

SVQ in Custodial Care level 3

Candidate Recording Forms

Award Code: G8P0 23

Candidate name:

Publication code: Z0232

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Structure for the SVQ in Custodial Care level 3

Candidates will need to complete five mandatory Units and five optional Units (from a choice of 43) in order to achieve the full qualification.

Mandatory Units

- F297 04 Promote Equality and Value Diversity (AA1)
- F298 04 Maintain and Develop Your Own Knowledge, Skills and Competence (AE1)
- F299 04 Ensure Your Own Actions Reduce Risks to Health and Safety (AF1)
- F29A 04 Maintain Security and Order in the Custodial Environment (FD2)
- F29B 04 Contribute to the Prevention and Management of Inappropriate Behaviour (GC9)

Optional Units

- F29C 04 Develop and Sustain Effective Working with Staff from Other Agencies (AD1)
- F29D 04 Search Vehicles (CK3)
- F29E 04 Search Individuals, Accommodation and Areas (CK5)
- F29F 04 Provide and Obtain Information at Courts and Formal Hearings (DA1)
- F29G 04 Assess Individuals' Offending Behaviour and Plan Provision (EA1)
- F29H 04 Help Individuals Address their Offending Behaviour (EC1)
- F29J 04 Prepare, Implement and Evaluate Group Activities (EC4)
- F29K 04 Assess Individual Needs and Plan Agreed Objectives (EC6)
- F29L 04 Reinforce Positive Behavioural Goals During Relationships with Individuals (EC7)
- F29N 04 Maintain Restrictions on Individuals' Liberty Whilst Promoting and Protecting their Rights (FB1)
- F29S 04 Contribute to Planning and Reviewing How to Meet Individuals' Needs and Rights in the Custodial Environment (FB2)
- F29T 04 Receive and Discharge Individuals and Property Into and Out of the Custodial Environment (FC1)
- F29V 04 Maintain Security at Entry and Exit Points (FC2)
- F29W 04 Maintain Security Whilst Escorting Individuals to Courts and Other Environments (FE1)
- F29X 04 Prepare and Drive Secure Vehicles To and From Custodial and Other Environments (FE2)
- F29Y 04 Drive Vehicles to Carry Out Custodial Duties (FE3)
- F2A0 04 Contribute to the Control of Incidents and Emergencies (FF2)
- F2A1 04 Control and Restrain Individuals (FF3)
- F2A3 04 Contribute to the Adjudication Process (FF4)
- F2AV 04 Maintain Security Using Screening Equipment (FG6)
- F2A4 04 Help Individuals in Custody to Maintain and Develop Relationships (FH1)
- F2A5 04 Develop and Maintain Effective Working Relationships with the Families of Individuals Held in Custody (FH2)
- F2A6 04 Prepare Individuals For Resettlement in the Community (FI1)
- F2A7 04 Contribute to Plans for the Release and Resettlement of Offenders (FI2)
- F2A8 04 Enable Individuals to Find Out About and Use Services and Facilities (GA1)
- F2A9 04 Assist in the Transfer of Individuals Between Agencies and Services (GA3)
- F2AW 04 Support Individuals Experiencing Difficulties (GB2)
- F2AB 04 Contribute to the Protection of Individuals From Abuse (GC1)
- F2AC 04 Develop Control for People who are a Risk to Themselves and Others (GC5)
- F2AD 04 Support Individuals Where Abuse has been Disclosed (GC6)
- F2AE 04 Encourage Individuals to Look After Their Own Health and Hygiene (GD2)
- F2AF 04 Test for Substance Use (GE4)
- F2AG 04 Support Individuals who are Substance Users (GE11)

- F2AH 04 Assist Parents in Custody to Develop their Parenting Skills (GH2)
- F2AJ 04 Support Individuals in Custody to Take Part in Purposeful Activities (GJ2)
- F2AK 04 Support the Efficient Use of Resources (HE8)
- F2AL 04 Manage Information for Action (HF16)
- F2AM 04 Enter and Find Data Using a Computer (ZH2)
- F2AN 04 Monitor and Maintain the Health, Well-being and Safety of Dogs (ZJ1)
- F2AP 04 Maintain and Develop the Performance of Dogs (ZJ2)
- F2AR 04 Contribute to the Security of the Custodial Environment Using a Dog (ZJ3)
- F2AS 04 Prepare For, and Carry Out, Searches Using a Dog (ZJ4)
- F2AT 04 Communicate Effectively with People (AB1)

Using the Candidate Recording Forms

The candidate recording forms are designed to assist candidates chart their progress through the SVQ. The forms can be used to record the evidence the candidate is presenting towards achievement of the Unit/award. They are not mandatory and centres can choose to develop their own recording forms.

To assist the assessor in finding his or her way around the evidence, it would be helpful if candidates numbered each piece of evidence clearly and provided a list of all evidence submitted. Each item of evidence can be denoted by its number together with a brief description.

Three different recording forms are given:

- 1 Summary Matrix — this can be used as an on-going record of candidate progress through the award.
- 2 Index of evidence — this can be used to list all items of evidence submitted.
- 3 Unit achievement record — this can be used to show that the candidate has submitted evidence which meets all parts of the standards:
 - ◆ Elements
 - ◆ Performance Criteria
 - ◆ Range
 - ◆ Knowledge and Understanding

It can be used by assessors and internal verifiers to sign off completed Units.

In order to illustrate the use of the Unit achievement record, a completed form for a fictitious Unit has also been included. This is because the evidence submitted for actual Units varies between candidates. If an actual Unit had been chosen, there is a danger that it could be seen as indicating that candidates must include particular items of evidence for the Unit.

It should be noted that the match between an item of evidence and an Element, Performance Criteria, Range, and Knowledge and Understanding statement depends on the specific qualities of the item of evidence being presented. For example, appraisal records can vary considerably in terms of the level of detail included from very basic to very comprehensive, depending on the organisation. Care should, therefore, be taken to ensure that the evidence presented is relevant to the Unit(s), Element(s) Performance Criteria, Range or Knowledge and Understanding statement(s) being claimed.

