






Course  
notes  
Day 16


**Revenue  
Control  
Inspector**

**2010**

|   |  |
|---|--|
| <b>Session Objectives:</b> <ul style="list-style-type: none"> <li>• Identify importance of witness evidence</li> <li>• Describe how the court functions</li> </ul>  |  |
| <b>Materials needed:</b> <ul style="list-style-type: none"> <li>• RCI Law Books</li> <li>• Smith and Keenan's English Law</li> <li>• RRA 1889 and Bylaws</li> <li>• Case Studies folder byelaws/answers</li> <li>• Police and criminal Evidence Act 1984</li> </ul> |  |
|    | Group work   |
|    | Flip chart work  |
|    | Insert slide from presentation and place slide number underneath       |
|    | Insert this symbol when there is a link to the valuing time behaviours |
|    | Information for the trainer (cell coloured in grey)                    |

**SESSION SUMMARY**

| Time  | Session Summary |
|-------|-----------------|
| 09:00 |                 |
| 10:15 |                 |
| 10:30 |                 |
| 13:30 |                 |
| 14:45 |                 |
| 15:00 |                 |
| 16:00 |                 |
|       |                 |

| Time   | Trainer Notes<br>(Explanations, Questions, Answers, <b>Tasks/ Aids</b> )  |
|--|---|
| 09:00<br> | <b>Task</b> <ul style="list-style-type: none"> <li>• Send half of delegates to 1<sup>st</sup> floor soft seating area               <ul style="list-style-type: none"> <li>◦ Brief delegates that they are RCIs (confirm location etc..)</li> </ul> </li> <li>• Other delegates are customers give them a ticket/oyster               <ul style="list-style-type: none"> <li>◦ Customers be co-operative but not too much ie:admit pass/ticket is not theirs</li> </ul> </li> <li>• Once completed check notebook entry</li> <li>• swap over</li> </ul> |
|  | <b>Break</b>  |
|  | <b>TASK</b><br>Write a statement using the MG11 forms.<br><br>Hand it to the trainer when you have finished.<br>Trainer to check statement against notebook highlights any errors made.   |
|  | <b>Lunch</b>  |
|  | <b>Travel to court</b> <ul style="list-style-type: none"> <li>• Liaise with Assurance Prosecutions and the Prosecutor on the day.</li> </ul> On arrival at the court introduce yourself to the LU Prosecutor. Then: <ul style="list-style-type: none"> <li>• Inform the court usher and try to arrange a Q &amp; A session with the magistrates</li> <li>• Remind them of court etiquette</li> <li>• Inform delegates they will be sitting in the Public gallery and no talking, chewing or inappropriate behaviour</li> </ul>                          |

| Time  | <b>Trainer Notes</b><br>(Explanations, Questions, Answers, <b>Tasks/ Aids</b> )  |
|-------|--|
|       | such as laughing etc. <ul style="list-style-type: none"><li>• Ask the class to make observations on the witness evidence and magistrates decisions</li><li>• At the end, meet with the class and if possible have a feedback session to clarify any points of concern or questions they may have</li></ul> |
| 16:00 | <b>End of Day 16</b>   |