

Community Justice: Work with Offending Behaviour

Level 4

Awarded by **The Scottish Qualifications Authority**

Accredited from 17 September 1998 to 30 September 2003

Group award number: G4F0 24

Standards

This SVQ is based on standards developed by the Community Justice NTO. The Community Justice NTO represent a wide variety of people working in a broad range of occupations within the national health, personal and social services, criminal justice, special needs, and housing and community work sector.

The standards for this SVQ can be obtained from the Community Justice NTO on 020 7278 1366.

Structure of the SVQ

The way the SVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

B83L 04

Process Information Relating to Individuals' Offending Behaviour

- 1 Receive and evaluate information relating to individuals' offending behaviour
- 2 Obtain and verify information from individuals about their offending behaviour
- 3 Obtain and verify information from others about individuals' offending behaviour
- 4 Record information relating to individuals' offending behaviour

B83M 04

Enable Individuals to Change their Offending Behaviour

- 1 Plan interventions to enable individuals to change their offending behaviour
- 2 Enable individuals to develop strategies for changing their offending behaviour
- 3 Enable individuals to sustain their behaviour change
- 4 Evaluate and review interventions to enable individuals to change their offending behaviour

B7Y5 04

Contribute to the Prevention and Management of Abusive and Aggressive Behaviour

- 1 Contribute to preventing abusive and aggressive behaviour
- 2 Deal with incidents of abusive and aggressive behaviour
- 3 Contribute to reviewing incidents of abusive and aggressive behaviour

B83N 04**Enable Individuals to Understand and Address their Difficulties**

- 1 Enable individuals to understand their difficulties and identify options for change
- 2 Enable individuals to take positive action to address their difficulties

D1JE 04**Promote People's Equality, Diversity and Rights**

- 1 Promote people's rights and responsibilities
- 2 Promote equality and diversity of people
- 3 Promote people's right to the confidentiality of information

B7Y6 04**Develop and Sustain Effective Working Relationships with Staff in Other Agencies**

- 1 Develop effective working relationships with staff in other agencies
- 2 Sustain effective working relationships with staff in other agencies

Optional units

Candidates must also complete **SIX** of the following units, in addition to the mandatory units:

D8PP 04**Monitor the Development of Policies to Promote Community Justice and Social Inclusion and Present Information and Recommendations for Change**

- 1 Monitor trends and developments in policies for their impact on community justice and social inclusion
- 2 Present information and arguments to others on how policies affect community justice and social inclusion
- 3 Evaluate and recommend changes to policies to improve community justice and social inclusion

D8MY 04**Develop, Implement and Evaluate Strategies and Policies for Recruiting and Managing Volunteers**

- 1 Develop strategies and policies for recruiting and managing volunteers
- 2 Implement and review strategies and policies for recruiting and managing volunteers

B6W4 04**Manage the Performance of Teams and Individuals**

- 1 Allocate work to teams and individuals
- 2 Agree objectives and work plans with teams and individuals
- 3 Assess the performance of teams and individuals
- 4 Provide feedback to teams and individuals on their performance

D8N0 04**Plan and Coordinate Fund Raising for the Agency**

- 1 Determine fund raising objectives, methods and sources for the agency
- 2 Coordinate fund raising across the agency to optimise income

B43K 04**Assess, Negotiate and Secure Sources of Funding**

- 1 Determine and assess potential sources of funding
- 2 Negotiate and secure sources of funding

D8N1 04**Raise Funds through Direct Activities**

- 1 Plan fund raising activities
- 2 Coordinate resources to raise funds effectively
- 3 Collate and evaluate responses to fund raising activities

D1HW 04**Support the Efficient Use of Resources**

- 1 Make recommendations for the use of resources
- 2 Contribute to the control of resources

B7TA 04**Manage Activities to Meet Requirements**

- 1 Implement plans to meet customer requirements
- 2 Maintain a healthy, safe and productive work environment
- 3 Ensure products and services meet quality requirements

D8N2 04**Evaluate, Prioritise and Review Demands for Services**

- 1 Evaluate demands for services
- 2 Negotiate and agree priorities and plans
- 3 Monitor and review services in response to emerging needs and issues

D8N3 04**Commission Specified Programmes from Providers**

- 1 Plan and agree programmes with providers
- 2 Maintain working relationships with programme providers
- 3 Monitor and support programmes providers
- 4 Review with programme providers the effectiveness of programmes

B6KJ 04**Implement Quality Assurance Systems**

- 1 Establish quality assurance systems
- 2 Maintain quality assurance systems
- 3 Recommend improvements to quality assurance systems

B6KL 04**Monitor Compliance with Quality Systems**

- 1 Plan to audit compliance with quality systems
- 2 Implement the audit plan
- 3 Report on compliance with quality systems

D8N4 04**Establish, Maintain and Use Relationships with the Media to Explain and Promote the Agency and its Work**

- 1 Establish and maintain effective working relationships with the media
- 2 Promote the agency and its work through the media
- 3 Respond to requests for information from the media

B7YK 04**Contribute to the Development and Promotion of the Agency and its Services**