SVQ Custodial Care level 3 — Summary Matrix

SQA Unit Number	SSC Unit Number	Unit title	Ready for Assessment	Date Achieved
Mandatory Units (five Units required)				
F297 04	AA1	Promote Equality and Value Diversity		
F298 04	AE1	Maintain and Develop Your Own Knowledge, Skills and Competence		
F299 04	AF1	Ensure Your Own Actions Reduce Risks to Health and Safety		
F29A 04	FD2	Maintain Security and Order in the Custodial Environment		
F29B 04	GC9	Contribute to the Prevention and Management of Inappropriate Behaviour		
Optional Units (five Units required)				
F29C 04	AD1	Develop and Sustain Effective Working with Staff from Other Agencies		
F29D 04	CK3	Search Vehicles		
F29E 04	CK5	Search Individuals, Accommodation and Areas		
F29F 04	DA1	Provide and Obtain Information at Courts and Formal Hearings		
F29G 04	EA1	Assess Individuals' Offending Behaviour and Plan Provision		
F29H 04	EC1	Help Individuals Address their Offending Behaviour		
F29J 04	EC4	Prepare, Implement and Evaluate Group Activities		
F29K 04	EC6	Assess Individual Needs and Plan Agreed Objectives		
F29L 04	EC7	Reinforce Positive Behavioural Goals During Relationships with Individuals		
F29N 04	FB1	Maintain Restrictions on Individuals' Liberty whilst Promoting and Protecting their Rights		
F29S 04	FB2	Contribute to Planning and Reviewing How to Meet Individuals' Needs and Rights in the Custodial Environment		
F29T 04	FC1	Receive and Discharge Individuals and Property Into and Out of the Custodial Environment		
F29V 04	FC2	Maintain Security at Entry and Exit Points		
F29W 04	FE1	Maintain Security Whilst Escorting Individuals to Courts and Other Environments		
F29X 04	FE2	Prepare and Drive Secure Vehicles To and From Custodial and Other Environments		

F29Y 04	FE3	Drive Vehicles to Carry Out Custodial Duties		
F2A0 04	FF2	Contribute to the Control of Incidents and Emergencies		
F2A1 04	FF3	Control and Restrain Individuals		
F2A3 04	FF4	Contribute to the Adjudication Process		
F2AV 04	FG6	Maintain Security Using Screening Equipment		
F2A4 04	FH1	Help Individuals in Custody to Maintain and Develop Relationships		
F2A5 04	FH2	Develop and Maintain Effective Working Relationships with the Families of Individuals Held in Custody		
F2A6 04	FI1	Prepare Individuals For Resettlement in the Community		
F2A7 04	FI2	Contribute to Plans for the Release and Resettlement of Offenders		
F2A8 04	GA1	Enable Individuals to Find Out About and Use Services and Facilities		
F2A9 04	GA3	Assist in the Transfer of Individuals Between Agencies and Services		
F2AW 04	GB2	Support Individuals Experiencing Difficulties		
F2AB 04	GC1	Contribute to the Protection of Individuals From Abuse		
F2AC 04	GC5	Develop Control for People who are a Risk to Themselves and Others		
F2AD 04	GC6	Support Individuals Where Abuse has been Disclosed		
F2AE 04	GD2	Encourage Individuals to Look After Their Own Health and Hygiene		
F2AF 04	GE4	Test for Substance Use		
F2AG 04	GE11	Support Individuals who are Substance Users		
F2AH 04	GH2	Assist Parents in Custody to Develop their Parenting Skills		
F2AJ 04	GJ2	Support Individuals in Custody to Take Part in Purposeful Activities		
F2AK 04	HE8	Support the Efficient Use of Resources		
F2AL 04	HF16	Manage Information for Action		
F2AM 04	ZH2	Enter and Find Data Using a Computer		
F2AN 04	ZJ1	Monitor and Maintain the Health, Well-being and Safety of Dogs		
F2AP 04	ZJ2	Maintain and Develop the Performance of Dogs		

F2AR 04	ZJ3	Contribute to the Security of the Custodial Environment Using a Dog		
F2AS 04	ZJ4	Prepare For, and Carry Out, Searches Using a Dog		
F2AT 04	AB1	Communicate Effectively with People		

Unit achievement record

(Example)

Unit title: (Unit Code) Self Development (Fictitious Unit)

No	Description of Evidence	Performance Criteria							Range							Knowledge and Understanding												
		1	2	3	4	5	6	7	1a	1b	1c	2a	2b	2c	2d	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13
1	Emails, memos, letters	✓																										
2	Records of appraisal or performance meetings	✓	✓	✓	✓	✓											✓	✓	✓	✓	✓	✓						
3	Work plans and objectives		✓	✓	✓																							
4	Personal Statement							✓														✓	✓	✓				✓
5	Witness Testimony							✓																	✓	✓	✓	
6	PD Log							✓																				
7	Qualification certificates			✓																								

These numbers relate to your Evidence Index and will allow your assessor to find your evidence easily

Give a brief description of the evidence you are offering for assessment against each Element, Performance Criteria, Range and piece of Knowledge and Understanding

As you collect your evidence for assessment you should tick the relevant boxes. There is a box which represents each Element, Performance criteria, Range and Knowledge and Understanding in the Unit

Candidates should enter which areas of Knowledge and Understanding that piece of evidence covers

Candidate: _____ Assessor: _____ IV: _____
 Date: _____ Date: _____ Date: _____

Unit F297 04 (AA1) Promote Equality and Value Diversity

Element 1 (AA1.1) Promote equality and value diversity

No	Description of Evidence	Performance Criteria									Range	
		1	2	3	4	5	6	7	8	9	1a	1b

Unit F297 04 (AA1) Promote Equality and Value Diversity

Element 1 (AA1.1) Promote equality and value diversity

No	Description of Evidence	Knowledge and Understanding																								
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10a	K10b	K10c	K10d	K10e	K10f	K11	K12	K13	K14	K15	K16	K17	K18	K19	

Unit F297 04 (AA1) Promote Equality and Value Diversity

Element 1 (AA1.1) Promote equality and value diversity

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F298 04 (AE1) Maintain and Develop Your Own Knowledge, Skills and Competence

