



2022 TRAINING PLAN



TABLE OF CONTENTS

STATEMENT OF THE DIRECTOR OF PUBLIC PROSECUTIONS.....	3
TRAINING POLICY	5
Aim.....	5
Objectives	5
Checklist and Documents.....	5
Training Plans and Calendars	6
Individual Development Plans.....	6
GUIDING PRINCIPLES	7
GOAL AND STRATEGIES OF THE TRAINING SECTION	8
Training Goal	8
Training Strategies.....	8
About the Training and Development Section	9
2022 TRAINING STRUCTURE	10
ORGANISATIONAL TRAINING	10
DIVISIONAL TRAINING NEEDS	19
TRAINING CALENDAR, 2022	33
TRAINING BUDGET - ESTIMATE.....	37
Appendix: Training Forms.....	42
TRAINING EVALUATION FORM.....	42
Individual Work Plan	44
POSITION DESCRIPTION.....	45
2.0 PRIMARY PURPOSE OF THE POSITION	45
3.0 ORGANISATIONAL ENVIROMENT	45

4.0	POSITION DIMENSIONS.....	45
5.0	NATURE & SCOPE.....	46
6.0	TRAINING NEEDS ANALYSIS.....	50



STATEMENT BY THE DIRECTOR OF PUBLIC PROSECUTIONS

The work of the Office of the Director of Public Prosecutions (“ODPP”) continues to grow and demand the skills and commitment of legal, technical, and corporate professionals. In 2022, we are continuing to make steady and careful progress towards building an organisation that is both modern and professional and which firmly promotes and upholds the rule of law in Fiji.

The formulation of a structured training and development programme will ensure that ODPP staff deliver consistent service in 2022. Our intention for 2022 is to “take training to our people” so that they can strengthen their skills and competency levels and contribute positively towards the fulfilment of our vision of **“A modern and professional prosecution service that fosters national goals and aspirations of peace and good governance through the rule of law”**.

The COVID -19 pandemic which first appeared in Fiji in 2020 continued to challenge us throughout 2021 and has meant adapting to a new and difficult environment. With staff needing to work from home for much of the year a lot of our training programme for 2021 was put on hold. Despite this, our training section managed to successfully organise in-house training via Zoom consisting of (1) police prosecution training for investigators, six (6) ODPP monthly training afternoons, and two (2) HAMPLE advocacy method training courses.

All overseas training scheduled for 2021 was cancelled due to flight restrictions and due to the restrictions pertaining to large events, we also decided, reluctantly, to cancel our annual conference.

The 2022 Training Plan was made possible through the combined initiatives of senior management and staff in completing the Training Needs Analysis (TNA) process that is coordinated by the ODPP Training and Development Section and then submitted to me through the Director Human Resources for final endorsement.

Managers of all divisions undertook discussions to identify their staff divisional needs and each staff member was asked to identify their individual needs. As a result, the 2022 Training Plan is a continuation of the 2021 Training plan detailing the training courses that will be facilitated by the ODPP Training and Development Section.

The Training Plan is divided into two (2) parts where the first part is designed to provide the best training, empowerment, and capacity building for ODPP staff and the second part is focused on empowerment for trainers to equip and motivate investigators, police prosecutors, public prosecutors, and the private bar toward being proactive in carrying out their duties for the proper administration of the criminal justice system in Fiji.

Staff are encouraged to utilize the many training opportunities available and to work together to achieve our objectives in 2022.

Christopher T. Pryde
Director of Public Prosecutions

TRAINING POLICY

Aim

The Office of the Director of Public Prosecutions (“ODPP”) training and development policy provides the management and its Human Resources Department an opportunity to align the strategic direction with its training and development needs.

Objectives

- I. Align the ODPP’s strategic direction with training and development
- II. To grow the organisation by providing the people with relevant and value adding training
- III. To provide opportunities for growth for our people
- IV. To raise a pool of skilled and proficient people to draw from the event where there is loss of skilled personnel

It enables managers and employees to assess their training needs, identify development activities and options and link this to career and succession plans so that individual and ODPP needs are met.

The creation of the Individual Development Plan forms are part of the Performance Review Process which is completed annually. This should enable managers and employees to action their development needs as required ensuring they can meet their performance expectations. Identification of training needs should be done in a structured way that is focussed on whether the person has the required competencies needed by their actual role as articulated in their Individual Work Plans and Position Descriptions. Hence, the ODPP has developed two (2) processes to assist managers in identifying training needs and passing these on to the Training Officer to develop a comprehensive and strategic Training Plan.

These two (2) processes are complementary however managers can choose to undertake one or the other:

- Complete a competence review as part of the initial discussions they have with employees in the performance management process; or
- Complete the Training Needs Analysis questionnaire relevant to the position their employees hold.

The Training Plan developed annually for the ODPP collates all the training needs of employees as identified in their Individual Development Plans and prepares training development activities that strategically address these needs whilst utilizing available resources appropriately. At times a more structured training needs process may be required and managers will be guided by the Training Officer to complete a Training Needs Analysis Questionnaire for the incumbent.

