

Who should apply?

The course is for police staff involved in the preparation and processing of prosecution cases.

We recommend that only those students who are motivated to do the course, and who are prepared to commit to approximately 110 hours of study, should apply. The course is set at roughly 'A' level standard. Applicants should have previously studied to at least GCSE level or equivalent if they are to succeed.

What is the syllabus?

The syllabus provides a good working knowledge of both criminal law and procedure, and has been developed and updated in consultation with students, police managers and training managers. The course is practical in nature and procedurally orientated. The syllabus includes procedures such as the Statutory Charging Scheme and the Criminal Case Management Framework, as well as covering important legislation such as the Criminal Justice Act 2003 and the Criminal Justice and Immigration Act 2008.

What form does the course take?

There is a face-to-face induction day with an experienced Criminal Justice tutor, and after that the course is delivered by distance learning. There are four on-line assignments and three written assignments. Students receive feedback on their written work from their personal tutor. The marks on all assignments contribute to the overall mark for the course.

Why is there an induction day?

This introduces students to distance learning and also refreshes study skills, giving students detailed guidance on preparing for, and writing, an assignment. Most importantly, the induction day gives students the motivation and confidence to tackle the work. Recent comments from Induction days have included "Informative and approachable tutor" and "Very pleased with the Induction day – can't wait to get started!"

What are the on-line assignments?

The on-line assignments have been developed to reduce the number of written assignments that students are required to submit. Specific parts of the syllabus will be assessed on-line by multiple choice questions and other questions requiring short-form answers. Once students have studied the relevant material, they liaise with their line manager to agree a time during working hours to do the on-line assignments. Students have one hour to complete each on-line assignment under exam conditions.

What do the written assignments involve?

The assignments help students work through and understand the topics. Students are referred to relevant chapters from their manuals and are set written assignment questions based on their reading.

How long does the course last?

Tutor marking is available for a period of one year from the date of enrolment. The course is intended to be flexible so that students can work at their own pace. However there are final submission dates for each assignment, to ensure that students make steady progress with their studies and are not faced with unrealistic workloads towards the end of the year. We recommend that line managers help students by providing study leave, where appropriate, to prepare for each assignment. Our research shows that students who receive support for their studies from their managers are most likely to complete the course.

What course material is provided?

The study pack includes three ITC course manuals and a CJA supplement (see syllabus overleaf), three written assignments, four on-line assignments, a student guide including administrative information.

What other help and support is available?

Students are given a password to a course-specific on-line Student Area on ITC's website, where they can pose academic queries to the on-line tutor, as well as gain access to the LexisNexis legal database. Webcasts on selected topics can also be downloaded from the Student Area to assist in understanding and assimilating legal concepts. Telephone support is available during office hours from ITC's academic team.

How is the course assessed?

ILEX Tutorial College will award a Certificate in Criminal Justice Administration to those students who pass all seven assignments. Students can re-submit up to two multiple choice assignments and one written assignment if they fail on first submission.

How much does the course cost?

The price is £485 plus VAT, to include the induction day, all course manuals and access to the Student Area. If staff pay for the course themselves then the fee may be payable by three instalments. Information on the instalment option is given on the application form.

Does the qualification lead to other study opportunities?

Certificate holders are eligible for exemption from the Unit 1 Introduction to Law and Practice, Unit 3 Criminal Law and Unit 11 Criminal Litigation in the ILEX Level 3 Professional Diploma in Law and Practice, which is the first stage of legal executive training. Successful students may alternatively consider enrolling on the new ITC Specialist course on Disclosure, which has also been developed for police staff, or on a course leading to ILEX Level 6 Certificate in Criminal Law or Criminal Litigation. Please contact us for further information on these courses or visit our website on www.ilex-tutorial.ac.uk. The Certificate in Criminal Justice Administration is recognised by a number of universities to provide access to their part-time law degree.

Certificate in Criminal Justice Administration



A course developed especially for police staff

- Offered by ILEX Tutorial College, the UK's leading distance learning law school
- Widely recognised throughout the police service
- Syllabus maps against the National Occupational Standards for Caseworkers knowledge requirements (unit 331)
- Course structure includes an integrated face-to-face induction day
- On-line support including webcasts
- Free Legal Writing Virtual Practitioner included in course fee
- A programme endorsed by Skillsmark, the quality badge from Skills for Justice
- The course qualifies for exemptions from three units of the ILEX Level 3 Professional Diploma in Law and Practice
- Successful completion can meet the entry requirements for admission on to a law degree

"Before attending the induction day I was very nervous about what I was taking on – especially as it is some 20+ years since I did any formal studying – however I left the day full of enthusiasm and greatly encouraged about what was now expected of me as a student. I was so enthused I attempted two of my assignments the next day.

I also left feeling that I had a host of support from the college, its staff and my tutors and felt I was not alone in doing a 'distance learning' course.

I would highly recommend the course, the college and its highly professional staff, and have already used some of the knowledge I gained from reading my manual in my role at work. I also feel my force have invested money in me which I feel I can easily repay in the knowledge I have gained."

Tracey Owers, Bedfordshire Police



Skillsmark
Endorsed programme
in the justice sector

Skillsmark is awarded by Skills for Justice, the Sector Skills Council for the Justice sector. Endorsement is specific to the course, and is the second stage of the evaluation process, following recognition of the training provider. Endorsed programmes are listed on the Skillsmark website.



ILEX Tutorial College

Certificate in Criminal Justice Administration

Outline syllabus and course aims

For more information please contact:

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The CJA Supplement

gives special emphasis to police staff needs. It is written to accompany the Introduction to Law and Practice, the Criminal law and the Criminal Procedure course manuals.