Element 1 (AE1.1) Maintain and develop your own knowledge, skills and competence

No	Description of Evidence	Performance Criteria							Range	
		1	2	3	4	5	6	7	1a	1b

Unit F298 04 (AE1) Maintain and Develop Your Own Knowledge, Skills and Competence

Element 1 (AE1.1) Maintain and develop your own knowledge, skills and competence

		Knowledge and Understanding											
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12

Unit F298 04 (AE1) Maintain and Develop Your Own Knowledge, Skills and Competence

Element 1 (AE1.1) Maintain and develop your own knowledge, skills and competence

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F299 04 (AF1) Ensure Your Own Actions Reduce Risks to Health and Safety

Element 1 (AF1.1) Identify the hazards and evaluate the risks in the workplace

No	Description of Evidence	Performance Criteria							Range					
		1	2	3	4	5	6	7	1a	1b	1c	1d	1e	1f

Unit F299 04 (AF1) Ensure Your Own Actions Reduce Risks to Health and Safety

Element 2 (AF1.2) Reduce the risks to health and safety in the workplace

No	Description of Evidence	Performance Criteria								Range					
		1	2	3	4	5	6	7	8	1a	1b	1c	1d	1e	1f

Unit F299 04 (AF1) Ensure Your Own Actions Reduce Risks to Health and Safety

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

Unit F299 04 (AF1) Ensure Your Own Actions Reduce Risks to Health and Safety

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29A 04 (FD2) Maintain Security and Order in the Custodial Environment

Element 1 (FD2.1) Monitor the Physical security of the custodial environment

No	Description of Evidence	Performance Criteria					
		1	2	3	4	5	6

Unit F29A 04 (FD2) Maintain Security and Order in the Custodial Environment

Element 2 (FD2.2) Monitor the security and behaviour of people in custody

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F29A 04 (FD2) Maintain Security and Order in the Custodial Environment

Element 4 (FD2.4) Restore security and order

No	Description of Evidence	Performance Criteria								
		1	2	3	4	5	6	7	8	9

Unit F29A 04 (FD2) Maintain Security and Order in the Custodial Environment

No	Description of Evidence	Knowledge and Understanding													
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14

Unit F29A 04 (FD2) Maintain Security and Order in the Custodial Environment

No	Description of Evidence	Knowledge and Understanding (cont)											
		K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25	K26

Unit F29A 04 (FD2) Maintain Security and Order in the Custodial Environment

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29B 04 (GC9) Contribute to the Prevention and Management of Inappropriate Behaviour

Element 1 (GC9.1) Contribute to preventing inappropriate behaviour

		Performance Criteria				
No	Description of Evidence	1	2	3	4	5

Unit F29B 04 (GC9) Contribute to the Prevention and Management of Inappropriate Behaviour

Element 2 (GC9.2) Deal with incidents of inappropriate behaviour

		Performance Criteria							
No	Description of Evidence	1	2	3	4	5	6	7	8

Unit F29B 04 (GC9) Contribute to the Prevention and Management of Inappropriate Behaviour

Element 3 (GC9.3) Contribute to reviewing incidents of inappropriate behaviour

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F29B 04 (GC9) Contribute to the Prevention and Management of Inappropriate Behaviour

No	Description of Evidence	Knowledge and Understanding										
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

Unit F29B 04 (GC9) Contribute to the Prevention and Management of Inappropriate Behaviour

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29C 04 (AD1) Develop and Sustain Effective Working with Staff from Other Agencies

Element 1 (AD1.1) Develop effective working with staff from other agencies

No	Description of Evidence	Performance Criteria				Range		
		1	2	3	4	1a	1b	1c

Unit F29C 04 (AD1) Develop and Sustain Effective Working with Staff from Other Agencies

Element 2 (AD1.2) Sustain effective working with staff from other agencies

No	Description of Evidence	Performance Criteria					Range			
		1	2	3	4	5	1a	1b	1c	1d

Unit F29C 04 (AD1) Develop and Sustain Effective Working with Staff from Other Agencies

Element 2 (AD1.2) Sustain effective working with staff from other agencies

		Knowledge and Understanding							
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8

Unit F29C 04 (AD1) Develop and Sustain Effective Working with Staff from Other Agencies

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29D 04 (CK3) Search Vehicles

Element 1 (CK3.1) Prepare to search vehicles

No	Description of Evidence	Performance Criteria				
		1	2	3	4	5

Unit F29D 04 (CK3) Search Vehicles

Element 2 (CK3.2) Search vehicles for unauthorised items and people

		Performance Criteria							
No	Description of Evidence	1	2	3	4	5	6	7	8

Unit F29D 04 (CK3) Search Vehicles

No	Description of Evidence	Knowledge and Understanding											
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12

Unit F29D 04 (CK3) Search Vehicles

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29E 04 (CK5) Search Individuals, Accommodation and Areas

Element 1 (CK5.1) Search individuals

No	Description of Evidence	Performance Criteria								
		1	2	3	4	5	6	7	8	9

Unit F29E 04 (CK5) Search Individuals, Accommodation and Areas

Element 2 (CK5.2) Search accommodations

		Performance Criteria								
No	Description of Evidence	1	2	3	4	5	6	7	8	9

Unit F29E 04 (CK5) Search Individuals, Accommodation and Areas

Element 3 (CK5.3) Search other custodial areas

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F29E 04 (CK5) Search Individuals, Accommodation and Areas

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F29E 04 (CK5) Search Individuals, Accommodation and Areas

No	Description of Evidence	Knowledge and Understanding (cont)												
		K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25	K26

Unit F29E 04 (CK5) Search Individuals, Accommodation and Areas

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29F 04 (DA1) Provide and Obtain Information at Courts and Formal Hearings

Element 1 (DA1.1) Provide and obtain written information at courts and formal hearings

		Performance Criteria								Range							
No	Description of Evidence	1	2	3	4	5	6	7	8	1a	1b	1c	1d	2a	2b	2c	2d

Unit F29F 04 (DA1) Provide and Obtain Information at Courts and Formal Hearings

Element 2 (DA1.2) Make oral contributions to courts and formal hearings

No	Description of Evidence	Performance Criteria							Range	
		1	2	3	4	5	6	7	3a	3b