Checklist and Documents

Documents relevant to this process include:

- Annual Training Plan
- Position Description
- Training Needs Analysis Questionnaire
- Individual Development Plan

Training Plans and Calendars

- The Training Section should on an annual basis collate the training needs of the ODPP and prepare a Training Plan and Calendar addressing common or group needs.
- Training needs may be identified by collating the completed Competence Review forms from the Performance Review process. If a manager does not complete one, then the Training Section can request the Manager to complete a Training Needs Analysis Questionnaire relevant to the role of the incumbent.
- Managers should consult this Plan and Calendar when working with individual employees to create their development plan so they are in the best position to access development opportunities available.

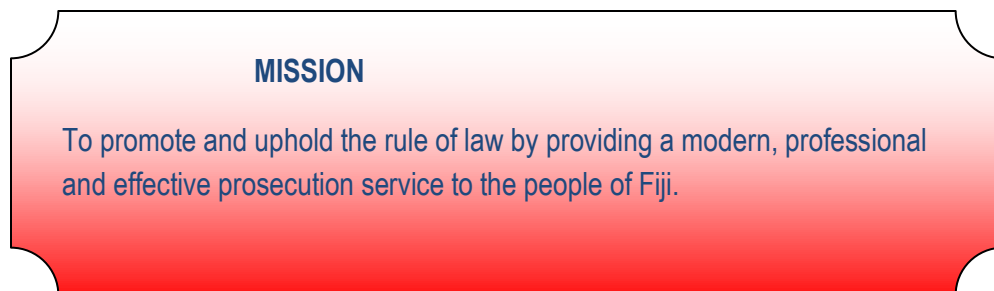
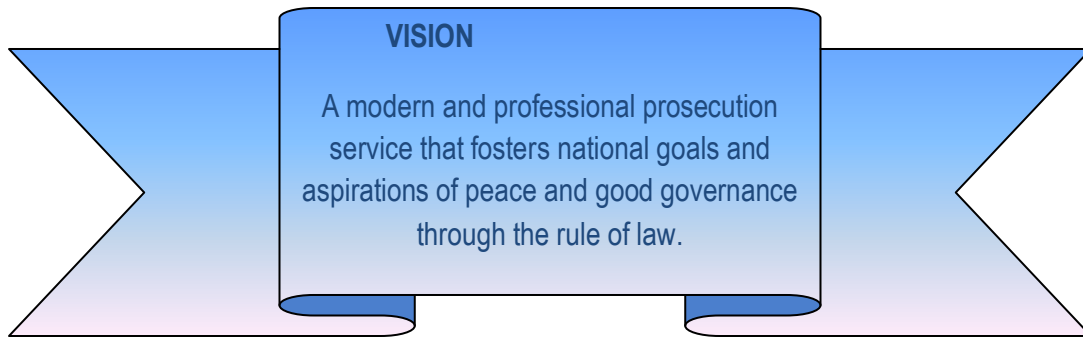
Individual Development Plans

- All employees should have an Individual Work plan. It is the manager's responsibility to create one with the employee or employees under their supervision:
 - when they enter the ODPP(during induction); and
 - At each performance planning session (annually).
- Each manager and employee should actively refer to this document and work throughout the year to achieve the development goals set. They should make contact with HR and the Training Section for support and advice.
- Each development plan should be based on the actual needs of the employee. This can be identified using different tools:
 - A Training Needs Analysis(using a formal questionnaire or the competence review)
 - Discussion of their performance(during their performance review); and
 - Observation in the workplace
- Outside of the induction process, all other Individual Development Plans will be created as part of the Performance Review Process using the Competence Review Form or a Training Needs Analysis Questionnaire.

GUIDING PRINCIPLES

The Office of the Director of Public Prosecutions (“ODPP”) is committed to upholding the values, policies and rights set out in the Constitution.

The ODPP Mission and Value statements articulate the essential principles that guide the conduct of the ODPP and the Code of Conduct binds all staff to act with honesty and integrity and to uphold the ODPP’s values and key objectives at all times.



GOAL AND STRATEGIES OF THE TRAINING SECTION

Training Goal

The goal of the Training Section is to produce knowledgeable and skillful people who have positive attitudes towards assigned tasks within the organisation. In an era of continuous learning processes, the training section of the ODPP strives to meet organisational needs to produce a pool of competitive, skillful and knowledgeable employees.

Training Strategies

The ODPP has adopted a comprehensive training approach based on a systematic approach toward training. There are five steps in the training process as follows:

- I. Define
- II. Design
- III. Develop
- IV. Deliver and
- V. Evaluate

Defining the training needs is undertaken through the conduct of an organisational Training Needs Analysis (TNA). Training needs are identified through various methods such as questionnaires, observations, interviews, and discussions between staff and management.

The TNA is an important tool for the ODPP. A TNA is a review of learning and development needs for staff. It is a process of identifying the gaps that ODPP staff needs to fulfil in order to achieve our collective organisational vision. It is used as the foundation for determining training objectives as well as the selection, design, implementation and evaluation of the right training programme for staff.

