



**AISIT**

Australian Institute for Security  
& Investigation Training

# **COURSE BROCHURE**

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**Building Inquiring Minds Through  
Bringing Knowledge to Life**

## **STATEMENT TAKING**

Accredited & Non-accredited  
Training Options



# WELCOME TO AISIT

**The Australian Institute for Security and Investigation Training (AISIT)** is an Australian registered training organisation (RTO 41535) with the Australian Skills Quality Authority and is part of the Nemesis Consultancy Group of Companies, who specialise in the provision of compliance, regulatory, enforcement and investigative services. AISIT specialises in contextualised training for people in regulatory and compliance roles and offer a range of accredited and non-accredited training courses and services. We provide training and support services nationwide to Commonwealth and State based agencies, Local Government, early childhood organisations and not for profits.

Our students' learning and success are fundamental to our vision of **Building Inquiring Minds Through Bringing Knowledge to Life**. Our purpose is to enhance and grow organisational and individual skills and capabilities in the workplace by being a first-choice education provider. Through the learning experiences we provide, students are equipped to effectively undertake their workplace role, supporting the communities they support and serve.

Our flagship programs include the Certificate IV in Local Government (Regulatory Control) and the Certificate IV in Government Investigations, and our accredited short course program offers students a range of pathways towards a full qualification. AISIT's non-accredited program offers a range of training focused on good governance, conducting investigations, surveillance, and relationship management.

A key aspect of AISIT's success is its ability to develop and deliver practical contemporary, contextualised training, which consistently meets its client needs. Built on a foundation of decades of practical experience in law enforcement, regulatory and compliance training, business and commercial operations, and education, AISIT is your first-choice training provider. With the highest levels of expertise and knowledge, the team at AISIT provides quality training to the highest standard. Our training is available in multi-modes of delivery including, direct face to face, fully online using interactive e-learning, and blended using a combination of online e-learning, face to face, and webinar delivery.

AISIT continues to grow and expand its training program of training programs that support their employees by enhancing their practical and technical skills.

We look forward to you enrolling with us and providing you with an opportunity to experience a new difference in training. Visit us at [www.aisit.com.au](http://www.aisit.com.au).



**Peter J Moroney**  
Chief Executive Officer



# EXPERIENCE THE NEW DIFFERENCE WITH AISIT

## Industry Engagement

We recognise the value of industry engagement as the driving force in shaping our training and assessment strategies and we deliver training services which are founded on industry needs and expectations. We are student focused, thriving on providing training that is student centric; creating a training environment which is safe, equitable, and promotes a confident and productive space for students to learn.

## Quality

The requirement to maintain the highest levels of quality, including meeting ASQA standards, is reflected in our first in class training quality management system. Utilising the aXcelerate Learning Management/Student Management/Quality Management platform, all learning materials, student records, and trainer records, are managed and maintained in a single location. All learners are provided with a unique identifier allowing them access to learning materials, their secure personal records, and to liaise with their trainer.

## Multi-Mode Learning Pathways

AISIT's courses are customised to the client/learner operating environment and contextualised to meet the job requirements of learners. We offer a range of learning approaches that match the nature and needs of learners and to deliver the best learning experience and outcomes. Our courses are offered-

- Directly face to face in a class setting bringing together learners and trainer, creating a highly interactive and dynamic training environment.
- In blended learning mode, our blended learning model offers three distinct learning approaches for learners. In addition to our interactive and dynamic in class training, our blended model includes access to high quality interactive e-learning materials and the use of webinars to aid learners with lecture and tutorial experiences.
- Fully online, with access to high quality interactive e-learning materials, with formal and informal assessment activities allowing learners to take a self-paced approach.

**NOTE:** for more information about the specific mode of study available for your chosen course, please visit the respective course information page on AISIT website.

## Student Support

At AISIT we believe in giving you not only the best education, but the best support during your learning journey so we've collated a range of information packs and documentation to assist you.

## Trainers

All our teaching staff are highly regarded and highly qualified practitioners. They bring real life experiences into the learning environment, building inquiring minds. Our training team are practitioners in the field of investigations and business management, and draw upon this experience when designing, developing, and delivering our accredited and non-accredited training. Our trainers recognise and value the importance of direct communication with learners relating to their learning experiences and are in regular contact to support learners during their studies.

## Class Sizes

All our classes are capped at levels to ensure we provide the best possible student experience. Where necessary we provide additional trainers to support learning activities.

## Recognition of Prior Learning

We recognise that some learners have prior learning and experiences that may provide an opportunity to obtain Recognition of Prior Learning. AISIT offers a Recognition of Prior Learning service.



RTO 41535



# STATEMENT TAKING

## About the course

AISIT's Statement Taking training course has been designed to provide training to individuals within Commonwealth, State/Territory or Local Government organisations, who are required to interview people regarding possible breaches of legislation as part of their regulatory functions. In addition to complying with legal and ethical responsibilities, individuals are required to have an understanding on how to read and interpret legislation, plan for an interview, and obtain a detailed untainted account of evidence from witnesses. The course has been designed by Peter Moroney, CEO, AISIT and head of training. Peter has extensive experience in state, federal and international criminal and regulatory investigations and has tailored this course to ensure learners understand the basic principles of statement taking.

AISIT offers this course as an in-house program to organisations across Australia.

### The course consists of:

- Legislative requirements for completing statements
- Legislative and ethical requirements relating to interviewing
- Understanding key legislative offences relating to relevant Acts and Regulations within a Commonwealth, State/Territory or Local Government organisation
- Recording contemporaneous notes
- Planning and preparing for an interview
- Basic understanding of the PEACE interview model
- Preparing quality statements

### You will also learn:

- Questioning techniques.
- Identification of alleged offences from an action or event.
- Knowledge and application of the Free Recall technique. (Cooperative interviewees).



Conducted as part of nationally accredited training, and subject to successful completion of all learning activities and associated assessments, this course awards a Statement of Attainment in the unit of competency *PSPREG039 Gather information through interviews*.

This course can also be conducted as non-accredited training, and upon successful completion of all learning activities, AISIT will issue a Certificate of Completion.

## Entry Requirements

It is not a prerequisite that you have experience in how to obtain a statement however, individuals are required to have an understanding on how to read and interpret legislation, plan for an interview, and obtain a detailed untainted account of evidence from witnesses.

## Course Duration

Training is delivered over 2 consecutive days. Learning and assessment tasks are completed during the face-to-face training sessions.

For accredited training, assessment is undertaken through a combination of theory and practical activities using scenarios.

## Enquire

For pricing information and specific organisation's training, please contact us directly at [enquiries@AISIT.com.au](mailto:enquiries@AISIT.com.au) or call **1300 124 748**

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**ENROL TODAY**

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