



SVQ in Community Support through Electronic Monitoring level 3

Candidate Recording Forms

Award Code: G9DF 23

Candidate name:

Publication code: Z0249

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Published by the Scottish Qualifications Authority
The Optima Building, Ironmills Road,
58 Robertson Street, Dalkeith,
Glasgow G2 8DQ Midlothian EH22 1LE

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Candidate disclaimer

Note to centre: Please ensure that the candidate signs this form. SQA's Quality Framework (criteria 3.1e and 3.1f) states that centres must take appropriate steps to minimise the risk of plagiarism and ensure that assessment evidence is the candidate's own work. This disclaimer form must be made available for verification purposes.

I confirm that the content of this portfolio is my own work.

Candidate signature	
Candidate name (print)	
Date	

Insert Award Code — Community Support through Electronic Monitoring

Award/Unit Summary Sheet

Candidate Name: _____

Assessor Name: _____

SQA Unit Number	SSC Unit Number	Title	Date Completed	Assessor Signature	Candidate Signature	IV Signature
Mandatory Core Units						
F297 04	AA1	Promote Equality and Value Diversity				
F2AT 04	AB1	Communicate Effectively with People				
F799 04	AC1	Contribute to the Quality of Team Working				
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				
Mandatory Optional Units (<i>candidates must take one of these</i>)						
D7F0 04	FG1	Contribute to Planning the Installation and Decommissioning of Electronic Monitoring Equipment				
D7F3 04	FG2	Install and Decommission Electronic Monitoring Equipment				
D7F4 04	FG3	Help People Comply with Electronic Monitoring Requirements				
D7F1 04	FG4	Identify Electronic Monitoring Incidents and Initiate a Response				
D7F5 04	FG5	Follow up Electronic Monitoring Incidents in the Field				

SQA Unit Number	SSC Unit Number	Title	Date Completed	Assessor Signature	Candidate Signature	IV Signature
Optional Units (<i>candidates must take two of these, other than the one chosen from the Mandatory Optional Units section</i>)						
F29C 04	AD1	Develop and Sustain Effective Working with Staff from Other Agencies				
DK4L 04	AF2	Protect yourself from Risk of Violence at Work				
F29F 04	DA1	Provide and Obtain Information at Courts and Formal Hearings				
B83X 04	DA2	Represent the Agency in Courts and Formal Hearings				
F29Y 04	FE3	Drive Vehicles to Carry Out Custodial Duties				
D7F0 04	FG1	Contribute to Planning the Installation and Decommissioning of Electronic Monitoring Equipment				
D7F3 04	FG2	Install and Decommission Electronic Monitoring Equipment				
D7F4 04	FG3	Help People Comply with Electronic Monitoring Requirements				
D7F1 04	FG4	Identify Electronic Monitoring Incidents and Initiate a Response				
D7F5 04	FG5	Follow up Electronic Monitoring Incidents in the Field				
F79A 04	GA7	Communicate and Engage with Children, Young People, and their Families and Carers				
Name of Internal Verifier Signature: _____			Date: _____			
Intimated to SQA for award certificate Signature: _____			Date: _____			

Element Summary Sheet

Element	Title	Date completed
AA1.1	Promote equality and value diversity	
AB1.1	Develop and maintain communication with people	
AB1.2	Maintain the security of information	
AC1.1	Contribute to effective team working	
AC1.2	Contribute to the development of team working	
AE1.1	Maintain and develop your own knowledge, skills and competence	
AF1.1	Identify the hazards and evaluate the risks in the workplace	
AF1.2	Reduce the risks to health and safety in the workplace	
FG1.1	Receive, enter and store notifications	
FG1.2	Prepare and communicate information for implementing notification	
FG2.1	Establish contact with the individuals to be monitored	
FG2.2	Set up and test electronic monitoring equipment	
FG2.3	Decommission electronic monitoring equipment	
FG3.1	Induct people into electronic monitoring	
FG3.2	Provide ongoing support during the monitoring period	
FG4.1	Identify electronic monitoring incidents	
FG4.2	Provide an initial response to electronic monitoring incidents	
FG5.1	Assess the incident and prepare to take action	
FG5.2	Deal with the incident	
FG5.3	Carry out random alternative monitoring	
AD1.1	Develop effective working with staff in other agencies	
AD1.2	Sustain effective working with staff in other agencies	
AF2.1	Help to de-escalate a potentially violent situation	
AF2.2	Review the incident for recording and monitoring purposes	
DA1.1	Provide and obtain written information at courts and formal hearings	
DA1.2	Make oral contributions to courts and formal hearings	
DA2.1	Exchange information at courts and formal hearings	
DA2.2	Present reports at courts and formal hearings	
FE3.1	Check the vehicle and prepare for the journey	
FE3.2	Operate and control the vehicle safely and efficiently	
GA7.1	Build empathy with children, young people, their families and carers	
GA7.2	Safeguard and promote the welfare of children and young people	
GA7.3	Share information with those that need it	

