

H5RS 04 (SFJC JDA1) — Provide and Present Information for Courts and Formal Hearings

Overview

This standard is about obtaining, preparing and presenting information, both verbal and written, for courts and formal hearings. It includes providing accurate and timely written information, respecting the needs and rights of individuals, their parents or carers and the victims of crime. It also involves making oral contributions at courts and formal hearings.

'Courts and formal hearings' includes criminal courts, civil courts, prison establishments, parole boards, mental health and other tribunals, youth courts, children's hearings, multi-agency public protection panels, multi-agency risk assessment conferences, appeals or other formal hearings.

There are two elements:

- 1 Provide written information for courts and formal hearings.
- 2 Make oral contributions to courts and formal hearings.

Target Group

This standard is applicable to those who are involved in providing and obtaining written information for courts and formal hearings, and who may be asked to make oral contributions.

Performance Criteria — What you do in your job

You must provide evidence to meet all the 12 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

Provide written information for courts and formal hearings

	Performance Criteria	Evidence Number where this criteria has been met
1	Prepare and provide accurate, legible and complete written reports to the courts/hearings, to the required timescales and in the required format.	
2	Provide information which is consistent with your role, organisational and statutory requirements.	
3	Explain where further information is required, confirming when it is required and its purpose.	
4	Gather relevant and accurate details from relevant people where further information is required, in a manner which is sensitive to their situation.	
5	Verify the collected information, and identify if there are any problems with it and address these appropriately.	
6	Maintain accurate and up to date records, in line with your organisation's requirements.	

Make oral contributions to courts and formal hearings

	Performance Criteria	Evidence Number where this criteria has been met
7	Present the information which the hearing requires in a manner which is consistent with the court or hearing's requirements.	
8	Provide additional information to support and update written reports, as and when required.	
9	Answer any questions in a manner which is likely to increase the understanding of those involved.	
10	Present yourself, and interact with others, in a manner which promotes the work of your organisation and is likely to lead to a constructive outcome.	
11	Seek advice and support when team discussion and supervision are appropriate.	
12	Maintain accurate and up to date records, in line with your organisation's requirements.	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 9 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

Legislative, regulatory and organisational requirements

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
1	Legal and organisational requirements which relate to the provision of information at courts and formal hearings, and their impact for your area of operations.	
2	Legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations.	
3	The role of your organisation and its services relating to providing and presenting information at courts and formal hearings.	
4	Your organisation's policy and procedures regarding confidentiality of information and the disclosure of information to third parties, and the specific circumstances under which disclosure may be made.	
5	The limits of your authority and responsibility, and the actions to take if these are exceeded.	

Working within the community justice sector

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
6	The functions, procedures and resources of the different courts, formal hearings and meetings relevant to this area of your work, including the appropriate administration and etiquette.	
7	The different forms of report which are required for the different courts and formal hearings relevant to your work, and the reasons for these.	
8	The ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations.	
9	Ways of identifying and addressing problems with the information.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	