

## **Course Profile Licensing Module**

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<b>Duration</b>	2 Days
<b>Prerequisites</b>	Delegates wishing to attend this course should have successfully completed the following training: <ul style="list-style-type: none"><li>▪ Introduction to UNI-<i>form</i> v7 with Spatial</li></ul>
<b>Target Audience</b>	End Users
<b>Objectives</b>	By the end of this course you will be able to: <ul style="list-style-type: none"><li>▪ Use the features of the Licensing Module to be able to record licences cases from receipt of the application to decision and issue.</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Registering a licence</li><li>- Additional details</li><li>- Recording payments</li><li>- Validating a licence application</li><li>- Logging inspections and actions (not IVA)</li><li>- Using IVA</li><li>- Processing checks</li><li>- Consultations</li><li>- Representations</li><li>- Decisions and issuing a licence</li><li>- Suspensions and revocations</li><li>- Creating links</li><li>- Renewing a licence</li><li>- Searching</li><li>- Activities</li><li>- Events</li><li>- Personal licence</li><li>- Taxi licence</li><li>- Printing</li><li>- Spatial</li></ul>

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