

The WSQ Perform Investigation Activities in Compliance with Legal Requirements (PI) is a mandatory course that all private investigators are required to take so as to obtain a license which allows them to conduct private investigative work. NTUC LearningHub is the only training provider offering this mandatory course in Singapore.

Why Train With Us

- WSQ Approved Training Organisation appointed by WDA
- Wide industry experience, qualified and committed trainers recruited based on stringent criteria
- Pre-training needs evaluation methodology leading to high passing rates
- Personal profiling for trainees at the completion of the course
- Reliable, independent and well established training provider since 1982
- Job placement facilitation

Sign Up

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Date of Publication: July 2010

WSQ Perform Investigation Activities In Compliance With Legal Requirements (PI)



COURSE OVERVIEW

The objective of this course is to equip participants with the knowledge and skills necessary to perform investigative activities in compliance with legal requirements and apply them at the workplace. This course or competency unit consists of 5 CEs:

- CE1:** Interpret job roles and responsibilities of investigator
- CE2:** Comply with legislative requirements when conducting investigative assignments
- CE3:** Conduct surveillance
- CE4:** Prepare and submit investigation log sheet
- CE5:** Give evidence in court

COURSE DURATION

40 hours (excluding assessment)

WHO SHOULD ATTEND

This course is specially suitable for individuals who:

- Aspire to embark on a career as a private investigator **OR**
- Private investigators who require a license to conduct private investigative work

PRE-REQUISITES

To qualify, participants must fulfill the following criteria:

- Good communication and interpersonal skills
- Ability to listen and speak in English at ESS Level 3
- Ability to read and write in English at ESS Level 3
- Ability to manipulate numbers at ESS Level 3

COURSE OUTLINE

Interpret job roles and responsibilities of investigator

- Understand the different types of services provided by the investigation agencies and the role of the investigator
- Identify and explain the duties and responsibilities of an investigator within the investigation agency
- Identify and interpret the relevant sections of legislative and regulatory requirements that govern the investigation activities
- Understand the code of ethics of the investigation sector and how they apply to investigation activities

Comply with legislative requirements when conducting investigative assignments

- Engage in discussions with project executives to clarify understanding on the details of the case brief
- Create an investigation log sheet as a record for taking notes and as reference for use when giving evidence in court
- Prepare appropriate logistic supplies required for investigation activities
- Comply with relevant legislative and regulatory requirements when carrying out an investigation

Conduct surveillance

- Determine the appropriate surveillance activities and make preparations to carry out surveillance activities to obtain required evidence
- Establish communication channels with project executive in accordance with organisational procedure
- Assess the ground before carrying out actual surveillance activities
- Carry out observation on surveillance site(s) according to organisational procedure
- Apply appropriate observation techniques when conducting surveillance activities
- Take corrective action to address unexpected situations according to organisational procedures
- Conclude surveillance according to organisational procedures

Prepare and submit investigation log sheet

- Document the information gathered during investigation work clearly and accurately
- Complete log sheet factually and objectively according to the information gathered
- Observe the rules of evidence when handling physical evidence which forms part of the case investigation
- Present completed log sheet to project executive according to organisational procedure

Give evidence in court

- Prepare self (investigator) on the day of official proceedings
- Make preparations to attend official proceedings which includes going through relevant documents and records of investigation prior to appearance in official proceedings
- Observe strict official proceeding protocol and follow instructions given by officials
- Give evidence clearly, based on facts
- When in doubt, seek permission to make references from facts recorded in log sheet before proceeding to give evidence

COURSE FEE

Full Course Fee: \$905

Nett Course Fee after funding assistance*: \$185

Prices indicated are exclusive of GST.

**Terms and conditions apply.*

TRAINING METHODOLOGY

Lectures, demonstrations, group discussions, presentations, role plays, written exercises and case studies are carried out individually as well as on a group level throughout the entire training.

ASSESSMENT

Assessment is conducted by POLWEL

QUALIFICATION

Statement of Attainment

Upon successful completion and assessment of each training module, participants will receive a Statement of Attainment (SOA). The SOA is a nationally recognised qualification indicating the participant's competency in a particular set of skills.