

Course Profile

Trading Standards Advertisement Monitoring Module

Duration	0.5 day
Prerequisites	Delegates wishing to attend this course should have attended the following training : <ul style="list-style-type: none">▪ Introduction to <i>UNI-form</i> with Spatial
Target Audience	End Users and System Supervisors
Objectives	Upon successful completion of this course delegates will be able to: <ul style="list-style-type: none">▪ Use <i>UNI-form</i> to record and process information on advertisements from a wide variety of sources.▪ Record general advertisement monitoring totals.▪ Use <i>UNI-form</i> functionality to process investigations into undisclosed traders.
Contents	<ul style="list-style-type: none">- Record advertisement details- Search for undisclosed traders- Produce documents with the use of print templates- Link advertisements to <i>UNI-form</i> service requests- Link <i>UNI-form</i> service requests to multiple advertisements- Record details of evidence gathered- Record details of inspections visits and actions relating to advertisements- Record prosecution details- Record total complying and non complying advertisements by monitored publication
