



Civil Enforcement

course content

Penalty Charge Notice Catalogues

➤ Who will the course benefit?

This course is intended for System Administrators, or similar, and is part of the Civil Enforcement Administration suite of courses.

➤ Pre-requisites

Attendees should have a concept of their Authority's working practices and requirements in relation to the operation of processing Traffic Notices.

Attendees should have basic windows and keyboard skills.

➤ Course reference

7TCE001

➤ Duration

Two days.

➤ Further information

For additional information on this course or any other training issue please e-mail training@civica.co.uk

➤ Course objectives

By the end of the course attendees will have an understanding of:

- Overview
- Notes library
- Notice void reasons
- Camera directions
- Notice types
- Notice warning reasons
- Notice write off reasons
- Notice hold reasons
- Required days between statuses
- Notice observation types
- Notice charge bands
- Notice bad debt reasons
- Observation archive reasons
- Keeper sources
- Notice issue destinations
- Notice audit filters
- Notice representation decisions
- Company vocabularies
- Bailiffs
- Unique ID mapping
- Counter claim reasons
- Camera operators
- Notice hearing statuses
- Declaration grounds
- Enquiry type
- Notice progression types
- Notice events
- Counter claim types
- Notice appeal statuses
- Notice appeal decisions
- Reverse charge increase reasons
- Progression stop postal codes
- Person titles
- Bailiff allocation rules
- Adjudicators
- Statutory undertakers
- Officers
- Enquiry Origin
- Enquiry Source
- Enquiry reason
- Case withdrawal reasons
- Case withdrawal sources
- Notice hearing status
- Notice input status
- Notice PED codes
- Notice input sources
- Notice cancel reasons
- Notice discount reason
- Notice waive reasons
- DVLA enquiry parameters and rules
- Notice control parameters
- Notice PED control parameters
- Progression control parameters
- Bank Holiday dates
- Fast scan templates
- Barcode templates
- Bailiff activities