

SFJCCFB2 - SQA Unit Code F29S 04

Contribute to planning and reviewing how to meet individuals' needs and rights in the custodial environment



Overview

This unit is about working with individuals to help meet their needs and rights. Usually, this will be in the context of planning for an individual's stay in prison or in an immigration detention centre and can involve referring individuals to specialist services, discussing individuals' progress with those providing opportunities or making changes to existing plans. The needs of individuals may be physical, medical, psychological, emotional, social, spiritual or relate to other external factors. Their basic rights will be conferred by law but some additional ones may be conferred by organisational policy. Sources from which data to help planning may come may include documents, the individuals themselves and others who can make a valid contribution.

There are three elements

- 1 Help to identify individuals' needs and rights
- 2 Contribute to developing plans to meet individuals' needs and rights
- 3 Contribute to reviewing plans to meet individuals' needs and rights

Target Group

This unit applies to staff who work with individuals to plan to meet their needs and rights within a custodial environment.

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Performance criteria

You must be able to:

Help to identify individuals' needs and rights

- P1 clearly explain to individuals their rights within the custodial environment
- P2 clearly explain to individuals the purpose of identifying their needs and your own role in this
- P3 provide opportunities and encouragement for individuals to identify their own needs
- P4 establish whether individuals have special needs or learning difficulties
- P5 take into account all relevant information that is available from all sources
- P6 confirm with individuals that the information is complete, current and accurate, and that you have interpreted it correctly
- P7 record your interpretation of individuals' needs accurately and fully using the correct documentation

Contribute to developing plans to meet individuals' needs and rights

You must be able to:

- P8 agree objectives for plans to meet their needs with the individuals concerned
- P9 accurately match agreed objectives to the opportunities available
- P10 inform relevant people promptly where no appropriate opportunities are available to meet the agreed objectives
- P11 record plans clearly, accurately and fully using the correct documentation
- P12 confirm that plans fully respect the rights of individuals
- P13 agree with individuals the ways and the times that you will review their plans with them, in line with organisational procedures

Contribute to reviewing plans to meet individuals' needs and rights

You must be able to:

- P14 review individuals' progress against their plans in the ways and at the times agreed
- P15 explain to individuals clearly and accurately the standard of confidentiality of reviews of their progress
- P16 conduct reviews with individuals in ways that are likely to encourage positive progress
- P17 encourage individuals to evaluate their own progress and discuss ways it can be improved, taking into account the opportunities available
- P18 check the accuracy of information about individuals' progress and that you have interpreted it correctly
- P19 take appropriate action where individuals' progress does not appear to be leading to the agreed objectives

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P20 agree any changes to plans with individuals

P21 record individuals' progress and any changes to plans clearly, accurately and fully using the correct documentation

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Knowledge and understanding

You need to know and understand:

- K1 the rights of individuals conferred by law and by the organisation
- K2 the principles and processes of effective communication, and how to apply them
- K3 how to encourage individuals to participate actively in identifying their needs and reviewing their own progress
- K4 the range of needs individuals may have, how to identify them, and select appropriate opportunities to address them
- K5 the special needs and learning difficulties individuals may have, and how to recognise and take these into account
- K6 the range of sources of information available, and how to access them
- K7 how to obtain information and validate its accuracy and currency
- K8 how to interpret information and confirm that you have done so correctly
- K9 your organisation's systems and documentation for assessing individuals' needs
- K10 how to develop and agree realistic and measurable objectives
- K11 the range of opportunities available to meet the needs of individuals
- K12 the people to inform where no appropriate opportunities are available to meet objectives
- K13 the importance of maintaining clear, accurate and full records, and how to do so using the correct documentation
- K14 the importance of reviewing plans, and appropriate ways and times to do so
- K15 the principles of confidentiality and the standards of confidentiality that apply to progress reviews
- K16 the range of different types of action you can take where individuals' progress does not appear to be leading to objectives, and how to select action that is appropriate

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Developed by Skills for Justice

Version number 2

Date approved November 2006

Indicative review date November 2008

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN FB2

Relevant occupations Health, Public Services and Care; Public Services; Associate Professionals and Technical Occupations; Protective Service Occupations

Suite Custodial Care

Key words Sentence plan, through care plan