Respective divisional and section managers were emailed the ODPP individual and divisional needs forms for completion. The individual TNA forms were filled out by staff through a consultation process. Supervisors and Managers were also required to complete the divisional TNA form. From an organisational perspective, the DPP identifies specific trainings for the entire organisation.

A total of fourteen (14) TNA forms were designed according to the technicality of the work required to be undertaken. Thirteen (13) were divisional need forms and one (1) was the individual needs form.

Once training needs are analysed, the training plan is developed. The plan contains types of courses and identifies target groups, the course objectives and contents. Based on the course modules, training curricula, lesson plans and training programmes are developed. Delivery is the process where the courses are actually conducted. The final step in the training process is evaluation of the course conducted.

The training programmes at the ODPP are adopted to cater for the development of individuals not only to be knowledgeable and skilful but also to have high integrity and operate according to best practice standards at work.

ABOUT THE TRAINING AND DEVELOPMENT SECTION

The Training and Development section works together to explore areas where the ODPP staff can upgrade their competencies and contribute more towards carrying out their duties in an effective and efficient way. This section also contributes to the development of the ODPP training & development policy and procedures and where necessary will recommend amendments and inclusion to the policy which is submitted to the Director Human Resources for screening before approval is obtained from the DPP.

This section also carries out pre and post assessment of training in the form of evaluations to see the impact of training on employees on how positively it has contributed towards enhancing professional skills and improving attitudes and behaviour of them to excel in their respective positions. This year the training will be expanded to other areas such as leadership development skills, team-building, problem solving and management techniques for both state counsel and administration staff.



ODPP Basic Prosecution Course for Police Investigators 2021

2022 TRAINING STRUCTURE



ODPP Basic Prosecutions Course for Police Investigators 2021



ORGANISATIONAL TRAINING

External Training Courses

Fire Wardens Refresher Training

This training is mandatory as stipulated under the Health and Safety at Work Act, 2003.

Objectives:

To provide appointed fire wardens in the organisation with the necessary knowledge and skills to prepare for and respond to emergency situations. Appointed Fire Wardens will be especially taught how to safely manage or conduct emergency evacuations. They are adequately trained as a core leadership team ready to command that critical first line of defence.

Contents:

- Fire Safety (presentation and practical).
- Fire Warden (roles & responsibilities).
- Early evacuation warning systems & evacuation plans.
- Evacuation drills (practical evacuation drill).

Methodology:

Lecture, group work, demonstration and practical exercises.

Target Audience:

Fire wardens and assistants.

Resource:

External

Duration:

1 day (8hrs)

Venue & Date:

Suva – Tentative date

Training Provider:

National Fire Authority

Occupational Health and Safety Management

Objectives:

- This introductory course aims to provide health and safety representatives with the range of basic skills enable them to effectively and responsibly represent their work group.
- It also aims to provide representatives with a working knowledge of The Health and Safety at Work Act 1996 and other relevant legislation.
- Furthermore, it also assists Health and Safety representatives to understand the principles of hazard identification, risk assessment and risk control and develop positive attitudes towards Occupational Health and Safety.

Contents:

- OHS human dimension.
- Health & Safety at Work Act 1996.
- Health & Safety committee.
- Managing OHS in the workplace.
- Design, support, and evaluate health and safety programmes and implement procedures using project management principles and processes appropriate to the task.
- Affect/manage change by advancing OH&S principles within management systems, cultures, practices, and priorities.
- Apply basic adult learning and assessment principles in the design, development and delivery of training and information for differing levels within the workplace.
- Use a range of effective communication skills and methods to clearly and briefly convey regulatory and technical information and data to designated audiences.

Methodology:

Lectures, group work and workplace inspection.

Target group:

All Staff

Resource:

In-house

Duration:

1 day

Venue & Date:

Suva – Tentative Date

INDIVIDUAL TRAINING

Time Management

Objectives:

At the end of the course, participants will be able to better:

- Clarify your goals and achieve them.
- Handle people and projects that waste your time.
- Be involved in better delegation.
- Work more efficiently with your boss/advisor.
- Learn specific skills and tools to save your time.
- Overcome stress and procrastination.

Contents:

- Controlling distractions.
- Goals, priorities and planning.
- To do list.
- Worth your time.
- Delegation.
- Activity logs.
- Creating more time.
- Actions plans.
- Reading Techniques.

Target Groups:

All Staff

Methodology:

Lecture, group work and presentation.

Duration:

1 day

Venue & Date:

Suva – Tentative Date

Training Provider:

In-house

EFFECTIVE COMMUNICATION IN THE WORKPLACE

Objectives:

- This is an introduction to the dynamics of face-to-face communication skills – looking at what affects the participants and how they might take more charge of the situations.
It gives an overview of how communications works at their best, identifying where it can go wrong. We “unpick” all the elements that go into effective communication and explain to people how they can be more in charge of the communication dynamic.