Introduction to the criminal litigation process

- Central government and the criminal justice agencies
- The investigation and prosecution of criminal offences
- The commencement of criminal proceedings and court hearings

Key aims of this chapter

Understand the role of the key agencies and players operating in the criminal justice system

Determine which agency should be involved in particular situations

The Criminal Case Management Framework and related initiatives

- The framework and its objectives
- The Statutory Charging Scheme
- The DPP's Guidance on Charging
- The Criminal Procedure Rules 2010
- Code for Crown Prosecutors

Key aims of this chapter

Understand the CCMF and the relationship of other codes in the criminal justice system to the CCMF

Identify how the codes work and the roles of the key players

File preparation – introduction to the Manual of Guidance

- File preparation – the Manual of Guidance
- File preparation and the prosecution of offenders
- The charging decision
- Director's Guidance on the Streamlined Process
- Prosecution case files

Key aims of this chapter

Understand the structure and function of the Prosecution Team Manual

Understand the purpose of MG forms and how they are grouped to make particular types of case file

Compile a list of appropriate forms for each file type

Disclosure and other file preparation issues

- Disclosure
- Bail decisions and file preparation
- Prosecution team supervision and case management
- CPS responsibilities and their impact on file preparation

Key aims of this chapter

Understand the role of the police in relation to disclosure during the prosecution process

Understand the prosecution file requirements in relation to bail applications

Appreciate the function of supervisors in case file preparation

CJSSS – Criminal Justice, Simple, Speedy, Summary

- Objectives
- Multi-agency approach

Key aim of this chapter

To describe the use and benefits of the CJSSS

CPS – Victim and Witness Care Issues

- Provision for care of victims
- CPS victim and witness care strategy
- Special measures
- Code of Practice for Victims of Crime

Key aim of this chapter

Understand procedures in relation to vulnerable witnesses and victims

Working with other agencies

- Local Criminal Justice Boards
- Multi-Agency Approach
- Enhancing community safety and cohesion

Key aim of this chapter

Describe, in a local context, the 'joined-up' approach to criminal justice

Introduction to Law and Practice Course manual

included to enable students to gain exemption from Unit 1 of the ILEX Level 3 Professional Diploma in Law and Practice

- How we are governed: the State and the law
- The creation of law
- The European Union
- Courts and Personnel of the English Legal System
- Alternative Dispute Resolution

Criminal Law Course Manual

commissioned especially for the criminal justice sector

The general principles of criminal liability

- Classification of crimes
- The elements of criminal liability

Key aim of this chapter

*Understand the nature of criminal law, its sources and the way that it is classified
Analyse a criminal offence and identify its elements*

Criminal damage

- The basic offence
- The aggravated offence

Key aim of this chapter

*Understand the range of offences available to prosecutors in relation to criminal damage
Assess a practical situation involving damage caused to property*

Homicide

- Murder
- Voluntary and involuntary manslaughter

Key aim of this chapter

Understand the range of offences which are categorised as unlawful homicide and the partial defences that apply

Theft

- Theft Act 1968
- The actus reus and mens rea

Key aim of this chapter

Understand the main theft offences and make an assessment as to whether any Theft Act offences have been committed in a practical situation

Attempting to commit an offence

- Criminal Attempts Act 1981
- Mens rea and actus reus

Key aim of this chapter

Understand the scope of the term “attempt” in criminal law

General Defences

- Intoxication, duress, and self-defence, including Criminal Justice and Immigration Act 2008

Key aims of this chapter

Understand the range of general defences to criminal charges and the situations in which they can be used

Identify the key elements of these defences and explain the relationship between them

Public order

- Public gatherings, meetings and processions
- Breaches of public order – criminal offences
- Anti-social behaviour orders (ASBOs)

Key aims of this chapter

Understand the police powers in relation to public order

Develop an understanding of ASBOs and their role in preventing anti-social activities in the community

Criminal Procedure Course Manual

commissioned especially for the criminal justice sector

Introduction to criminal litigation

- What is “criminal litigation”?

Key aims of this chapter

Identify the key stages and processes in the criminal justice system, and develop an understanding of actual and proposed changes in criminal litigation

Detection of crime and arrest

- Arrest
- Search of premises and suspects
- Detention at the police station
- PACE 1984 and SOCPA 2005

Key aims of this chapter

Understand the powers and responsibilities of the police from the commencement of the investigation of a criminal offence until a suspect is charged

Determine whether the police have acted within their powers and the consequences of not doing so

The criminal courts and the first hearing

- Functions of the Magistrates’ and Crown Courts
- The first hearing in the Magistrates’ Courts

Key aim of this chapter

Understand the functions of the main criminal courts and the importance of the first hearing

Funding for criminal cases

- Duty solicitor schemes
- Legal aid

Key aim of this chapter

Develop an overview of state funding of defendants in criminal cases

Adjournments and bail

- Availability of adjournments and bail

Key aim of this chapter

Understand when the courts will grant adjournments and bail

Mode of trial and disclosure of evidence

- Either way offences
- Factors influencing the accused’s choice of mode of trial
- Disclosure of evidence requirements

Key aim of this chapter

Understand the factors influencing the accused’s choice between the Magistrates’ Court and Crown Court and the requirements to disclose evidence to the defence

Summary Trial and Crown Court Trial

- Summary trial procedure
- Crown Court procedure

Key aims of this chapter

Understand the Magistrates’ Court trial procedure

Explain the Crown Court pre-trial and trial procedures

Sentencing

- Mitigation
- Range of sentencing options available after conviction

Key aims of this chapter

Understand the procedures preceding sentencing

Assess the type of sentence available to the court in a particular instance

Appeals

- Appeals from the Magistrates’ Court
- Appeals from the Crown Court

Key aims of this chapter

Understand the routes for appealing against conviction and sentencing

Explain the routes of appeal from the criminal courts