

# BTC Training (Africa)(Pty) Ltd

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## **Basic Investigation**

NQF Level 4

Credits 2

Unit standard:

120483 - Conduct preliminary investigations

11508 - Write security reports and take statements.

Duration: 14 hours

Price on request (Min 5 Max 20 delegates)

Target group: Persons involved with loss prevention, audits and investigations. Loss Prevention Officers, Risk Managers, Auditors, Financial and Administrative Managers.

Representatives appointed in terms of the Occupational Health and Safety Act.

Course outcome: Delegates will be able to conduct an investigation according to recommended techniques and sound principles, effectively. They will be able to successfully, conduct interviews and prepare and submit all relevant evidence for criminal or internal disciplinary proceedings.

### **Course contents:**

- ❖ Philosophy.
- ❖ Legal Aspects.
- ❖ The Investigator.
- ❖ Investigation Skills.
- ❖ The Crime Scene.
- ❖ Evidence.
- ❖ The Interview.
- ❖ Statements.
- ❖ Report.
- ❖ Case Studies-Practical Exercises.

### **Support learning material**

- ❖ Video Presentation
- ❖ Supporting Documentation
- ❖ Exercises.