Contents:

- Understanding how communications works.
- Gaining active listening and responding skills.
- Seeing things from other points of view.
- Managing your assumptions actively.
- Understanding your own strengths.
- How others may see you.
- Looking at body language.
- Increasing confidence.
- Difficult people or situations.

Methodology:

Lectures, group work and presentation.

Target group:

All Staff

Resource:

In-house

Duration: 1 day

Venue & Date: Suva – Tentative Date

BASIC BUSINESS WRITING WORKSHOP

Objectives:

- At the end of this programme, participants to discuss the concept of tone.
- To discuss the concept of tone in view of formal writing.
- To discuss appropriateness of vocabulary, contractions etc.
- To provide opportunities to practise and provide feedback to all participants.

Contents:

- A properly narrowed, controlling idea or argumentative thesis.
- Supporting examples and accurate, sound analysis.
- A sense of audience and rhetorical purpose.
- Minimal errors in grammar and punctuation.
- A clear prose style appropriate to the discipline.

Methodology:

Lectures, group work and presentations.

Target group:

Frontline Staff

Resource:

In-house

Duration: 1 day

Venue:

Suva

Date:

Tentative Date

CUSTOMER SERVICE TRAINING

Objectives:

- Managing customer service.
- Learning different body language techniques.
- Motivational and inspirational factors.

Contents:

- Greetings and importance of smile.
- Importance of Customers – internal & external.
- Stages in exceptional customer care.
- First and last impressions.
- Service excellence attributes – front office.
- Attitude building.
- Product knowledge.

Methodology:

Lecture and presentation.

Target group:

All Staff

Resource:

In-house

Duration: 1 day

Venue:

Suva

Date:

Tentative Date

EMOTIONAL INTELLIGENCE

Objectives:

- This course will give you the tools you need to be emotionally intelligent in your workplace. An employee with high emotional intelligence can manage his or her own impulses, communicate with others effectively, manage change well, solve problems, and use humour to build rapport in tense situations.

Contents:

- Define and practice self-management, self-awareness, self-regulation, self-motivation and empathy.
- Understand, use and manage your emotions.
- Verbally communicate with others.
- Successfully communicate with others in a non-verbal manner.
- Identify the benefits of emotional intelligence.
- Relate emotional intelligence to the workplace.
- Balance optimism and pessimism.
- Effectively impact others.

Methodology:

Lectures, demonstrations, role play and discussions.

Target group:

All level Staff

Resource:

In-house

Duration: 1 day

Venue:

Suva

Date:

Tentative Date

STRESS MANAGEMENT

Objectives:

- At the end of this programme, participants will be given a three- option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation technique, and a stress log system.

Contents:

- Identify the best approach to a stressful situation (Alter, Avoid or Accept).
- Understand what lifestyle elements you can change to reduce stress.
- Use routines to reduce stress.
- Use environmental and physical relaxation techniques.
- Better cope with major events.
- Use a stress log to identify stressors and create a plan to reduce or eliminate them.

Methodology:

Lectures, case studies and discussions.

Target group:

All Staff

Resource:

In-house

Duration:

1 day

Venue:

Suva

Date:

Tentative Date

DIVISIONAL TRAINING NEEDS – TRAINING FACILITATOR (PM)

Summary

The Divisional training focuses on the technical side of all aspects of work. The ODPP has a pool of technical people who are ready to provide training in all facets of technical work carried out by staff. The Training and Development team organises monthly ODPP training where State Counsel from the General Crimes, Serious Fraud and Sexual Crimes Divisions get together to learn and develop technical skills in carrying out their prosecutorial function. The following is a list of training needs identified by Counsel assigned to each division.

SERIOUS FRAUD DIVISION

- Civil Proceedings.
- Financial fraud from a forensic perspective.
- Computer evidence.
- Cyber-crime.
- Basic Accounting.

SEXUAL CRIMES DIVISION

- Prosecuting Sexual Offences: Examination in Chief.
- Dealing with children and vulnerable witnesses.
- Understanding Human trafficking offences and how to successfully prosecute the offence.
- Stress Management and self-care.
- Appellate Advocacy and drafting of Appeals Submissions.

GENERAL CRIMES DIVISION

- Analysis of Caution interview.
- The Changing Law: This topic will be more focussed on the current COA rulings, judgements and development of jurisprudence.
- Advocacy: Hamper method training.
- Tour of the Police Canine Unit & Police Forensic Unit
- Trial in absentia in High Court and Magistrate Court.
- Training with CO's and IO's on what is needed/expected in Police Dockets for different offences so that we don't need to keep writing to the Police for various documents.
- Chain of custody procedure – property and drugs related.

APPEALS DIVISION

- Drafting Appeal grounds for High Court, Court of Appeal and Supreme Court.
- What to look for in summing up? Specific directions.
- Identifying and distinguishing questions of law and questions mixed law and fact.
- Preparing an opinion for appeal.

- Preparing and drafting an application for enlargement of time.

WESTERN DIVISION

- Lobendan Hearing.
- Forfeiture Application
- Appeals – Court of Appeal and Supreme Court.
- Leading forensic evidence during trial.
- Vulnerable witnesses.
- Chain of custody in drug cases.
- Affidavit preparation.
- Analysis of care and preparation of opinions.

