
Overview

This standard is about processing decisions made at hearings. It includes receiving the outcomes from courts/tribunals relating to enforcement proceedings, processing these and, where relevant, notifying the appropriate authorities to undertake agreed actions.

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

There are two elements

- 1 Progress the outcomes of courts/tribunals
- 2 Notify relevant parties of the outcomes of courts/tribunals

Target Group

This standard is for individuals whose responsibilities include processing the actions agreed by courts/tribunals.

**Performance
criteria**

Progress the outcomes of courts/tribunals

You must be able to:

- P1 record the outcomes of courts/tribunals promptly and accurately
- P2 prepare relevant documentation relating to the outcomes correctly, setting out all necessary information clearly and accurately
- P3 identify and prioritise cases requiring the issue of emergency/immediate orders, and issue these promptly and correctly, where relevant to your area of responsibility
- P4 refer promptly any aspects relating to the processing of outcomes which are outside your area of expertise or authority to the relevant person(s)
- P5 maintain accurate and up to date records

Notify relevant parties of the outcomes of courts/tribunals

You must be able to:

- P6 identify and notify promptly all relevant parties of the outcomes of cases
- P7 keep confidential information secure
- P8 ensure that case records are accurate and up to date

Knowledge and understanding

You need to know and understand:

Progress the outcomes of courts/tribunals

- K1 current organisational requirements and procedures relating to the processing of the outcomes of court/tribunal hearings
- K2 the importance of identifying and processing promptly emergency/immediate orders, and how to do this, where this is relevant to your area of operations
- K3 current organisational requirements and procedures for processing appeals, including the qualifying grounds upon which appeals can be granted
- K4 time limits for processing decisions
- K5 the levels of your authority and to whom to refer should these be exceeded

Notify relevant parties of the outcomes of courts/tribunals

You need to know and understand:

- K6 the different authorities available to the courts/tribunals within the scope of your responsibility, and their different areas of activity and authority
- K7 organisational requirements for maintaining file records

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Process the outcomes of court/tribunal hearings

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Suite Courts and Tribunals

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