

## **Course Profile Orders and Notices (Scotland)**

---

<b>Duration</b>	1 day
<b>Prerequisites</b>	<p>Delegates wishing to attend this course should have successfully completed the following training:</p> <ul style="list-style-type: none"><li>▪ Introduction to <i>UNI-form</i> v7 with Spatial</li></ul> <p>and/or have a good understanding of the <i>UNI-form</i> Building Control module.</p>
<b>Target Audience</b>	End Users
<b>Objectives</b>	<p>By the end of this course you will be able to:</p> <ul style="list-style-type: none"><li>▪ Correctly use the <i>UNI-form</i> Orders and Notices component module and therefore be able to administer cases.</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Overview</li><li>- Initial screens</li><li>- Owners / Interested parties</li><li>- Inspection and Actions</li><li>- Legal Notices</li><li>- Progressing orders / notices</li><li>- Appeals</li><li>- Recording costs / payments</li><li>- Closing the case</li><li>- Monitoring cases</li><li>- Inspections, visits and actions</li></ul>

---