NORTHERN DIVISION

- Voir Dire- exclusion of evidence.
- Trial process, Advocacy and Procedure
 - Examination in Chief
 - Cross examination
 - Re-examination
 - No case to answer
 - Closing submissions.
- Various offences with respect to the:
 - Department of Environment
 - Forestry
 - Fisheries
 - Health.

EASTERN DIVISION

- Hample Training method.
- Bail submissions and hearing.
- Evidence law.
- Dealing with child witness.
- Dealing with expert witness.

CORPORATE DIVISION – EXTERNAL TRAININGS

Our Corporate Services comprise seven sections which facilitate the core business of the ODPP. The staff at Corporate Service are required to undertake a professional development programme to provide the best service possible to State Counsel. Training is outsourced to address these needs.

HUMAN RESOURCES & PERSONNEL

- Mental Health & Wellness.
- Conflicts and Discipline process.
- Workplace leadership.
- Coaching & Mentoring.
- Basic Legal Court processes.
- FHRI Conference.

ACCOUNTS/FINANCE

- Audit.
- Managerial Accounting.
- Tax, VAT, PAYE & Budget.
- FIA workshops and congress.
- Forensic Accounting.

ADMINISTRATION & TRANSPORT

- Defensive driving course (DDC).
- First Aid.
- Communication skills.
- Administration training.
- OHS Training.
- Basic Customer Service Training (front office).

IT SECTION

- CASES – Detailed installation, management and operation.
- Administering windows server 2012.
- Administering a Microsoft SQL server database.
- IT conference.
- Network+.

MEDIA SECTION

- Public Relation skills.
- Writing reports and proposals.

TRAINING & DEVELOPMENT

- Workplace leadership.
- Drafting of business plan and annual corporate plan

- Training of Trainers.
- OHS Training module 3 & 4.
- Developing Training Needs Analysis.
- National Trainers Conference.

REGISTRY

- Registry procedures by Mr Lee Burney and Mr Maciu Nacaucalevu.
- Cases Management System.
- Communication skills (writing of minutes/reports).
- Procedure for applying leave, time off, transport request, purchasing of items – internal training.

LIBRARY

- Liberty National User Conference 2022.
- Australian Library and Information Association (ALIA) conference 2022.

SECRETARIAL

- Refresher course for secretaries.
- Telephone skills and customer service.
- Writing effective emails.
- Customer service.

ODPP OVERSEAS TRAINING

The ODPP Staff attend overseas training, meetings and conferences and seminars upon the DPP's nomination. The procedure is such that when the ODPP receives participation invitations for overseas events, the DHR/CS, on the advice of the DPP circulates invitations among staff inviting expressions of interest. The DHR/CS then narrows the pool of potential attendees based on their training needs and determines whether they have competence gaps relevant to the overseas training opportunity at hand.

List of Professional Overseas training attended by ODPP Staff yearly

- I. **APG Annual Meeting and Technical Forum**
- II. **Symposium on Economic Crime (Cambridge, UK)**
- III. **PILON**
- IV. **Post Graduate Certificate in Corruption Studies – Hong Kong**
- V. **MOYS classification (Melbourne, Australia)**
- VI. **Regional Prosecutors & MSC Advisors Training**
- VII. **Head of Prosecuting Agencies**

POLICE PROSECUTIONS TRAINING – TRAINING FACILITATOR (PM)

The ODPP external series of Prosecution Workshops aims to develop workplace skills relevant to the participant's role within the criminal justice system. It is designed to develop the participant's knowledge of criminal procedure through the pre-trial, trial and sentencing processes. It encompasses ethical issues particular to prosecution and incorporates the notions of fair trial and due process. The Prosecution workshops are conducted once a month on the second Saturday of every month from February to November. Participation is open to public officers involved in prosecutions, and to members of the private Bar. This is an advantage opportunity for external Counsel to gain Continuing Legal Education (CLE) points.

Ethics

Objectives:

At the end of this programme, participants will be able to understand:

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The role of DPP and prosecutors.
- Etiquette and dress.
- Ethical duties and considerations.
- Public interest.
- The duty of disclosure.
- Summative assessment: draft disclosure activity.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva – Tentative Date

Fiji wide

Charges**Objectives:**

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The test for prosecution.
- Drafting requirements.
- Drafting: defects, amendments and withdrawals.
- Consolidation and Severance.
- Summative assessment: draft charges exercises.
- Peer review; summative assessment activity.

Methodology:

Lectures, Case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Bail

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Overview of the Bail Act, 2002.
- Bail – important legal principles.
- Litigation drafting: Bail submission.
- Summative assessment: moot bail application.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Pre-Trial Preparation

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.

- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Legal analysis and research.
- Pre-Trial conferencing.
- Guilty pleas.
- Summative assessment; moot guilty plea.
- Peer review: summative assessment activity.

