

# SFJCHCC065 SQA Unit Code FN71 04

## Administer personal money for individuals in custody



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### Overview

This unit is about accounting for individuals' personal money and wages. You have to accurately record deposits, spending and deductions of individuals' personal money and prepare money to be sent out of the establishment on individuals' request. You also have to input accurately details about individuals' wages, in line with organisational requirements. Accuracy, timeliness and confidentiality are critical in this area of work.

#### There are two elements

- 1 Account for individuals' personal money
- 2 Record individuals' wages

#### Target Group

This unit applies to administrators working in the custodial care sector who administer personal money for individuals in custody.

### Performance criteria

#### Account for individuals' personal money

*You must be able to:*

- P1 maintain **systems** to account for individuals' personal money, in line with organisational requirements
- P2 ensure that **deposits** of individuals' personal money are accurately recorded
- P3 accurately enter and update, where required to do so, the limits of money individuals are allowed to spend within the establishment
- P4 record accurately money spent by individuals within the establishment
- P5 make **deductions** from individuals' personal money account as instructed by the organisation
- P6 record and prepare money that individuals request to be sent out of the establishment
- P7 get approval from the appropriate authority for money to be sent out
- P8 provide information about individuals' personal money accounts to those authorised to have this information, in the format and timeframe required by the organisation
- P9 communicate in ways that can be understood by individuals, responding to their different needs, abilities and preferences
- P10 reconcile individuals' personal money accounts in line with organisational requirements

#### Record individuals' wages

*You must be able to:*

- P11 maintain **systems** to record individuals' wages, in line with organisational requirements
- P12 ensure that the rates at which individuals are paid are accurately entered and updated
- P13 ensure that the work individuals have done is accurately entered on the **systems**
- P14 provide information about individuals' wages to those authorised to have this information, in the format and timeframe required by the organisation

### Knowledge and understanding

*You need to know and understand:*

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for administering personal money for individuals in custody
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 manual and computerised systems for accounting for individuals' money, and how to use these systems
- K5 organisational requirements for accounting for individuals' personal money
- K6 the importance of ensuring that deposits of individuals' personal money, spending and deductions are recorded accurately, and how to do so
- K7 how to prepare money to be sent out of the establishment
- K8 the importance of confidentiality, and how to ensure information is only available to those authorised to have it
- K9 manual and computerised systems for recording individuals' wages, and how to use these systems
- K10 organisational requirements for recording individuals' wages
- K11 the importance of ensuring that rates of pay and the work individuals have done are recorded accurately, and how to do so
- K12 the types of documentation which must be completed and how to complete it correctly

## Additional Information

### Scope/range related to performance criteria

#### Account for individuals' personal money

1. **systems**
  - 1.1. manual
  - 1.2. computerised
  
2. **deposits**
  - 2.1. on arrival at the establishment
  - 2.2. sent to individuals from outside the establishment
  
3. **deductions**
  - 3.1. for facilities
  - 3.2. for fines

#### Record individuals' wages

4. **systems**
  - 4.1. manual
  - 4.2. computerised

### Links to other NOS

This unit links to all the other administration units in the custodial care framework.

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### Administer personal money for individuals in custody

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**Relevant occupations** Public Services; Public Service and Other Associate Professionals

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**Suite** Custodial Administration

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