Unit AA1 (F297 04) Promote Equality and Value Diversity

Element	Element Title	Portfolio Reference					Confirmations
AA1.1	Promote equality and value diversity						
Performance Evidence							
AA1.1.1	Act in accordance with relevant legislation, employment regulations and policies, and codes of practice related to promoting equality and valuing diversity.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
AA1.1.2	Act in ways that: ◆ acknowledge and recognise individuals’ background and beliefs ◆ respect diversity ◆ value people as individuals ◆ do not discriminate against people						
AA1.1.3	Provide individuals with the information they need to make informed decisions about exercising their rights.						
AA1.1.4	Provide information in a format appropriate to the individual.						
AA1.1.5	Take account on how your behaviour affects individuals and their experience of your organisation’s culture and approach.						
AA1.1.6	Seek feedback from individuals on your behaviour and use this to improve what you do in the future.						
AA1.1.7	Challenge people when they are not promoting equality and value diversity.						
AA1.1.8	Actively help others to promote equality and value diversity.						
AA1.1.9	Seek support from appropriate sources when you are having difficulty understanding how to promote equality and value diversity.						

Unit AA1 (F297 04) Promote Equality and Value Diversity

Range										
Help others by: ♦ supporting them when they are promoting equality and valuing diversity ♦ sharing information about how to promote equality and value diversity						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____				

Unit AA1 (F297 04) Promote Equality and Value Diversity

Element	Element Title	Portfolio Reference					Confirmations
AA1.1	Promote equality and value diversity						
Knowledge and Understanding							
1	The relevant legislation, employment regulations and policies, and codes of practice that apply to the promotion of equality and diversity and how you need to apply these.						Candidate Signature/Date: _____
2	The benefits of diversity and the promotion of equality.						
3	The wide variety of forms that discrimination may take and how these manifest themselves.						Assessor Signature/Date: _____
4	How inequality and discrimination affects individuals, groups and communities and society as a whole.						
5	Why the promotion of equality and valuing of diversity is of vital importance if you are to work effectively in the justice sector.						IV Signature/Date: _____
6	What the promotion of equality and valuing of diversity means for you in your day-to-day work.						
7	How you can promote equality and diversity whilst protecting people from the risk of harm.						
8	Your own areas of personal growth in relation to promoting equality and valuing diversity and how this will benefit you as an individual.						
9	The effect of cultural differences on verbal and non-verbal communication.						
10	How to behave and communicate in ways that: ◆ support equality and diversity ◆ do not exclude or offend people ◆ challenge discrimination effectively ◆ respect individuals’ differences ◆ do not abuse the status and power that you have ◆ recognise the difficulties in communication and language in your area of work						

Unit AA1 (F297 04) Promote Equality and Value Diversity

Element	Element Title	Portfolio Reference					Confirmations
AA1.1	Promote equality and value diversity						
Knowledge and Understanding (cont)							
11	How your behaviour contributes to your organisation’s culture and your responsibility for developing a positive culture for all.						Candidate Signature/Date: _____
12	How your behaviour can effect others and their experience of the organisation.						
13	How joint working with other agencies and workers can help in the promotion of diversity.						Assessor Signature/Date: _____
14	How to provide the information that individuals are entitled to receive and ensure it is clear and helpful.						
15	The actions (yours and other’s) that undermine equality and diversity and what to do about this (including when these people are senior to you).						IV Signature/Date: _____
16	What to do about systems and structures when they do not promote equality and value diversity.						
17	The actions you can take to help other people promote equality and value diversity and how to do this effectively,						
18	The actions you can take to value the people you are interacting with and enable them to interact with you.						
19	Why you should seek support when you are having difficulty promoting equality and diversity, where this support can be gained and how to use it effectively.						

Unit AA1 (F297 04) Promote Equality and Value Diversity

Evidence Requirements

Simulation cannot be used to provide evidence for this Unit for Performance Criterion 8 and Range 1 where professional discussion, candidate reports and/or simulation might be used.

You must practically demonstrate in your work that you have met the standard for supporting individuals to communicate using interpreting and translation services and cover all Performance Criteria, and all of the aspects of Range, except those detailed below:

- ◆ items from the Range not covered by performance evidence should be supported by knowledge evidence.

Unit AA1 (F297 04) Promote Equality and Value Diversity

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit AB1 (F2AT 04) Communicate Effectively with People

Element	Element Title	Portfolio Reference					Confirmations
AB1.1	Develop and maintain communication with people						
Performance Evidence							
AB1.1.1	Communicate in a manner that is consistent with relevant legislation, policies and procedures.						Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:
AB1.1.2	Communicate with people in a form and manner and using language that: ♦ is open and respectful of them as individuals ♦ is consistent with their level of understanding, culture, background and preferred ways of communicating ♦ is appropriate to the context in which the communication is taking place ♦ promotes equality and values diversity						
AB1.1.3	Give people opportunities to check their understanding of the information you have given to them and ask questions.						
AB1.1.4	Take the appropriate action to reduce any barriers to effective communication.						
AB1.1.5	Make records that: ♦ are accurate, legible and complete ♦ contain only the information necessary for the record’s purpose ♦ are free from labelling and discrimination						
AB1.1.6	Seek support when you are having difficulty communicating effectively.						

Unit AB1 (F2AT 04) Communicate Effectively with People

Range										
Communication ♦ non-verbal ♦ oral ♦ written ♦ electronic and telecommunication Barriers to effective communication ♦ environmental (eg, noise, lack of privacy) ♦ personal (eg, language differences, gender differences, ethnic differences, age differences, religious beliefs, health and wellbeing of the individuals involved, literacy levels, personal experiences etc) ♦ social (eg, violent and abusive situations)						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____				

Unit AB1 (F2AT 04) Communicate Effectively with People

Element	Element Title	Portfolio Reference					Confirmations
AB1.1	Develop and maintain communication with people						
Knowledge and Understanding							
1	The relevant legislation, organisational policies and procedures that apply to communication.						Candidate Signature/Date: _____
2	The nature of effective communication (including when you feel confident communicating and when you do not).						
3	The reasons for effective communication being an essential aspect of work in the justice sector.						Assessor Signature/Date: _____
4	Barriers to effective communication including: ◆ those related to personal differences in: culture, language, gender, literacy levels, experience, health/illness, familiarity with context, level of knowledge and skills ◆ environmental barriers ◆ social barriers						IV Signature/Date: _____
5	How to modify communication so that the differences between you and the people you are communicating with are minimised.						
6	How to communicate with people in ways which are open to them, show respect and promote equality and value diversity (non-verbally, orally, in writing and electronically).						
7	How the context in which communication takes place can affect people’s ability to understand and communicate.						
8	The reasons for checking with people to ensure that they understand the information you are giving them and allowing them to ask questions.						
9	The actions that can be taken to reduce barriers to communication and how to put them into practice (including the use of other people such as interpreters and translators, advocates etc).						
10	The nature and purpose of the records you make.						

Unit AB1 (F2AT 04) Communicate Effectively with People

Element	Element Title	Portfolio Reference					Confirmations
AB1.1	Develop and maintain communication with people						
Knowledge and Understanding (cont)							
11	The nature of information that might be sensitive and/or confidential and the subtleties of this.						Candidate Signature/Date: _____
12	The reasons for records only containing the information that is necessary for the record’s purpose and being free from labelling and discrimination.						
							Assessor Signature/Date: _____
							IV Signature/Date: _____ _____

Unit AB1 (F2AT 04) Communicate Effectively with People

Element	Element Title	Portfolio Reference					Confirmations
AB1.2	Maintain the security of information						
Performance Evidence							
AB1.2.1	Comply with relevant legislation, policies and procedures related to the security of information.						Candidate Signature/Date: _____
AB1.2.2	Disclose information only to those who have the right and need to know it.						
AB1.2.3	Take the appropriate precautions when communicating confidential or sensitive information.						
AB1.2.4	Maintain the security of records when handling and storing them.						Assessor Signature/Date: _____
AB1.2.5	Alert the appropriate person when you think the security of information is not being maintained or information is being misued.						IV Signature/Date: _____

Unit AB1 (F2AT 04) Communicate Effectively with People

Range										
Appropriate precautions in relation to: ♦ who might overhear or oversee the information ♦ who might access the information						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____				

Unit AB1 (F2AT 04) Communicate Effectively with People

Element	Element Title	Portfolio Reference					Confirmations
AB1.2	Develop and maintain communication with people						
Knowledge and Understanding							
1	The legislation, organisational policies and procedures that apply to communication and particularly the security and management of information.						Candidate Signature/Date: _____
2	The nature of effective communication (including when you feel confident communicating and when you do not).						
3	The reasons for effective communication being an essential aspect of work in the justice sector.						Assessor Signature/Date: _____
4	The reasons for only disclosing information to those people who have the right and need to know it and how you identify these people.						
5	What the appropriate precautions might be when communicating information.						IV Signature/Date: _____ _____
6	How to handle and store information securely and safely.						
7	The reasons for alerting an appropriate person when you have concerns about the handling of/misuse of information and who that person might be on different occasions and in different circumstances.						

Unit AB1 (F2AT 04) Communicate Effectively with People

Evidence Requirements

Simulation is not allowed for any performance evidence within this Unit.

You must practically demonstrate in your work that you have met the standard for communicating effectively with people and all Performance Criteria and all of the aspects of Range, except those detailed below:

Element AB1.1 Develop and maintain communication with people

From Range 1 in Element 1 you must show that you:

- ◆ have identified three of the four types of communication
- ◆ items from the Range not covered by performance evidence should be supported by knowledge evidence

Unit AB1 (F2AT 04) Communicate Effectively with People

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit AC1 (F2AT 04) Contribute to the Quality of Team Working

Element	Element Title	Portfolio Reference					Confirmations
AC1.1	Contribute to effective team working						
Performance Evidence							
AC1.1.1	Act in accordance with relevant legislation, policies, procedures and other quality approaches.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
AC1.1.2	Work: ◆ within your own competence ◆ within levels of responsibility and accountability in the work team and organisation ◆ as agreed with the team ◆ in a way that promotes the equality and values the diversity of everyone in the work team						
AC1.1.3	Organise your own work to meet work priorities.						
AC1.1.4	Use and maintain resources efficiently and effectively.						
AC1.1.5	Act in a way that enables other team members to undertake their work effectively.						
AC1.1.6	Monitor the quality of work and alert others to quality issues.						
AC1.1.7	Work with other team members to evaluate and review the team’s work.						

Unit AC1 (F2AT 04) Contribute to the Quality of Team Working

Range										
Enable other team members through: ♦ communicating effectively ♦ maintaining good work relationships ♦ offering support ♦ acting constructively when there are any issues in the team.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____				

Unit AC1 (F2AT 04) Contribute to the Quality of Team Working

Element	Element Title	Portfolio Reference					Confirmations
AC1.1	Contribute to effective team working						
Knowledge and Understanding							
1	The relevant legislation, organisational policies and procedures that apply to the work of your team, the overall purpose of your work and the services that you offer.						Candidate Signature/Date: _____
2	The nature and limits of your own job and how it relates to the work of others in the team and the wider organisation.						
3	Your own knowledge, skills and competence and the limits of these.						Assessor Signature/Date: _____
4	The contributions that others make to the overall work of the team and how to value and respect this.						
5	How to organise your own work so that you can do your own work effectively.						IV Signature/Date: _____
6	How to use the resources for which you have responsibility efficiently and effectively.						
7	The reasons why efficient and effective resource use is important for the effective delivery of services.						
8	The different ways in which you can help other team members to work effectively and make changes in their practice, and why different methods might be appropriate at different times and with different people.						
9	The issues in team working and team practice that are likely to affect the quality of work and how to address these.						
10	The reasons for you taking an active part in evaluating and reviewing the team’s work, and contributing to the changes that need to be made.						

Unit AC1 (F2AT 04) Contribute to the Quality of Team Working

Element	Element Title	Portfolio Reference					Confirmations
AC1.2	Contribute to the development of team working						
Performance Evidence							
AC1.2.1	Make constructive suggestions as to how your own work and the work of the team can be improved.						Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:
AC1.2.2	Alert the relevant people to any issues in policies and procedures which are affecting the effectiveness of services and team working.						
AC1.2.3	Discuss and agree with the work team any changes that need to be made and how these will be done.						
AC1.2.4	Make agreed changes to own work in a constructive manner and within the agreed timescales.						
AC1.2.5	Seek support when you are unsure how to change your own practice.						
Range							
Changes ♦ to your own work ♦ to the work of the team							Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:

Unit AC1 (F2AT 04) Contribute to the Quality of Team Working

Element	Element Title	Portfolio Reference					Confirmations
AC1.2	Contribute to the development of team working						
Knowledge and Understanding							
1	The relevant legislation, organisational policies and procedures that apply to the work of your team, the overall purpose of your work and the services that you offer.						Candidate Signature/Date: _____
2	How the legislation, policies and procedures that apply to your work are changing and how this will affect your own work.						
3	The reasons for you taking an active part in evaluating and reviewing the team’s work, and contributing to the changes that need to be made.						Assessor Signature/Date: _____
4	How to think about and identify the implications for team practice due to changes in legislation, organisational policies, procedures and structures.						
5	The reasons for seeking support when you are unsure of how to change your practice.						IV Signature/Date: _____
6	Why it is important for you to offer suggestions on how services can be improved and alert people to issues in policies, organisational procedures and structures.						

Unit AC1 (F2AT 04) Contribute to the Quality of Team Working

Evidence Requirements for the Whole Unit

Simulation is not required for any performance evidence within this Unit.

You must practically demonstrate in your work that you have met the standard for contributing to the quality of team working, all Performance Criteria and all aspects of Range, except those detailed below:

Element AC1.1 Contribute to effective team working

From the Range in Element 1 you must show that you:

- ♦ have identified three of the four types of enabling other team members

Element AC1.2 Contribute to the development of team working

From Range 1 in Element 2 you must show that you:

- ♦ have identified one of two types of changes

*Items from the Range not covered by performance evidence should be supported by knowledge evidence.

Unit AC1 (F2AT 04) Contribute to the Quality of Team Working

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit AC1 (F799 04) Contribute to the Quality of Team Working

Element	Element Title	Portfolio Reference					Confirmations
AC1.1	Contribute to effective team working						
Performance Evidence							
AC1.1.1	Act in accordance with relevant legislation, policies, procedures and other quality approaches.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
AC1.1.2	Work: ♦ within your own competence ♦ within levels of responsibility and accountability in the work team and organisation ♦ as agreed with the team ♦ in a way that promotes the equality and values the diversity of everyone in the work team						
AC1.1.3	Organise your own work to meet work priorities.						
AC1.1.4	Use and maintain resources efficiently and effectively.						
AC1.1.5	Act in a way that enables other team members to undertake their work effectively.						
AC1.1.6	Monitor the quality of work and alert others to quality issues.						
AC1.1.7	Work with other team members to evaluate and review the team’s work.						

Unit AC1 (F799 04) Contribute to the Quality of Team Working

Range										
Enable other team members through: ♦ communicating effectively ♦ maintaining good work relationships ♦ offering support ♦ acting constructively when there are any issues in the team.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____				

Unit AC1 (F799 04) **Contribute to the Quality of Team Working**

Element	Element Title	Portfolio Reference					Confirmations
AC1.1	Contribute to effective team working						
Knowledge and Understanding							
1	The relevant legislation, organisational policies and procedures that apply to the work of your team, the overall purpose of your work and the services that you offer.						Candidate Signature/Date: _____
2	The nature and limits of your own job and how it relates to the work of others in the team and the wider organisation.						
3	Your own knowledge, skills and competence and the limits of these.						Assessor Signature/Date: _____
4	The contributions that others make to the overall work of the team and how to value and respect this.						
5	How to organise your own work so that you can do your own work effectively.						IV Signature/Date: _____
6	How to use the resources for which you have responsibility efficiently and effectively.						
7	The reasons why efficient and effective resource use is important for the effective delivery of services.						
8	The different ways in which you can help other team members to work effectively and make changes in their practice, and why different methods might be appropriate at different times and with different people.						
9	The issues in team working and team practice that are likely to affect the quality of work and how to address these.						
10	The reasons for you taking an active part in evaluating and reviewing the team's work, and contributing to the changes that need to be made.						

Unit AC1 (F799 04) Contribute to the Quality of Team Working

Element	Element Title	Portfolio Reference					Confirmations
AC1.2	Contribute to the development of team working						
Performance Evidence							
AC1.2.1	Make constructive suggestions as to how your own work and the work of the team can be improved.						Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:
AC1.2.2	Alert the relevant people to any issues in policies and procedures which are affecting the effectiveness of services and team working.						
AC1.2.3	Discuss and agree with the work team any changes that need to be made and how these will be done.						
AC1.2.4	Make agreed changes to own work in a constructive manner and within the agreed timescales.						
AC1.2.5	Seek support when you are unsure how to change your own practice.						
Range							
Changes ♦ to your own work ♦ to the work of the team							Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:

Unit AC1 (F799 04) Contribute to the Quality of Team Working

Element	Element Title	Portfolio Reference					Confirmations
AC1.2	Contribute to the development of team working						
Knowledge and Understanding							
1	The relevant legislation, organisational policies and procedures that apply to the work of your team, the overall purpose of your work and the services that you offer.						Candidate Signature/Date: _____
2	How the legislation, policies and procedures that apply to your work are changing and how this will affect your own work.						
3	The reasons for you taking an active part in evaluating and reviewing the team’s work, and contributing to the changes that need to be made.						Assessor Signature/Date: _____
4	How to think about and identify the implications for team practice due to changes in legislation, organisational policies, procedures and structures.						
5	The reasons for seeking support when you are unsure of how to change your practice.						IV Signature/Date: _____
6	Why it is important for you to offer suggestions on how services can be improved and alert people to issues in policies, organisational procedures and structures.						

Unit AC1 (F799 04) Contribute to the Quality of Team Working

Evidence Requirements for the Whole Unit

Simulation is not required for any performance evidence within this Unit.

You must practically demonstrate in your work that you have met the standard for contributing to the quality of team working, all Performance Criteria and all aspects of Range, except those detailed below:

Element AC1.1 Contribute to effective team working

From the Range in Element 1 you must show that you:

- ♦ have identified three of the four types of enabling other team members

Element AC1.2 Contribute to the development of team working

From Range 1 in Element 2 you must show that you:

- ♦ have identified one of two types of changes

*Items from the Range not covered by performance evidence should be supported by knowledge evidence.

Unit AC1 (F799 04) Contribute to the Quality of Team Working

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

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

Element	Element Title	Portfolio Reference					Confirmations
AE1.1	Maintain and develop your own knowledge, skills and competence						
Performance Evidence							
AE1.1.1	Seek feedback from others to help you assess your knowledge, skills and competence.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
AE1.1.2	Review how well you carry out your own work.						
AE1.1.3	Identify and record: ♦ your development needs and interests ♦ the priorities for your learning and development ♦ possible learning and development methods for those needs and interests ♦ where you need help to support your learning and development ♦ your learning and development						
AE1.1.4	Take responsibility for your own learning and development.						
AE1.1.5	Evaluate what you have learnt and identify how you might use your learning in the future.						
AE1.1.6	Apply your new knowledge, skills and competence to improve your work.						
AE1.1.7	Keep records of your learning and development for later use.						

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

Range										
Feedback from others: ♦ informal ♦ formal during appraisals						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____				

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

Element	Element Title	Portfolio Reference					Confirmations
ZA1.2	Maintain and develop your own knowledge, skills and competence						
Knowledge and Understanding							
1	Why maintaining and developing your knowledge, skills and competence is important for you in your role and to you as an individual.						Candidate Signature/Date: _____
2	The value of having learning and development interests.						
3	Your own learning and development needs and how these will change over time.						
4	The purpose of having appraisals and how these contribute to your development as an individual.						Assessor Signature/Date: _____
5	Why it is helpful to get other people’s views on your knowledge, skills and competence.						IV Signature/Date: _____

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

Evidence Requirements

Simulation is not allowed for any performance evidence within this Unit.

You must practically demonstrate in your work that you have met the standard for contributing to the quality of team working, all Performance Criteria and all of the aspects of the Range, except those detailed below.

*Items from the Range not covered by performance evidence should be supported by knowledge evidence.

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

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

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

Element	Element Title	Portfolio Reference					Confirmations
AF1.1	Identify the hazards and evaluate the risks in the workplace						
Performance Evidence							
AF1.1.1	Correctly name and locate the persons responsible for health and safety in the workplace.						Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:
AF1.1.2	Identify which workplace policies are relevant to their practices.						
AF1.1.3	Identify those working practices in any part of your job role which could harm you or other persons.						
AF1.1.4	Identify those aspects of the workplace which could harm you or other persons.						
AF1.1.5	Evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you or to others.						
AF1.1.6	Report those hazards which present a high risk to the persons responsible for health and safety in the workplace.						
AF1.1.7	Deal with hazards with low risks in accordance with workplace policies and legal requirements.						
Range							
Risks resulting from: ♦ the use and maintenance of machinery or equipment ♦ the use of materials or substances ♦ working practices which do not conform to laid down policies ♦ unsafe behaviour ♦ accidental breakages and spillages ♦ environmental factors.							Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:

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

Element	Element Title	Portfolio Reference					Confirmations
AF1.1	Identify the hazards and evaluate the risks in the workplace						
Knowledge and Understanding							
1	Your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974.						Candidate Signature/Date: _____
2	Your duties for health and safety as defined by any specific legislation covering your job role.						
3	What hazards may exist in your place of work.						
4	The particular health and safety risks which may be present in your own job role and the precautions you must take.						Assessor Signature/Date: _____
5	The importance of remaining alert to the presence of hazards in the whole workplace.						IV Signature/Date: _____
6	Responsibilities for health and safety in your job description.						
7	The responsible persons to whom to report health and safety matters.						
8	The specific workplace policies covering your job role.						
9	Suppliers’ and manufacturers’ instructions for the safe use of equipment, materials and products.						
10	Safe working practices for your own job role.						
11	The importance of personal presentation in maintaining health and safety in the workplace.						
12	The importance of personal conduct in maintaining your own health and safety and the health and safety of others.						

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

Element	Element Title	Portfolio Reference					Confirmations
AF1.2	Reduce the risks to health and safety in the workplace						
Performance Evidence							
AF1.2.1	Carry out working practices in accordance with relevant legal requirements.						Candidate Signature/Date: _____
AF1.2.2	Follow the most recent workplace policies for your job role.						
AF1.2.3	Rectify those health and safety risks within your capability and the scope of your job responsibilities.						Assessor Signature/Date: _____
AF1.2.4	Pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons.						
AF1.2.5	Conduct yourself in the workplace in a way which does not endanger the health and safety of yourself or other persons.						IV Signature/Date: _____
AF1.2.6	Follow the workplace policies and suppliers’ or manufacturers’ instructions for the safe use of equipment, materials and products.						
AF1.2.7	Report any differences between workplace policies and suppliers’ or manufacturers’ instructions as appropriate.						
AF1.2.8	Personally present yourself at work to: ♦ ensure the health and safety of yourself and others ♦ meet any legal duties ♦ in accordance with workplace policies						

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

Range										
Workplace policies covering: ♦ the use of safe working methods and equipment ♦ the safe use of hazardous substances ♦ smoking, eating, drinking and drugs ♦ what to do in the event of an emergency ♦ personal presentation						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____				

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

Element	Element Title	Portfolio Reference					Confirmations
AF1.2	Reduce the risks to health and safety in the workplace						
Knowledge and Understanding							
1	Your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974.						Candidate Signature/Date: _____
2	Your duties for health and safety as defined by any specific legislation covering your job role.						
3	The particular health and safety risks which may be present in your own job role and the precautions you must take.						
4	The importance of dealing with or promptly reporting risks.						Assessor Signature/Date: _____
5	The requirements and guidance on the precautions.						IV Signature/Date: _____ <

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

Evidence Requirements for the whole Unit

Simulation is not allowed for any performance evidence within this Unit.

You must practically demonstrate in your work that you have met the standard for contributing to the quality of team working, all Performance Criteria and all of the aspects of the Range, except those detailed below:

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

From the Range in Element 1 you must show that you:

- ♦ have carried out four of the six types of risks

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

From the Range in Element 2 you must show that you:

- ♦ have carried out one of the five types of workplace policies

*Items from the range not covered by performance evidence should be supported by knowledge evidence.

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

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit FG1 (D7F0 04) Contribute to Planning the Installation and Decommissioning of Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG1.1	Receive, enter and store notifications						
Performance Evidence							
FG1.1.1	Check the notification promptly when it arrives.						Candidate Signature/Date: _____
FG1.1.2	Make sure that the information on the notification is clear and legible.						
FG1.1.3	Make sure all the required information is on the notification, and that it is correctly authorized.						Assessor Signature/Date: _____
FG1.1.4	Make sure the information appears to be correct.						
FG1.1.5	Follow your organisation’s procedures if any of the information is unclear, missing or possibly incorrect.						IV Signature/Date: _____
FG1.1.6	Enter the information accurately on the system, in line with organisational procedures.						
FG1.1.7	Store the notification correctly and securely for future action and archiving.						

Unit FG1 (D7F0 04) Contribute to Planning the Installation and Decommissioning of Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG1.2	Prepare and communicate information for implementing notifications						
Performance Evidence							
FG1.2.1	Compile all the information necessary to assist the implementation of the order.						Candidate Signature/Date: _____
FG1.2.2	Communicate the information to the correct people, in line with organisational procedures.						
FG1.2.3	Communicate information about the notification within specified timescales.						Assessor Signature/Date: _____
FG1.2.4	Provide all the necessary information clearly, accurately and in the required format.						
FG1.2.5	Complete all necessary administrative arrangements for installing and de-installing communication systems within agreed timescales.						IV Signature/Date: _____
FG1.2.6	Deal with any queries about the notification efficiently and effectively.						

