SFJ FF4 – SQA Code F2A3 04
Contribute to the adjudication process

Overview

This unit is about preparing for the adjudication process and providing relevant evidence. It can cover offences both against people and property.

There are two elements

1 Prepare for adjudication
2 Take part in the adjudication process

Target Group

This unit applies to operational staff working in custodial environments who are required to contribute to adjudications.

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Performance criteria

You must be able to:

Prepare for adjudication

P1 correctly identify offences that require adjudication
P2 make sure the charges are justifiable and verified
P3 obtain and collate all the available evidence relevant to the offence, and deal with it in line with organisational procedures
P4 act in a way that is objective and impartial and upholds the individual's rights throughout the process
P5 complete required documentation clearly and accurately, and forward it to the responsible colleague within agreed timescales

You must be able to:

Take part in the adjudication process

P6 provide evidence that is clear, truthful and meets the needs of the adjudication process
P7 follow agreed procedures when handling physical evidence
P8 follow the agreed conventions of the adjudication process
P9 answer questions accurately and in a way that will assist the adjudication process to reach a fair decision

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Knowledge and understanding

You need to know and understand:

K1 the adjudication process and your role and responsibilities in relation to it
K2 the importance of the adjudication process being fair and impartial
K3 the records you must complete for the adjudication process
K4 the principles of natural justice
K5 the offences that require adjudication
K6 how to make sure the charges are justified
K7 the appropriate way to inform people about charges against them
K8 the relevant parts of the adjudication process that the people involved must understand, and how to make sure that they do
K9 the procedures for collecting and dealing with evidence
K10 the correct way to deal with witnesses
K11 the conventions of the adjudication process
K12 procedures for handling evidence

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