Methodology:

Lectures, case studies and discussions

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Trial Preparation

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Credibility and Admissibility of the evidence.
- Case theory and strategy.
- Dealing with witnesses – important legal principle.
- Witness selection and ordering their testimony in court.

- Case strategy.
- Summative assessment: case strategy matrix.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Negotiation

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Ethical considerations during negotiation.
- Effective communication during negotiation.
- Admitted and disputed facts.
- Practical tips for drafting admitted facts.
- Summative assessment: draft admitted facts exercises.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Suva, Lautoka & Labasa

Advocacy**Objectives:**

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The art of advocacy.
- Opening and closing your case.
- Examination in chief.
- Cross examination.
- Refreshing memory and hostile witnesses.
- Summative assessment: moots.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Voir-Dire**Objectives:**

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Assessing voire dire issues prior to trial.
- The judge's rules.
- Burden, standard & evidentiary considerations.
- Involuntariness & Unfairness.
- Summative assessment: moot voire dire.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Evidence

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Statutory and common law provisions.
- Preservation & chain of custody.
- Exhibits lists & tendering in court.
- No case to answer.
- Summative assessment: draft case to answer submissions.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Sentencing

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.

- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Statutory and policy guidelines.
- Sentencing options.
- Aggravating factors.
- Mitigating factors.
- Sentencing submissions.
- Summative assessment: moot bail application.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

Fair Trial

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The right to a fair trial.
- Common law and statutory provisions for fair trial doctrine.
- Factors which can impact adversely on a fair trial.
- Obligation on the prosecutor.
- Abuse of process and remedies.
- Summative assessment: abuse of process argument moot.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date: Tentative Date

Fiji wide

TRAINING CALENDAR 2022 – TENTATIVE DATE

Month	Date	Training type	Training title	Division	Trainer	Audience
January						
February	12 th February	In-house	ODPP external workshop	Fiji wide	PLO(JF)	Prosecutors
	25 th February	In – house	ODPP monthly workshop	Fiji wide	ODPP GCD	Legal Officers
	TBC	In-house	Fire Wardens Training	Fiji wide	NFA	OHS Committee
	TBC		Defensive Driving Course		LTA	Drivers
March	12 th March	In-house	ODPP external workshop	Fiji wide	PLO(JP)	Prosecutors
	25 th March	In-house	ODPP monthly workshop	Fiji wide	ODPP SCD	Legal Officers
	11 th – 13 th March	In-house	HAMPEL advocacy Training (Advanced)	Fiji wide	Training Facilitator PLO(PM)	Legal Officers
	7 th March – 14 th April (6wks)	In-house	Police Basic Prosecution Course	Fiji wide	Training Facilitator PLO(PM)	Police Prosecutors

Month	Date	Training type	Training title	Division	Trainer	Audience
April	9 th April	In-house	ODPP external workshop	Fiji wide	PLO(PM)	Prosecutors
	29 th April	In-house	ODPP monthly workshop	Fiji wide	ODPP SFD	Legal Officers
	TBC		Media Training	MLO	USP	MLO
May	14 th May	In-house	ODPP external workshop	Fiji wide	PLO (MV)	Prosecutors
	27 th May	In-house	ODPP monthly workshop	Fiji wide	ODPP GCD	Legal Officers
	2nd – 27th May (4wks)	In-house	Basic Prosecutions Course (Regulators)	Fiji wide	Training Facilitator PLO (PM)	Regulators
	TBC		Manage people & performance		USP TAFE	HR
	TBC		FIA Congress	TBC	FIA	Accounts
June	11 th June	In-house	ODPP external workshop	Fiji wide	PLO(JF)	Prosecutors
	24 th – 25 th June	ODPP Conference	Conference	Warwick Hotel	ODPP	Lawyers
	TBC		FHRI Conference	TBC		HR
	TBC		Transcription training	TBC		Transcriber

Month	Date	Training type	Training title	Division	Trainer	Audience
July	9 th July	In-house	ODPP external workshop	Fiji wide	PLO (JP)	Prosecutors
	29 th July	In-house	ODPP monthly workshop	Fiji wide	ODPP SCD	Legal Officers
	4 th July – 12 th August (6 weeks)	In-house	Advanced Police Prosecution Course	Fiji wide	Training Facilitator PLO (PM)	Prosecutors
August	13 th August	In-house	ODPP external workshop	Fiji wide	PLO(PM)	Prosecutors
	26 th August	In-house	ODPP monthly workshop	Fiji wide	ODPP SFD	Prosecutors
	TBC	Overseas Training	Australian Law Librarian's Conference	Library		Librarian
	TBC		CISCO		FNU	IT Officers
	TBC		OHS		USP	OHS Committee
September	10 th September	In-house	ODPP external workshop	Fiji wide	PLO(MV)	Prosecutors
	30 th September	In-house	ODPP monthly workshop	Fiji wide	ODPP GCD	Prosecutors
	TBC	Overseas Conference	International Symposium Economic Crime	Jesus College, Cambridge, UK		Legal Officers
	TBC	Overseas Conference	IAP Conference	TBC		Legal Officers
	TBC		Communication skills	Suva	USP	MLO