Unit F29F 04 (DA1) Provide and Obtain Information at Courts and Formal Hearings

		Knowledge and Understanding								
		Working with individuals and groups						Working within the community justice sector		Working to improve individual practice
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K1	K2	K1

Unit F29F 04 (DA1) Provide and Obtain Information at Courts and Formal Hearings

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29G 04 (EA1) Assess Individuals' Offending Behaviour and Plan Provision

Element 1 (EA1.1) Assess individuals' offending behaviour and associated risks

		Performance Criteria										
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10	11

Unit F29G 04 (EA1) Assess Individuals' Offending Behaviour and Plan Provision

Element 1 (EA1.1) Assess individuals' offending behaviour and associated risks

No	Description of Evidence	Range															
		1a	1b	1c	1d	2a	2b	2c	2d	2e	3a	3b	3c	3d	4a	4b	4c

Unit F29G 04 (EA1) Assess Individuals' Offending Behaviour and Plan Provision

Element 2 (EA1.2) Plan provision

No	Description of Evidence	Performance Criteria							Range				
		1	2	3	4	5	6	7	2a	2b	2c	2d	2e

Unit F29G 04 (EA1) Assess Individuals' Offending Behaviour and Plan Provision

No	Description of Evidence	Knowledge and Understanding												
		Working with offending behaviour								Working within the community justice sector		Working to improve individual practice		
		K1	K2	K3	K4	K5	K6	K7	K8	K1	K2	K1	K2	K3

Unit F29G 04 (EA1) Assess Individuals' Offending Behaviour and Plan Provision

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29H 04 (EC1) Help Individuals Address their Offending Behaviour

Element 1 (EC1.1) Help individuals to understand their offending behaviour and associated risks

No	Description of Evidence	Performance Criteria							Range								
		1	2	3	4	5	6	7	1a	1b	1c	2a	2b	2c	2d	3a	3b

Unit F29H 04 (EC1) Help Individuals Address their Offending Behaviour

Element 2 (EC1.2) Help individuals to change their behaviour positively

No	Description of Evidence	Performance Criteria								Range				
		1	2	3	4	5	6	7	8	1a	1b	1c	3a	3b

Unit F29H 04 (EC1) Help Individuals Address their Offending Behaviour

		Knowledge and Understanding												
		Working with offending behaviour										Working within the community justice sector		Working to improve individual practice
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K1	K2	K1

Unit F29H 04 (EC1) Help Individuals Address their Offending Behaviour

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29J 04 (EC4) Prepare, Implement and Evaluate Group Activities

Element 1 (EC4.1) Plan and prepare agreed group activities

		Performance Criteria												Range						
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10	11	12	1a	1b	1c	1d	2a	2b	2c

Unit F29J 04 (EC4) Prepare, Implement and Evaluate Group Activities

Element 2 (EC4.2) Prepare and support individuals through group activities

No	Description of Evidence	Performance Criteria										
		1	2	3	4	5	6	7	8	9	10	11

Unit F29J 04 (EC4) Prepare, Implement and Evaluate Group Activities

Element 3 (EC4.3) Evaluate agreed group activities with other members of the team

No	Description of Evidence	Performance Criteria					Range			
		1	2	3	4	5	1a	1b	1c	1d

Unit F29J 04 (EC4) Prepare, Implement and Evaluate Group Activities

		Knowledge and Understanding															
		Legislation, policy and good practice															
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16

Unit F29J 04 (EC4) Prepare, Implement and Evaluate Group Activities

		Knowledge and Understanding (cont)												
		Services and products	Factors which influence what workers do										How to achieve important outcomes	
No	Description of Evidence		K1	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K1

Unit F29J 04 (EC4) Prepare, Implement and Evaluate Group Activities

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29K 04 (EC6) Assess Individual Needs and Plan Agreed Objectives

Element 1 (EC6.1) Contribute to the assessment of individuals' abilities and needs

		Performance Criteria												Range	
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10	11	12	1a	1b

Unit F29K 04 (EC6) Assess Individual Needs and Plan Agreed Objectives

Element 2 (EC6.2) Plan agreed activities for individuals

No	Description of Evidence	Performance Criteria					Range	
		1	2	3	4	5	1a	1b

Unit F29K 04 (EC6) Assess Individual Needs and Plan Agreed Objectives

No	Description of Evidence	Knowledge and Understanding																	
		Legislation, policy and good practice																	
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18

Unit F29K 04 (EC6) Assess Individual Needs and Plan Agreed Objectives

No	Description of Evidence	Knowledge and Understanding (cont)																					
		Services and products			Factors which influence what workers do																		
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20	K21	

Unit F29K 04 (EC6) Assess Individual Needs and Plan Agreed Objectives

		Knowledge and Understanding (cont)										
		How to achieve important outcomes										
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

Unit F29K 04 (EC6) Assess Individual Needs and Plan Agreed Objectives

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29L 04 (EC7) Reinforce Positive Behavioural Goals During Relationships with Individuals

Element 1 (EC7.1) Establish working relationships with individuals which reinforce positive behavioural goals

No	Description of Evidence	Performance Criteria							Range								
		1	2	3	4	5	6	7	1a	1b	1c	2a	2b	2c	2d	2e	2f

Unit F29L 04 (EC7) Reinforce Positive Behavioural Goals During Relationships with Individuals

Element 2 (EC7.2) Develop and sustain working relationships with individuals which reinforce positive behavioural goals

No	Description of Evidence	Performance Criteria										Range										
		1	2	3	4	5	6	7	8	9	10	2a	2b	2c	2d	2e	2f	3a	3b	3c	3d	

Unit F29L 04 (EC7) Reinforce Positive Behavioural Goals During Relationships with Individuals

		Knowledge and Understanding																		
		Working with offending behaviour											Working within the community justice sector		Working to improve agency practice		Working to improve individual practice			
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K1	K1	K2	K1	K2	K3	K4	

Unit F29L 04 (EC7) Reinforce Positive Behavioural Goals During Relationships with Individuals

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29N 04 (FB1) Maintain Restrictions on Individuals' Liberty whilst Promoting and Protecting their Rights

Element 1 (FB1.1) Maintain restrictions on individuals' liberty in the custodial environment

		Performance Criteria				
No	Description of Evidence	1	2	3	4	5

Unit F29N 04 (FB1) Maintain Restrictions on Individuals' Liberty whilst Promoting and Protecting their Rights

Element 2 (FB1.2) Promote and protect the rights and responsibilities of individuals in the custodial environment

		Performance Criteria				
No	Description of Evidence	1	2	3	4	5

Unit F29N 04 (FB1) Maintain Restrictions on Individuals’ Liberty whilst Promoting and Protecting their Rights

Element 3 (FB1.3) Promote and protect the equality and diversity of individuals in the custodial environment

No	Description of Evidence	Performance Criteria					
		1	2	3	4	5	6

Unit F29N 04 (FB1) Maintain Restrictions on Individuals' Liberty whilst Promoting and Protecting their Rights

No	Description of Evidence	Knowledge and Understanding																				
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20	K21

Unit F29N 04 (FB1) Maintain Restrictions on Individuals' Liberty whilst Promoting and Protecting their Rights

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29S 04 (FB2) Contribute to Planning and Reviewing How to Meet Individuals' Needs and Rights in the Custodial Environment

Element 1 (FB2.1) Help to identify individuals' needs and rights

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F29S 04 (FB2) Contribute to Planning and Reviewing How to Meet Individuals' Needs and Rights in the Custodial Environment

Element 2 (FB2.2) Contribute to developing plans to meet individuals' needs and rights

		Performance Criteria					
No	Description of Evidence	1	2	3	4	5	6

Unit F29S 04 (FB2) Contribute to Planning and Reviewing How to Meet Individuals' Needs and Rights in the Custodial Environment

Element 3 (FB2.3) Contribute to reviewing plans to meet individuals' needs and rights

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F29S 04 (FB2)

Contribute to Planning and Reviewing How to Meet Individuals' Needs and Rights in the Custodial Environment

No	Description of Evidence	Knowledge and Understanding															
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16

Unit F29S 04 (FB2)

Contribute to Planning and Reviewing How to Meet Individuals' Needs and Rights in the Custodial Environment

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29T 04 (FC1) Receive and Discharge Individuals and Property Into and Out of the Custodial Environment

Element 1 (FC1.1) Receive individuals into the custodial environment

No	Description of Evidence	Performance Criteria					
		1	2	3	4	5	6

Unit F29T 04 (FC1) Receive and Discharge Individuals and Property Into and Out of the Custodial Environment

Element 2 (FC1.2) Receive, store and release property

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F29T 04 (FC1) Receive and Discharge Individuals and Property Into and Out of the Custodial Environment

Element 3 (FC1.3) Discharge individuals from the custodial environment

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F29T 04 (FC1) Receive and Discharge Individuals and Property Into and Out of the Custodial Environment

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29V 04 (FC2) Maintain Security at Entry and Exit Points

Element 1 (FC2.1) Maintain security while people are entering and leaving

No	Description of Evidence	Performance Criteria										
		1	2	3	4	5	6	7	8	9	10	11

Unit F29V 04 (FC2) Maintain Security at Entry and Exit Points

No	Description of Evidence	Knowledge and Understanding															
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16

Unit F29V 04 (FC2) Maintain Security at Entry and Exit Points

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29W 04 (FE1) Maintain Security Whilst Escorting Individuals to Courts and Other Environments

Element 1 (FE1.1) Maintain the security of individuals during transfer

		Performance Criteria								
No	Description of Evidence	1	2	3	4	5	6	7	8	9

Unit F29W 04 (FE1) Maintain Security Whilst Escorting Individuals to Courts and Other Environments

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29X 04 (FE2) Prepare and Drive Secure Vehicles To and From Custodial and Other Environments

Element 1 (FE2.1) Check the vehicle and its equipment

No	Description of Evidence	Performance Criteria					
		1	2	3	4	5	6

Unit F29X 04 (FE2) Prepare and Drive Secure Vehicles To and From Custodial and Other Environments

Element 2 (FE2.2) Ensure the security of the vehicle

No	Description of Evidence	Performance Criteria				
		1	2	3	4	5

Unit F29X 04 (FE2) Prepare and Drive Secure Vehicles To and From Custodial and Other Environments

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F29X 04 (FE2) Prepare and Drive Secure Vehicles To and From Custodial and Other Environments

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F29Y 04 (FE3) Drive Vehicles to Carry Out Custodial Duties

Element 2 (FE3.2) Operate and control the vehicle safely and efficiently

		Performance Criteria							
No	Description of Evidence	1	2	3	4	5	6	7	8

Unit F29Y 04 (FE3) Drive Vehicles to Carry Out Custodial Duties

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A0 04 (FF2) Contribute to the Control of Incidents and Emergencies

Element 1 (FF2.1) Identify and assess incidents and emergencies

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F2A0 04 (FF2) Contribute to the Control of Incidents and Emergencies

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A1 04 (FF3) Control and Restrain Individuals

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A3 04 (FF4) Contribute to the Adjudication Process

Element 1 (FF4.1) Prepare for adjudication

No	Description of Evidence	Performance Criteria				
		1	2	3	4	5

Unit F2A3 04 (FF4) Contribute to the Adjudication Process

Element 2 (FF4.2) Take part in the adjudication process

No	Description of Evidence	Performance Criteria			
		1	2	3	4

Unit F2A3 04 (FF4) Contribute to the Adjudication Process

No	Description of Evidence	Knowledge and Understanding											
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12

Unit F2A3 04 (FF4) Contribute to the Adjudication Process

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AV 04 (FG6) Maintain Security Using Screening Equipment

Element 1 (FG6.1) Screen individuals using electronic equipment

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F2AV 04 (FG6) Maintain Security Using Screening Equipment

Element 2 (FG6.2) Screen items using scanning equipment

No	Description of Evidence	Performance Criteria									
		1	2	3	4	5	6	7	8	9	10

Unit F2AV 04 (FG6) Maintain Security Using Screening Equipment

No	Description of Evidence	Knowledge and Understanding													
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14

Unit F2AV 04 (FG6) Maintain Security Using Screening Equipment

		Knowledge and Understanding (cont)										
No	Description of Evidence	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25

Unit F2AV 04 (FG6) Maintain Security Using Screening Equipment

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A4 04 (FH1) Help Individuals in Custody to Maintain and Develop Relationships

Element 1 (FH1.1) Support individuals in their relationships with those outside the custodial environment

No	Description of Evidence	Performance Criteria				
		1	2	3	4	5

Unit F2A4 04 (FH1) Help Individuals in Custody to Maintain and Develop Relationships

Element 2 (FH1.2) Support individuals in their relationships with others inside the custodial environment

		Performance Criteria				
No	Description of Evidence	1	2	3	4	5

Unit F2A4 04 (FH1) Help Individuals in Custody to Maintain and Develop Relationships

No	Description of Evidence	Knowledge and Understanding														
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15

Unit F2A4 04 (FH1) Help Individuals in Custody to Maintain and Develop Relationships

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A5 04 (FH2) Develop and Maintain Effective Working Relationships with the Families of Individuals Held in Custody

Element 1 (FH2.1) Establish and maintain effective working relationships with the families of individuals in custody

No	Description of Evidence	Performance Criteria								
		1	2	3	4	5	6	7	8	9

Unit F2A5 04 (FH2) Develop and Maintain Effective Working Relationships with the Families of Individuals Held in Custody

Element 2 (FH2.2) Work with family members to achieve positive outcomes for individuals in custody

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F2A5 04 (FH2)

Develop and Maintain Effective Working Relationships with the Families of Individuals Held in Custody

		Knowledge and Understanding																					
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20		

Unit F2A5 04 (FH2)

Develop and Maintain Effective Working Relationships with the Families of Individuals Held in Custody

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A6 04 (F11)

Prepare Individuals For Resettlement in the Community

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A7 04 (F12)

Contribute to Plans for the Release and Resettlement of Offenders

Element 4 (F12.4)

Identify and assess the options for release and resettlement of offenders

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F2A7 04 (F12)**Contribute to Plans for the Release and Resettlement of Offenders****Element 5 (F12.5)****Contribute to plans for release and resettlement**

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F2A7 04 (F12)

Contribute to Plans for the Release and Resettlement of Offenders

No	Description of Evidence	Knowledge and Understanding																	
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18

Unit F2A7 04 (F12)

Contribute to Plans for the Release and Resettlement of Offenders

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A8 04 (GA1) Enable Individuals to Find out About and Use Services and Facilities

Element 1 (GA1.1) Enable individuals to find out about services and facilities

		Performance Criteria											
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10	11	12

Unit F2A8 04 (GA1) Enable Individuals to Find out About and Use Services and Facilities

Element 2 (GA1.2) Enable individuals to use services and facilities

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F2A8 04 (GA1) Enable Individuals to Find out About and Use Services and Facilities

No	Description of Evidence	Knowledge and Understanding (cont)									
		Factors which influence what workers do						How to achieve important outcomes			
		K1	K2	K3	K4	K5	K6	K1	K2	K3	K4

Unit F2A8 04 (GA1) Enable Individuals to Find out About and Use Services and Facilities

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2A9 04 (GA3) Assist in the Transfer of Individuals Between Agencies and Services

Element 1 (GA3.1) Support individuals as they prepare for transfer

No	Description of Evidence	Performance Criteria							Range				
		1	2	3	4	5	6	7	1a	1b	1c	2a	2b

Unit F2A9 04 (GA3) Assist in the Transfer of Individuals Between Agencies and Services

Element 3 (GA3.3) Supervise individuals during transfer

No	Description of Evidence	Performance Criteria					Range		
		1	2	3	4	5	1a	1b	1c

Unit F2A9 04 (GA3) Assist in the Transfer of Individuals Between Agencies and Services

		Knowledge and Understanding									
		Working with individuals and groups							Working within the community justice sector		Working to improve individual practice
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K1	K2	K1

Unit F2A9 04 (GA3) Assist in the Transfer of Individuals Between Agencies and Services

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AW 04 (GB2) Support Individuals Experiencing Difficulties

Element 1 (GB2.1) Identify factors contributing to individuals' difficulties

		Performance Criteria								
No	Description of Evidence	1	2	3	4	5	6	7	8	9

Unit F2AW 04 (GB2) Support Individuals Experiencing Difficulties

Element 1 (GB2.1) Identify factors contributing to individuals’ difficulties

		Range															
No	Description of Evidence	1a	1b	1c	2a	2b	2c	2d	3a	3b	3c	3d	3e	3f	4a	4b	4c

Unit F2AW 04 (GB2) Support Individuals Experiencing Difficulties

Element 2 (GB2.2) Assist individuals experiencing difficulties

		Performance Criteria						
No	Description of Evidence	1	2	3	4	5	6	7

Unit F2AW 04 (GB2) Support Individuals Experiencing Difficulties

Element 2 (GB2.2) Assist individuals experiencing difficulties

No	Description of Evidence	Range															
		1a	1b	1c	2a	2b	2c	2d	3a	3b	3c	3d	3e	3f	4a	4b	4c

Unit F2AW 04 (GB2) Support Individuals Experiencing Difficulties

		Knowledge and Understanding											
		Working with individuals and groups									Working within the community justice sector		Working to improve individual practice
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K1	K2	K1

Unit F2AW 04 (GB2) Support Individuals Experiencing Difficulties

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AB 04 (GC1) Contribute to the Protection of Individuals From Abuse

Element 1 (GC1.1) Contribute to minimising the occurrence of abuse

No	Description of Evidence	Performance Criteria									Range			
		1	2	3	4	5	6	7	8	9	1a	1b	1c	1d

Unit F2AB 04 (GC1) Contribute to the Protection of Individuals From Abuse

Element 2 (GC1.2) Minimise the effects of abusive behaviour

No	Description of Evidence	Performance Criteria								Range	
		1	2	3	4	5	6	7	8	2a	2b

Unit F2AB 04 (GC1) Contribute to the Protection of Individuals From Abuse

Element 3 (GC1.3) Contribute to monitoring individuals who are at risk from abuse

		Performance Criteria								Range			
No	Description of Evidence	1	2	3	4	5	6	7	8	1a	1b	1c	1d

Unit F2AB 04 (GC1) Contribute to the Protection of Individuals From Abuse

		Knowledge and Understanding																		
		Legislation, policy and good practice								Factors which influence what workers do										
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

Unit F2AB 04 (GC1) Contribute to the Protection of Individuals From Abuse

		Knowledge and Understanding (cont)										
No	Description of Evidence	How to achieve important outcomes										
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

Unit F2AB 04 (GC1) Contribute to the Protection of Individuals From Abuse

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AC 04 (GC5) Develop Control for People who are a Risk to Themselves and Others

Element 1 (GC5.1) Challenge behaviour which creates risk and establish agreed boundaries and expectations

No	Description of Evidence	Performance Criteria				
		1	2	3	4	5

Unit F2AC 04 (GC5) Develop Control for People who are a Risk to Themselves and Others

Element 3 (GC5.3) Assist people to develop greater control over their behaviour

		Performance Criteria					
No	Description of Evidence	1	2	3	4	5	6

Unit F2AC 04 (GC5) Develop Control for People who are a Risk to Themselves and Others

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F2AC 04 (GC5) Develop Control for People who are a Risk to Themselves and Others

No	Description of Evidence	Knowledge and Understanding (cont)											
		K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25

Unit F2AC 04 (GC5) Develop Control for People who are a Risk to Themselves and Others

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AD 04 (GC6) Support Individuals Where Abuse has been Disclosed

Element 2 (GC6.2) Support individuals who have been abused

		Performance Criteria									
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10

Unit F2AD 04 (GC6) Support Individuals Where Abuse has been Disclosed

No	Description of Evidence	Knowledge and Understanding											
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12

Unit F2AD 04 (GC6) Support Individuals Where Abuse has been Disclosed

No	Description of Evidence	Knowledge and Understanding (cont)											
		K13	K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24

Unit F2AD 04 (GC6) Support Individuals Where Abuse has been Disclosed

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AE 04 (GD2) Encourage Individuals to Look After Their Own Health and Hygiene

Element 1 (GD2.1) Encourage individuals to adopt and maintain healthy and hygienic practices

No	Description of Evidence	Performance Criteria				
		1	2	3	4	5

Unit F2AE 04 (GD2) Encourage Individuals to Look After Their Own Health and Hygiene

Element 2 (GD2.2) Assist individuals to maintain their health and personal cleanliness

		Performance Criteria					
No	Description of Evidence	1	2	3	4	5	6

Unit F2AE 04 (GD2) Encourage Individuals to Look After Their Own Health and Hygiene

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F2AE 04 (GD2) Encourage Individuals to Look After Their Own Health and Hygiene

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AF 04 (GE4) Test for Substance Use

Element 1 (GE4.1) Prepare to test for substance use

		Performance Criteria						Range									
No	Description of Evidence	1	2	3	4	5	6	1a	1b	1c	1d	1e	1f	1g	2a	2b	2c

Unit F2AF 04 (GE4) Test for Substance Use

Element 2 (GE4.2) Take samples for testing

		Performance Criteria									
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10

Unit F2AF 04 (GE4) Test for Substance Use

Element 2 (GE4.2) Take samples for testing

No	Description of Evidence	Range											
		1a	1b	1c	1d	1e	1f	1g	3a	3b	3c	3d	3e

Unit F2AF 04 (GE4) Test for Substance Use

Element 3 (GE4.3) Communicate and record the results of testing

No	Description of Evidence	Performance Criteria			Range							
		1	2	3	1a	1b	1c	1d	1e	1f	1g	

Unit F2AF 04 (GE4) Test for Substance Use

No	Description of Evidence	Knowledge and Understanding					
		Legislation and organisational policy and procedures			Communication and interpersonal relationships		Information handling
		K1	K2	K3	K1	K1	K2

Unit F2AF 04 (GE4) Test for Substance Use

		Knowledge and Understanding (cont)									
		Substance misuse									Values
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K1

Unit F2AF 04 (GE4) Test for Substance Use

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AG 04 (GE11) Support Individuals who are Substance Users

Element 1 (GE11.1) Enable individuals to adopt safe practices associated with substance use

No	Description of Evidence	Performance Criteria							Range				
		1	2	3	4	5	6	7	2a	2b	2c	2d	2e

Unit F2AG 04 (GE11) Support Individuals who are Substance Users

Element 2 (GE11.2) Support individuals when they have used substances

No	Description of Evidence	Performance Criteria										Range	
		1	2	3	4	5	6	7	8	9	10	3a	3b

Unit F2AG 04 (GE11) Support Individuals who are Substance Users

		Knowledge and Understanding															Services and products		
		Legislation, policy and good practice																	
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K1	K2	K3

Unit F2AG 04 (GE11) Support Individuals who are Substance Users

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AH 04 (GH2) Assist Parents in Custody to Develop their Parenting Skills

Element 1 (GH2.1) Promote the benefits of positive parenting to parents in custody

		Performance Criteria							
No	Description of Evidence	1	2	3	4	5	6	7	8

Unit F2AH 04 (GH2) Assist Parents in Custody to Develop their Parenting Skills

Element 2 (GH2.2) Encourage parents in custody to relate positively to their children

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F2AH 04 (GH2) Assist Parents in Custody to Develop their Parenting Skills

Element 3 (GH2.3) Help parents in custody to overcome parenting difficulties

No	Description of Evidence	Performance Criteria								
		1	2	3	4	5	6	7	8	9

Unit F2AH 04 (GH2) Assist Parents in Custody to Develop their Parenting Skills

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F2AH 04 (GH2) Assist Parents in Custody to Develop their Parenting Skills

No	Description of Evidence	Knowledge and Understanding (cont)											
		K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25

Unit F2AH 04 (GH2) Assist Parents in Custody to Develop their Parenting Skills

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AJ 04 (GJ2) Support Individuals in Custody to Take Part in Purposeful Activities

Element 1 (GJ2.1) Promote the value of purposeful activities

		Performance Criteria				
No	Description of Evidence	1	2	3	4	5

Unit F2AJ 04 (GJ2) Support Individuals in Custody to Take Part in Purposeful Activities**Element 2 (GJ2.2) Help individuals take part in purposeful activities**

No	Description of Evidence	Performance Criteria					
		1	2	3	4	5	6

Unit F2AJ 04 (GJ2) Support Individuals in Custody to Take Part in Purposeful Activities

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F2AJ 04 (GJ2) Support Individuals in Custody to Take Part in Purposeful Activities

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AK 04 (HE8) Support the Efficient Use of Resources

Element 1 (HE8.1) Make recommendations for the use of resources

		Performance Criteria					
No	Description of Evidence	1	2	3	4	5	6

Unit F2AK 04 (HE8) Support the Efficient Use of Resources

Element 2 (HE8.2) Contribute to the control of resources

No	Description of Evidence	Performance Criteria						
		1	2	3	4	5	6	7

Unit F2AK 04 (HE8) Support the Efficient Use of Resources

No	Description of Evidence	Knowledge and Understanding													
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14

Unit F2AK 04 (HE8) Support the Efficient Use of Resources

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AL 04 (HF16) Manage Information for Action

Element 1 (HF16.1) Gather required information

		Performance Criteria				
No	Description of Evidence	1	2	3	4	5

Unit F2AL 04 (HF16) Manage Information for Action

Element 2 (HF16.2) Inform and advise others

		Performance Criteria						
No	Description of Evidence	1	2	3	4	5	6	7

Unit F2AL 04 (HF16) Manage Information for Action

No	Description of Evidence	Knowledge and Understanding																						
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20	K21	K22	K23

Unit F2AL 04 (HF16) Manage Information for Action

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AM 04 (ZH2) Enter and Find Data Using a Computer

Element 1 (ZH2.1) Enter data on a computer

No	Description of Evidence	Performance Criteria					
		1	2	3	4	5	6

Unit F2AM 04 (ZH2) Enter and Find Data Using a Computer

Element 2 (ZH2.2) Find data on a computer

		Performance Criteria					
No	Description of Evidence	1	2	3	4	5	6

Unit F2AM 04 (ZH2) Enter and Find Data Using a Computer

		Knowledge and Understanding																
		For the whole Unit								The basic legal requirements for storing data on a computer					Finding data on a computer			
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K1	K2	K3	K4	K5	K1	K2	K3	

Unit F2AM 04 (ZH2) Enter and Find Data Using a Computer

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AN 04 (ZJ1) Monitor and Maintain the Health, Well-being and Safety of Dogs

Element 2 (ZJ1.2) Monitor and maintain the safety of dogs

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F2AN 04 (ZJ1) Monitor and Maintain the Health, Well-being and Safety of Dogs

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F2AN 04 (ZJ1) Monitor and Maintain the Health, Well-being and Safety of Dogs

		Knowledge and Understanding (cont)												
No	Description of Evidence	K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25	K26

Unit F2AN 04 (ZJ1) Monitor and Maintain the Health, Well-being and Safety of Dogs

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AP 04 (ZJ2) Maintain and Develop the Performance of Dogs

Element 1 (ZJ2.1) Maintain the performance of dogs

		Performance Criteria								
No	Description of Evidence	1	2	3	4	5	6	7	8	9

Unit F2AP 04 (ZJ2) Maintain and Develop the Performance of Dogs

Element 2 (ZJ2.2) Maintain and develop the performance of dogs through training exercises

No	Description of Evidence	Performance Criteria								
		1	2	3	4	5	6	7	8	9

Unit F2AP 04 (ZJ2) Maintain and Develop the Performance of Dogs

No	Description of Evidence	Knowledge and Understanding															
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16

Unit F2AP 04 (ZJ2) Maintain and Develop the Performance of Dogs

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AR 04 (ZJ3) Contribute to the Security of the Custodial Environment Using a Dog

Element 1 (ZJ3.1) Use a dog during patrols to contribute to the maintenance of security

No	Description of Evidence	Performance Criteria							
		1	2	3	4	5	6	7	8

Unit F2AR 04 (ZJ3) Contribute to the Security of the Custodial Environment Using a Dog

Element 2 (ZJ3.2) Use a dog to control the movement of individuals who are in breach of security

No	Description of Evidence	Performance Criteria									
		1	2	3	4	5	6	7	8	9	10

Unit F2AR 04 (ZJ3) Contribute to the Security of the Custodial Environment Using a Dog

No	Description of Evidence	Knowledge and Understanding										
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

Unit F2AR 04 (ZJ3) Contribute to the Security of the Custodial Environment Using a Dog

No	Description of Evidence	Knowledge and Understanding (cont)										
		K12	K13	K14	K15	K16	K17	K18	K19	K20	K21	K22

Unit F2AR 04 (ZJ3) Contribute to the Security of the Custodial Environment Using a Dog

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AS 04 (ZJ4) Prepare for, and Carry Out, Searches Using a Dog

Element 1 (ZJ4.1) Prepare for a search using a dog

		Performance Criteria							
No	Description of Evidence	1	2	3	4	5	6	7	8

Unit F2AS 04 (ZJ4) Prepare for, and Carry Out, Searches Using a Dog

Element 2 (ZJ4.2) Carry out a search using a dog

		Performance Criteria									
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10

Unit F2AS 04 (ZJ4) Prepare for, and Carry Out, Searches Using a Dog

No	Description of Evidence	Knowledge and Understanding												
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13

Unit F2AS 04 (ZJ4) Prepare for, and Carry Out, Searches Using a Dog

		Knowledge and Understanding (cont)												
No	Description of Evidence	K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25	K26

Unit F2AS 04 (ZJ4) Prepare for, and Carry Out, Searches Using a Dog

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Unit F2AT 04 (AB1) Communicate Effectively with People

Element 1 (AB1.1) Develop and maintain communication with people

No	Description of Evidence	Performance Criteria						Range						
		1	2	3	4	5	6	1a	1b	1c	1d	2a	2b	2c

Unit F2AT 04 (AB1) Communicate Effectively with People

Element 2 (AB1.2) Maintain the security of information

		Performance Criteria					Range	
No	Description of Evidence	1	2	3	4	5	1a	1b

Unit F2AT 04 (AB1) Communicate Effectively with People

No	Description of Evidence	Knowledge and Understanding															
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16

Unit F2AT 04 (AB1) Communicate Effectively with People

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____