



# Civica Public Protection & Regeneration

## Pick 'n' Mix course (1 day)

In the current economic climate, everyone is being asked to broaden their skill base and widen the areas of work that they cover. If you or your teams are being asked to work in a wider range of areas you may wish to update or refresh the skills that you use to enter and record information on the APP system.

This course is for **existing** users of the APP system who may be looking to update or refresh their knowledge of recording information within existing or different areas of the system.

This is not a course for new starters.

Choose 4 of the following packages for a 1 day refresher course.  
Each package lasts 1 ½ hours.

- Entering service requests
- Using action diaries
- Entering inspections
- Entering housing inspections
- Entering assessments
- Entering enforcement visits
- Entering samples
- Entering schedules
- Finding records
- Officer reporting

**Not on the list** If what you want is not on the list or you want require information about available options for any tailored training contact the training department.