- 1 Contribute to identifying the potential for agency development
- 2 Present information and ideas to contribute to agency development
- 3 Promote agency services

D8N5 04**Support Others to Make Best Use of the Media**

- 1 Contribute to identifying the potential for agency development
- 2 Present information and ideas to contribute to agency development
- 3 Promote agency services

B83P 04**Contribute to Developing Awareness and Community Action in Relation to Crime**

- 1 Develop plans to promote awareness and community action in relation to crime
- 2 Promote awareness and community action in relation to crime
- 3 Contribute to the evaluation and improvement of awareness raising and community action in relation to crime

D8N6 04**Offer, Establish and Maintain Contact with Victims to Inform and Update them on the Progress of Offenders through Custodial Sentences and Seek their Views on Release Plans**

- 1 Trace and establish contact with victims and identify their wishes regarding further contact
- 2 Maintain contact with victims to update them on offenders' progress through custodial sentences
- 3 Consult with victims regarding the conditions of release of offenders

B83R 04**Assess Individuals' Offending Behaviour and Prepare Sentencing Proposals**

- 1 Assess individuals' offending behaviour and associated risks
- 2 Develop proposals for sentences
- 3 Prepare reports to inform sentencing

D8N7 04**Assess the Offending Behaviour of Individuals Who Have Mental Health Problems and Prepare Proposals for their Sentencing and Management**

- 1 Assess the offending behaviour and associated risks of individuals who have mental health problems
- 2 Develop proposals for sentencing and managing individuals who have mental health problems
- 3 Prepare reports to inform decisions on the sentencing and management of individuals who have mental health problems

B83S 04**Plan, Supervise, Enforce and Review Sentences in the Community**

- 1 Plan the supervision of individuals serving sentences in the community
- 2 Supervise individuals serving sentences in the community
- 3 Enforce court orders and statutory licences
- 4 Monitor and review the progress of individuals serving sentences in the community

D8N8 04**Plan, Supervise, Enforce and Review Sentences Served in the Community by Those Who Have Mental Health Problems and Who Pose a Significant Risk**

- 1 Plan the supervision of individuals who have mental health problems serving sentences in the community
- 2 Supervise individuals who have mental health problems serving sentences in the community
- 3 Enforce court orders and statutory licences on individuals who have mental health problems serving sentences in the community
- 4 Monitor and review the progress of individuals who have mental health problems serving sentences in the community

D8N9 04**Develop Plans to Manage the Risk of Harm of Releasing and Resettling Offenders in the Community Following Custodial Sentences**

- 1 Obtain information from offenders and custodial staff to inform release and resettlement
- 2 Obtain information from people in the community who are significant to offenders and who will be directly affected by their release
- 3 Assess the risk of, and options for, release into the community
- 4 Agree with others release and resettlement plans which manage risk of harm

D8NA 04**Plan with Other Agencies the Release and Resettlement in the Community of Offenders Who Pose a Significant Risk of Harm and Likelihood of Reoffending Following Custodial Sentences**

- 1 Obtain information from offenders and staff in custodial establishments to inform the release and resettlement of offenders who pose a significant risk of harm and likelihood of reoffending
- 2 Obtain information from people in the community who will be directly affected by the release and resettlement of offenders who pose a significant risk of harm and likelihood of reoffending
- 3 Assess the risk of, and options for, release and resettlement in the community
- 4 Agree with others release and resettlement plans for offenders who pose a significant risk of harm and likelihood of reoffending

B83T 04**Contribute to the Implementation of Group Work Programmes**

- 1 Contribute to planning group work programmes
- 2 Contribute to running group work programmes
- 3 Contribute to reviewing group work programmes

D8NC 04**Facilitate Mediation and Reparation Processes between Victims and Those Who Have Offended Against Them**

- 1 Enable victims and those who have offended against them to prepare for mediation and reparation
- 2 Support and facilitate mediation and reparation processes
- 3 Evaluate the process and outcomes of mediation and reparation with victims and those who have offended against them

D8ND 04**Reinforce Positive Behavioural Goals During Relationships with Individuals**

- 1 Establish working relationships with individuals which reinforce positive behavioural goals
- 2 Develop and sustain working relationships with individuals which reinforce positive behavioural goals

D8NE 04**Enable Others to Support Individuals to Address their Offending and Anti-Social Behaviour and Develop Positive Alternatives**

- 1 Negotiate and agree with people how they may enable individuals to address their offending and anti-social behaviour
- 2 Support people working with individuals to address their offending and anti-social behaviour

D8NF 04

Deliver Externally-Validated Evidence Based Programmes Designed to Reduce the Likelihood of Re-Offending by Offenders who Pose a Medium to Low Risk of Harm

- 1 Prepare for externally-validated evidence-based programmes designed to reduce the likelihood of reoffending by offenders who pose a medium to low risk of harm
- 2 Implement externally-validated evidence based programmes designed to reduce the likelihood of reoffending by offenders who pose a medium to low risk of harm
- 3 Contribute to the monitoring and evaluation of externally-validated evidence-based programmes designed to reduce the likelihood of reoffending by offenders who pose a medium to low risk of harm