Month	Date	Training type	Training title	Division	Trainer	Audience
October	8th October	In-house	ODPP external workshop	Fiji wide	PLO(JF)	Prosecutors
	28 th October	In - house	ODPP monthly workshop	Fiji wide	ODPP SCD	Legal officers
	03 rd – 28 th October	In-house	Advanced Regulators Investigators Course	Fiji wide	Training Facilitator PLO (PM)	Investigators
	14 th – 16 th Oct	In-house	HAMPEL advocacy Training (Advanced)	Fiji wide	Training Facilitator PLO (PM)	Legal Officers
November	12 th Nov	In-house	ODPP external workshop	Fiji wide	PLO(JP)	Prosecutors
	25 th Nov	In-house	ODPP monthly workshop	Fiji wide		Legal Officers
	TBC	Overseas Training	Post Graduate Certificate in Corruption studies	Hong-Kong		Legal Officers

TRAINING BUDGET – ESTIMATE 2022

Month	Date	Training Title	Division	No.of Pax	Reg fees	Other expenses (meal, acc, stationaries & transport	Total cost Approximate \$
Jan							
Feb	12 th Feb	ODPP external workshop	Fiji Wide	40		500	500
	25 th Feb	ODPP monthly workshop	Fiji wide	50		500	500
	TBC	Defensive Driving Course	Drivers	2		500	500
	TBC	Fire Wardens Training	OHS Committee			1,000	1,000
March	12 th March	ODPP external workshop	Fiji wide	40		500	500
	26 th March	ODPP monthly workshop	Fiji wide	50		500	500
	11 th -13 th March	HAMPEL advocacy Training	Fiji wide	20		1,000	1,000
	7 th March – 14 th April (6wks)	Police Basic Prosecutions Course	Fiji wide	40		1,000	1,000

Month	Date	Training Title	Division	No.of pax	Reg fees	Other expenses ie meals, acc, stationaries & transport	Total cost Approx \$
April	9 th April	ODPP external workshop	Fiji wide	40		500	500
	29 th April	ODPP monthly workshop	Fiji wide	50		500	500
	TBC	Media training	Suva	1	300	300	300
May	7 th May	ODPP external workshop	Fiji wide	40		500	500
	27 th May	ODPP monthly workshop	Fiji wide	50		500	500
	2 nd – 27 th May (4wks)	Basic Prosecutions Course (Regulators)	Fiji wide	40		1,000	1,000
	TBC	FIA congress	Accounts	3		3000	3,000
	TBC	Manage people & performance	HR	2		500	500
June	11 th June	ODPP external workshop	Fiji wide	40		500	500
	24 th – 25 th June	ODPP Conference	Fiji wide			100,000	100,000
	TBC		Transcriber	1		300	300
	TBC	FHRI	HR	3		3,000	3,000

Month	Date	Training title	Division	No.of pax	Reg fees	Other expenses ie meals, acc, stationaries & transport	Total cost Approx \$
July	9 th July	ODPP external workshop	Fiji wide	40		500	500
	29 th July	ODPP monthly workshop	Fiji wide	50		500	500
	4 th July – 12 th August	Police Advanced Prosecutions Course	Fiji wide	40		1,000	1,000
August	13 th August	ODPP external workshop	Fiji Wide	40		500	500
	26 th August	ODPP monthly workshop	Fiji wide	50		500	500
	TBC	Australia Law Librarian Conference		1		3,000	3,000
	TBC	CISCO	IT	1		1,000	1,000
	TBC	OHS		3		500	500

Month	Date	Training title	Div	No.pax	Reg fees	Other expenses ie meals, acc, stationaries & transport	Total cost (Approx)
September	10 th Sep	ODPP external workshop	Fiji wide	40		500	500
	30 th Sep	ODPP monthly workshop	Fiji wide	50		500	500
	TBC	International Symposium Economic Crime	Cambridge, UK	3		30,000	30,000
	TBC	IAP Conference		3		20,000	20,000
	TBC	Communication skills	Suva	2		500	500
October	8 th October	ODPP external workshop	Fiji wide	40		500	500
	28 th October	ODPP monthly workshop	Fiji wide	50		500	500
	3 rd – 28 th Oct (4weeks)	Advanced Prosecution Course - Regulators	Fiji wide	40		1,000	1,000
	14 th – 16 th October	HAMPEL advocacy Training (Advanced)	Fiji wide			1,000	1,000

Month	Date	Training title	Div	No.pax	Reg fees	Other Expenses ie meals, acc, stationaries & transport	Total cost (Approx)
November	12 th Nov	ODPP external workshop	Fiji wide	40		500	500
	25 th Nov	ODPP monthly workshop	Fiji wide	50		500	500
	TBC	Post-Graduate in Corruption Studies		1		20,000	20,000
<u>Estimated total cost - \$199,100.00</u>							

Appendix: Training Forms

TRAINING EVALUATION FORM



We appreciate your views which will assist us in providing quality trainings for the ODPP.

Thank you in advance for your valued participation in completing this evaluation form.

