

# **Teach Me Law Enforcement Pty Ltd**

## **Team Leader Training for Senior Rangers and Regulatory Services Managers**

### **Course Overview**

This course will be of benefit to people working in the role of a Team Leader or Manager within the local government council law enforcement and regulatory services sector.

### **Vocational outcomes**

This program is recognized by Local Councils and jurisdictions. The material compliments that delivered in the Certificate IV in Local Government (Regulatory Services).

### **Entry Requirements**

TMLE restricts enrolments to persons undertaking the role of a Senior Ranger or Manager within the Regulatory Services Field. Applicants will be accepted with the support of a manager indicating the applicant has the skills required to undertake the role of a manager or team leader.

### **Fees**

\$660 per person (gst included)  
No RPL for this course

There are no exemptions

There are generally no refunds once enrolled. Some refunds may be considered and these can be found in our policies, located on our website [www.tmle.com.au](http://www.tmle.com.au)

### **Other associated costs**

There are residential classes which participants must attend. Participants are advised any costs involved in attending any classroom instruction is not included in the course costs and is to be met by the participant.

There are compulsory assessments and tasks to be completed, some of these will require study and computer access of the internet.

### **Award**

This is not a Nationally Accredited Course. Students will receive a Certificate Of Attendance upon completion.

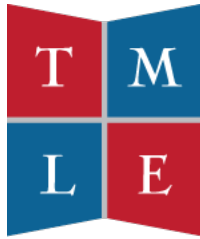
### **Duration**

TMLE allows 2 days to complete the course.

### **Structure**

This course is completed by:

1. studying at home at your own pace
2. assignment work which you send to us for comment.
3. attendance at classroom instruction (24 hours total )
4. classroom phases can be undertaken at a location suitable to the participant.



## **Recognition**

The uniqueness of this course and specialist subjects do not allow for RPL

## **Learning materials**

TMLE will supply learning materials in this program with:

1. a workbook
2. recommending reference material
3. assessment and learning material which is supplied on a CD in PDF format

## **Assessment**

Assessment for this program is by;

1. assignments which are typical workplace scenarios
2. workbook activities reflecting workplace situations
3. classroom interaction and participation

## **How to enrol**

Read this course information leaflet carefully.

Download an enrolment form from our website [www.tmle.com.au](http://www.tmle.com.au)

Payment must be made prior to course commencement date.

Applicants should make themselves aware of the refund policy prior to enrolling.

Payments must be made at the time of enrolment.

Payments can be sent to

TMLE

PO Box 1007 Ingleburn, NSW 1890

Direct debit is available, details are available on the enrolment form.

For enrolment details and course availability or inquiries regarding programming a course for your organization, please call the Course Coordinator,  
Ms Evi Messer on  
045 869 8653  
02 96027530

## **Subjects to be covered in the 2 day work shop**

- What makes a good Supervisor
- Best practice methods for supervisors
- Decision making with consistency
- Discussion of workplace policies and their relevance
- Conversation Management – interviewing subjects/witnesses / good memory techniques
- Internal Investigations - Strategies to avoidance of “tunnel vision”
- Introduction to best practice interviewing
- Making impartial recommendations and report writing (all based on scenarios)
- Questioning techniques
- Overview of internal investigations – systems and tools to manage an investigation