



Course Title	Disclosure & Case File Manager	Duration	10 hours	Investigation
Aim	With Disclosure at the core of <i>the</i> largest miscarriage of justice in British legal history – the Post Office Horizon investigation – the spotlight is widening to non-CPS prosecuting authorities with the question, “ <i>Is your organisation fit to bring proceedings?</i> ” Never has there been a more critical time to ensure <i>Disclosure</i> and case management is in order within your organisation. This course is essential for all managers and department heads leading investigators, with a view to bringing criminal or civil proceedings. This first-of-its-kind learning will empower you to meet your legal and ethical obligations as a manager and leader, supporting your people and organisations across the civil and criminal investigation space.			
Prerequisites	Have attended <i>Basic Disclosure Rules</i> within 6 months.			
NB : This course includes delegate assessment.				
Outcome		Content		
Understand how to establish an environment of governance and management, establishing an effective <i>Disclosure Management Framework</i> .		✓ Policy, Procedure, Process, and the difference between them ✓ Stakeholder management and MOU's ✓ Monitoring performance ✓ Evidencing standards		
Understand how to establish an effective <i>Case Submission Framework</i> , ensuring cases submitted for prosecution are compliant with CPIA and the principles established in the <i>Director's Charging Guidelines</i> .		✓ CPS Director's Charging Guidelines ✓ Impact on local Prosecution & Case Disposal Policies ✓ Case supervision and evidence review ✓ Case authorisation ✓ The National File Standard		
Understand how to create, maintain, and evidence an effective learning and development environment.		✓ Basic minimum standards for all investigative staff ✓ CPE & CPD - maintaining professional competence ✓ Tutoring and support ✓ Champion networks		
Understand how to establish and maintain an effective <i>Disclosure</i> supervision culture.		✓ Monitoring <i>Disclosure</i> reviews ✓ The importance of a consistent approach ✓ Evidencing supervision touch points ✓ Team engagement		
Understand the importance of a <i>Debriefing and Quality Assurance Framework</i> , with the knowledge to implement this framework within an organisation.		✓ Review panels ✓ Debriefing structures ✓ Root cause analysis ✓ Benchmarking		
Understand the critical role of technology and systems within an effective <i>Disclosure</i> & case management review culture.		✓ Case management systems ✓ Manual review processes ✓ Use of technology in the review process		
Book this course now :				
Cost		Price Band 11		
To book this event, or for more information		e-mail : bookings@purpletraining.uk WhatsApp or call 074 21 20 39 41		