D8NG 04

Deliver Externally-Validated Evidence Based Complex Programmes Designed to Reduce the Likelihood of Reoffending by Offenders Who Pose a Significant Risk of Harm

- 1 Prepare for externally-validated evidence-based complex programmes designed to reduce the likelihood of reoffending by offenders who pose a significant risk of harm
- 2 Implement externally-validated evidence-based complex programmes designed to reduce the likelihood of reoffending by offenders who pose a significant risk of harm
- 3 Contribute to the monitoring and evaluation of externally-validated evidence-based complex programmes designed to reduce the likelihood of reoffenders who pose a significant risk of harm

D8NH 04

Plan, Monitor and Review Integrated Packages of Interventions and Support to Address Individuals' and Families' Difficulties

- 1 Negotiate with individuals and families the range of interventions and support which they need
- 2 Agree integrated packages of interventions and support to meet individuals' and families' needs
- 3 Monitor and review the effectiveness of integrated packages of interventions and support

B843 04

Develop, Manage and Review Packages of Housing, Support and Protection

- 1 Identify and evaluate options for integrated housing, support and protection
- 2 Develop plans to implement with individuals
- 3 Draw up and negotiate service agreements and contracts
- 4 Develop and maintain systems for regular review of housing and support with individuals
- 5 Monitor, review and evaluate provision and its delivery

B6WA 04

Develop Control for People who are a Risk to Themselves or Others

- 1 Challenge behaviour which creates risk and establish boundaries and expectations
- 2 Maintain and review agreed boundaries of behaviour
- 3 Assist people to develop greater control over their own behaviour

B6Y1 04

Evaluate Risk of Abuse, Failure to Protect and Harm to Self and Others

- 1 Identify the risk of abuse, failure to protect and harm to self and others
- 2 Assess the need for intervention

B6XL 04

Enable Individuals to Present their Own Needs and Interests

- 1 Enable individuals to plan and prepare for presentations
- 2 Assist individuals in making presentations
- 3 Evaluate presentations with individuals

D8P7 04**Support Individuals in Developing their Involvement in the Management of the Organisation**

- 1 Advise on and support the development of networks
- 2 Provide advice, information, resources and access to enable involvement in management
- 3 Set up agreements for participation in management

B6XW 04**Develop, Maintain and Evaluate Systems and Structures to Promote the Rights, Responsibilities and Diversity of People**

- 1 Advise on and support the development of networks
- 2 Provide advice, information, resources and access to enable involvement in management
- 3 Set up agreements for participation in management

B6SX 04**Promote Communication with others through the Use of Interpreting Services**

- 1 Arrange interpreting services to meet identified communication differences
- 2 Communicate with others through the use of interpreters
- 3 Enable those involved in interpreting to evaluate the effectiveness of the process

B6SY 04**Arrange and Evaluate Translating Services**

- 1 Arrange translating services to meet identified communication differences
- 2 Organise an evaluation of translated materials to determine their quality

D8P9 04**Promote Communication and the Development of Relationships With Individuals Who Lack Development of Social Understanding and Imagination**

- 1 Determine the ways in which individuals communicate and relate to others
- 2 Develop and maintain relationships with individuals who lack development of social understanding and imagination
- 3 Support the communication of individuals who lack development of social understanding and imagination

B6T4 04**Develop One's Own Knowledge and Practice**

- 1 Reflect on one's own values, priorities, interests and effectiveness
- 2 Synthesise new knowledge into the development of one's own practice

B840 04**Contribute to the Development of the Knowledge and Practice of Others**

- 1 Enable others to solve problems and tackle issues arising in practice
- 2 Enable others to learn and benefit from one's experience

B7AS 04**Develop Teams and Individuals to Enhance Performance**

- 1 Identify the development needs of teams and individuals
- 2 Plan the development of teams and individuals
- 3 Develop teams to improve performance
- 4 Support individual learning and development
- 5 Assess the development of teams and individuals
- 6 Improve the development of teams and individuals

B08K 04**Design Learning Programmes to Meet Learners' Requirements**

- 1 Select options for meeting learning requirements
- 2 Design learning programmes for learners

B6PR 04**Evaluate Training and Development Programmes**

- 1 Select methods for evaluating training and development programmes
- 2 Collect information to evaluate training and development programmes
- 3 Analyse information to improve training and development programmes

D8PC 04**Support the Induction and Transfer of Staff on Secondment**

- 1 Support workers as they prepare for secondment
- 2 Make agency preparations for workers' arrival
- 3 Support workers during their transfer from one post to another

B83X 04**Represent the Agency in Courts and Formal Hearings**

- 1 Exchange information at courts and formal hearings
- 2 Present reports at courts and formal hearings

D8P3 04**Represent One's Own Agency at Other Agencies' Meetings**

- 1 Obtain information from other agencies' meetings
- 2 Make contributions to other agencies' meetings

There may be publications available to support this SVQ. For more information, please contact:

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