and receive constructive and supportive feedback.

Learning outcomes

- Understanding the court process and procedures
- Effective preparation before a hearing
- Evaluating the strengths and weaknesses in the evidence
- Understanding the purpose of examination in chief, cross- examination and re-examination
- Dealing with questioning under cross-examination with confidence, credibility and clarity
- Understanding the use of contemporaneous notes, documents and other evidence
- Do's and don'ts for witnesses
- Practical mock cross-examination role-play with feedback
- Developing a toolkit for giving effective evidence
- WFCS assessment.

What our clients say

"*I gained a much better understanding of legal skills, evidence and practice and statement writing. The practical element of the course was really useful for confirming learning. Great session presented well and really informative with useful information. Would recommend to anyone in an enforcing role. The tutor delivered the session with great professionalism and presented the session clearly, passing their knowledge on to all."* **Matthew Young, Business Fire Safety Officer, South Yorkshire.**

"Excellent and invaluable for a fire officer in carrying out their duties effectively." **Patrick Connelly Business Safety Inspector, Humberside.**

"The course assisted my understanding of the subject very well. The reading materials and tutor discussions were excellent in content and well delivered." **Glen Wells, Protection/Policy/Legal Support Officer, Devon and Somerset.**

"*The training was very useful, particularly the opportunity for questions and answers. The tutor was articulate, patient, engaging, knowledgeable and energetic."* **Craig Haines, S. Wales.**

"Very well delivered with good practical examples to assist understanding."
Jim Davies, Station Manager, Oxfordshire.

"Very knowledgeable, excellent teaching style, an enjoyable course."
Nicki Barrett, Station Manager, Wiltshire.

Do we offer other training? We offer a wide range of other training including:
Expert Witness - Advanced Professional Award in Expert Witness Evidence for Fire / Accident Investigators
Disciplinary & Complaints Investigations
Essential Disclosure
Senior Panels Training for those deciding when to bring prosecutions.
Accident Investigations
Refresher training and CPD days

Where do we run the training?
We run courses on an in-house basis or a public basis throughout the UK and internationally and can deliver via highly interactive tutor online sessions. We provide cost effective training solutions with excellence in design delivery and administration.

Please contact us if you require any more information or you would like to discuss your training needs. Please call 0207 221 2453 and ask to speak to our Client Relationship Manager or email client@legalexperiencetraining.com.