Training Title: _____ Facilitator: _____

Duration: _____ Designation: _____

Name/Optional: _____ Date: _____

(Please tick the option that best represents your views)

		Excellent	Very Good	Average	Poor
A: PROGRAMME					
1	How would you rate the overall programme				
2	In terms of improving or reinforcing my knowledge, skills, the programme was				
3	Achievement of course objectives				
B: THE TRAINER					
4	Overall quality of the trainer's presentation was				
5	Trainers knowledge on the subject matter				
6	Methods used for the training was				
7	Concluded with summary or other relevant techniques				
8	Relevance of course to the workplace				
C: PRESENTATION					
9	Quality of the training materials and handouts				

10	Conference facilities (room setup, air condition, lighting)				
D: COORDINATION					
11	How well was the coordination provided by coordinator				
12	How would you rate the caterers services for refreshment/ lunch				
E: LEARNING					
13	Before the course, my knowledge /skills in this area was				
14	At the end of the training, my knowledge/ skill in this area is				

Strength of the course

Weakness of the course

Suggested improvement to the course

Your comments are much appreciated

Individual Work Plan

Name:

Post:

Period (From/To):

The parties agree to and with the objectives for the review of individual performance, as set out in the Performance Management System.

Incumbent:

Date:

Supervisor:

Date:

Countersigning Officer:

Date: _____

STRATEGIES	ACTIVITIES (Insert those activities for which this position will be responsible for effecting)	DUE DATE	RESULTS	REVIEW

POSITION DESCRIPTION

1.0 **POSITION TITLE:**

SALARY GRADE:

LOCALITY:

POST HOLDER:

REPORTS TO:

DESIGNATION:

1.2 UNDERTAKINGS

SIGNATURE OF POST HOLDER.....DATE.....

SIGNATURE OF SUPERVISOR.....DATE.....

Signature indicates Post-holders acceptance of the tasks required to be performed to achieve the ODPP's objectives. The Reporting Officer undertakes to conduct regular reviews and a final annual assessment of post holders work based on his or her Principal Accountabilities.

2.0 PRIMARY PURPOSE OF THE POSITION

3.0 ORGANISATIONAL ENVIROMENT

3.2 ROLE OF THE POSITION –

4.0 POSITION DIMENSIONS

4.1 Budget:

4.2 Assets:

5.0 NATURE & SCOPE

5.1 INTERPERSONAL RELATIONSHIPS

5.1.2 External

6.0 CUSTOMER EXPECTATIONS

7.0 REPORTING RELATIONSHIP

8.0 REPORTING REQUIREMENTS

9.0 ROLES OF SUBORDINATES

10.0 DECISION MAKING

11.0 CHALLENGES DEVELOPMENT

12.0 AUTHORITY LEVEL

13.0 PRINCIPAL ACCOUNTABILITIES

NO PRINCIPAL ACCOUNTABILITIES

14.0 KNOWLEDGE /SKILLS/EXPERIENCE/ATTITUDE

15.0 QUALIFICATION

16.0 SUCCESSION PLANNING & TRAINING**17.0 ORGANISATIONAL CHART****Training Needs Analysis Form**

1. Name of Nominee:	EDP/FNPF No:
2. Date of Birth:	No.of Children:
3. Sex:	Married/Single:
4. Department:	
5. Section/Station:	Telephone:
6. Fax No.	E-mail:
7. Present Post:	Job Title: CLASSIFICATION/CODE
8. Date of joining service:	Confirmed: (Yes/No)
9. Qualification and dates obtained:	
10. Service Exam passed with dates:	
11. Work experience(show post, dept. & no.of years on each:	

12. Details of all past courses attended (Full and correct information should be given for the past 2 years)

Name of course	Duration	Dates attended	Institution	Country
Applicant's Signature:		Date:		

Section B: Training Nominations selection (TNS)

13. Is the officer serving a bond? (Yes/No) If yes, state when the bond period expires.
14. Give full justification as to why the course is necessary for this nominee (This should include Annual Confidential Report (ACR) rating)
15. List other officers of same grade and state why this nominee has been selected for training and not any other officer.

16. Does the officer's Training Needs match the training needs mentioned in his/her last ACR? Yes/No.
17. State which level the training is targeted (Organizational, Occupational or Individual) and why?
Section C: Training Needs Analysis (TNA)
18. Occupation Classification (Tick appropriate box)
<div> Management or Technologist <input type="checkbox"/> Skilled employee <input type="checkbox"/> </div> <div> Supervisory or Technician <input type="checkbox"/> Clerical & Others <input type="checkbox"/> </div>
19. Position Description (State the Principal Accountabilities of the Post)
20. Knowledge required to perform the duties of the post:

21. Skills required to perform the duties of the post:	
22. Attitude/Attributes and other factors (Competencies) required to perform the duties of the post:	
23. Specific areas in which training is required:	
24. Any general comments by the Supervisor regarding this nominee's selection?	
Signature:	Date:
25. Comments by the DHR/CS:	
Signature:	Date:
26. Decision by the DPP :	
Signature:	Date: