

# SFJCTDB6 - SQA Unit Code F2SF 04

## Address requirements for special arrangements at courts/tribunals



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### Overview

This standard is about identifying cases where special arrangements are to be made available in court/tribunal and making these available.

Cases can be either criminal or civil in courts, or tribunal cases.

#### **There are two elements**

- 1 Identify the special arrangements required
- 2 Organise the required special arrangements

#### **Target Group**

This standard is for individuals whose responsibilities include arranging for special measures to be provided within courts/tribunals. Such measures can include, for example, the provision of screens for witnesses, video and other communications equipment and/or the provision of access equipment.

**Performance  
criteria**

**Identify the special arrangements required**

*You must be able to:*

- P1 identify correctly where special arrangements are required
- P2 confirm the nature of the arrangements required
- P3 obtain the arrangements, including any associated equipment required, ahead of the hearing, confirming that it is in good working order
- P4 address any problems with the availability or use of equipment promptly and correctly
- P5 identify and arrange a time to set up the equipment in preparation for the hearing, ensuring that this is in good time and does not interfere with other cases to be heard

**Organise the special arrangements required**

*You must be able to:*

- P6 prepare the room, confirming that the layout is suited for the special arrangements
- P7 set up the equipment required in line with the manufacturer's instructions
- P8 test the equipment and confirm that it is operating correctly
- P9 notify the relevant person promptly and accurately of any faulty equipment
- P10 ensure that the special arrangements are available and operational in readiness for the appropriate hearing
- P11 provide full and clear instructions regarding the use of the equipment to those who will operate it during the hearing, where relevant
- P12 ensure that the equipment is removed from the court/tribunal room following its use, and that it is stored correctly, in line with organisational requirements

**Knowledge and understanding**

*You need to know and understand:*

**Identify the special arrangements required**

- K1 the range of special arrangements available, and their relative advantages and disadvantages for those using them, and for the court/tribunal process
- K2 current organisational requirements and procedures for identifying the special arrangements to be arranged in courts/tribunals
- K3 the location of the equipment used in meeting the special arrangements
- K4 the relevant person(s) to notify where aspects of the equipment are faulty
- K5 the procedures for organising special arrangements where their requirement is raised on the day of the hearing

**Organise the special arrangements required**

*You need to know and understand:*

- K6 how to set up and operate the equipment used for special arrangements in accordance with their manufacturer's instructions and with health and safety guidelines
- K7 the importance of leaving clear instructions regarding the equipment's use for those who are to operate the equipment whilst in court/tribunal, and how to do this
- K8 organisational requirements for cleaning and storing special arrangements equipment following its use

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