

# Keep Britain Tidy

## National Enforcement Academy

### Course Outline



The Academy provides accredited enforcement training to the enviro-crime enforcement profession to develop a common and consistent enforcement approach across England. The Academy will also allow for recognition of professional standards provided by enforcement officers by ensuring training is relevant and knowledge and skills acquired can be applied immediately making an impact on the work of the officers.

#### Course Aims

- Day 1 - Understand the principles and challenges of working in an enforcement role
- Day 2 - Understand the principles of enforcement in practical application of issuing notices (FPN's)
- Day 3- Identify the essential requirements necessary for inviting suspected offenders to attend a voluntary interview (PACE)
- Day 4- Identify and organise practical elements of preparing for a prosecution of an offender
- Day 5-Explore the court process in simulated environment to establish confidence and awareness for authentic cases

#### Course Objectives

By the end of each session delegates will be able to –

- Day 1/Session 1
  - Define the three phases of Enforcement
  - Identify safe working practices and personal risk assessment
  - Define conflict
  - State behaviours that can contribute to situations of conflict
  - Identify effective communication skills verbal and non-verbal
  - Identify strategies effective in avoiding conflict situations

- Day 2/Session 2 and 3
  - Identify key local environmental issues
  - Summarise the legislation framework in relation to environmental crime
  - Identify options available for controlling offences in order to protect the local environment
  - Describe the purpose of FPN's and their practical application
  - Practice preparing evidence including note taking, what must be recorded, notebooks and statements, photographs etc.
- Day 3/Session 4 and 5
  - Understand the process for introducing Dog Control Orders
  - Identify options for enforcing dog fouling and control
  - Demonstrate and practice drafting and issuing FPN's
  - Understand the importance of witness statements
  - Drafting officer and third party witness statements
  - Summarise the appeals process and complaints procedure
  - Identify key legislative provisions for dealing with street litter and waste related crime
  - Practice drafting Community Impact Statements
- Day 4/Session 6 and 7
  - Understand applicable legislative provision and codes of practice when interviewing suspects
  - Recognise skills for interview structure and technique
  - Describe the application of the law and codes of practice, pre-interview disclosure, conducting an interview and dealing with the caution
  - Define the role of legal representatives and third parties
  - Practice preparing for interview, reviewing evidence following interview and responding to challenges of interview evidence
  - Application of the principals of PACE
  - State reasons to justify decision to prosecute
  - Understand the principals of sentencing

- Day 5/Session 8
  - Assemble, construct and present a simulated prosecution file for trial
  - Practice courtroom skills
  - Illustrate cross examination techniques

**Who Would Benefit from Attending this Course?**

This accredited course is suitable for existing or aspiring Enforcement Officers/Practitioners responsible for enviro-crime and waste management enforcement.

**Course Duration**

5 Day Academy – (Flexible delivery) Can be delivered across 5 working days over 4 - 5 weeks or 5 consecutive days with and a further 8 weeks for portfolio completion in the workplace.

Example delivery schedule

Day 1 = Full Day – week 1

Day 2 = Full Day – week 2

Day 3 & 4 = 2 Full Days delivered concurrently – in week 3

Day 5 = Full Day week 4 or week 5

Or delivered virtually over 8 sessions

**What Next**

On completion of the 5 day or 8 session course, you will then be required to pass an on-line test before being awarded with your certificate.

**Contact us**

After 24 months we recommend that delegates return for an update to ensure they are still up to date with best practice and legislation. The follow-up course is the National Enforcement Academy Continued Competence.

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