Unit FG1 (D7F0 04) Contribute to Planning the Installation and Decommissioning of Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG1	Contribute to planning the installation and decommissioning of electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
1	The legal requirements that apply to the range and types of notifications implemented by your organisation.						Candidate Signature/Date: _____
2	The types of communication system covered by the notification.						
3	How each type of notification must be dealt with and within what timescales.						Assessor Signature/Date: _____
4	The information that must be present on a notification.						
5	Your organisation’s procedures for inputting information about notifications, and how to follow these.						IV Signature/Date: _____

Unit FG1 (D7F0 04) Contribute to Planning the Installation and Decommissioning of Electronic Monitoring Equipment

Evidence Requirements for the whole Unit

To achieve this Unit you must provide your assessor with evidence that you have consistently met all the Performance Criteria and Knowledge and Understanding.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Simulation **is not permitted** for this Unit.

The nature of this Unit means that **all** of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in a Custodial Environment.

Unit FG1 (D7F0 04) Contribute to Planning the Installation and Decommissioning of Electronic Monitoring Equipment

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit FG2 (D7F3 04) Install and Decommission Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG2.1	Establish contact with the individual to be monitored						
Performance Evidence							
FG2.1.1	Arrive at the site at the agreed time and report this in accordance with organisational procedures.						Candidate Signature/Date: _____
FG2.1.2	Carry out an initial assessment of the situation and take action accordingly.						
FG2.1.3	Have all the necessary equipment appropriate to the job and the site, and have other personnel present where relevant to the individual being monitored and any special communications needs.						Assessor Signature/Date: _____
FG2.1.4	Identify the individual being monitored, using the correct procedures.						
FG2.1.5	Introduce yourself to everyone present and establish an effective working relationship.						IV Signature/Date: _____
FG2.1.6	Explain the electronic monitoring agreement to the individual being monitored, and check that they understand its meaning and sign the document, if applicable.						

Unit FG2 (D7F3 04) Install and Decommission Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG2.2	Set up and test electronic monitoring equipment						
Performance Evidence							
FG2.2.1	Select the equipment most suitable to the type of site and monitoring context.						Candidate Signature/Date: _____
FG2.2.2	Install the monitoring unit in a location that will be most convenient and efficient for the site, minimising disruption or damage.						
FG2.2.3	In accordance with organisational procedures, you fit the personal identification device to the individual being monitored, taking due care for their comfort and dignity.						Assessor Signature/Date: _____
FG2.2.4	Set the range in accordance with organisational procedures and verify that the equipment and set-up is functioning correctly.						IV Signature/Date: _____
FG2.2.5	Report the completion of the task and process records in compliance with organisational procedures.						_____

Unit FG2 (D7F3 04) Install and Decommission Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG2.3	Decommission electronic monitoring equipment						
Performance Evidence							
FG2.3.1	Remove the personal identification device from the individual being monitored with due respect for their comfort and dignity.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
FG2.3.2	Remove the monitoring unit and all other equipment from the site with a minimum of disruption and damage.						
FG2.3.3	Check all equipment for damage.						
FG2.3.4	Report the completion of the task and process records in compliance with organisational procedures.						

Unit FG2 (D7F3 04) Install and Decommission Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG2	Install and decommission electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
1	Your responsibilities for implementing the legal requirements for the range and types of electronic monitoring carried out by your organisation.						Candidate Signature/Date: _____
2	How each must be dealt with and within what timescales.						
3	The information that you must have in order to carry out an installation.						Assessor Signature/Date: _____
4	The procedures to follow if information is unclear or incomplete.						
5	The procedures to follow if the person is of the opposite sex or a young person.						IV Signature/Date: _____ <

Unit FG2 (D7F3 04) Install and Decommission Electronic Monitoring Equipment

Element	Element Title	Portfolio Reference					Confirmations
FG2	Install and decommission electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
14	How to choose locations for the monitoring unit that are convenient and likely to provide the most efficient monitoring.						
15	How to work in a way that minimises disruption or damage, and why this is important.						
16	How to check that the range is correct and that the equipment is functioning correctly.						
17	The procedures for booking on and off site.						
18	How the communication systems work and standard procedures for configuration and testing.						
19	The records and reports that need to be completed, and how to do so.						

Unit FG2 (D7F3 04) Install and Decommission Electronic Monitoring Equipment

Evidence Requirements for the whole Unit

To achieve this Unit you must provide your assessor with evidence that you have consistently met all the Performance Criteria and Knowledge and Understanding.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Simulation **is not permitted** for this Unit.

The nature of this Unit means that **all** of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in a Custodial Environment.

Unit FG2 (D7F3 04) Install and Decommission Electronic Monitoring Equipment

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit FG3 (D7F4 04) Help People Comply with Electronic Monitoring Requirements

Element	Element Title	Portfolio Reference					Confirmations
FG3.1	Induct people into electronic monitoring						
Performance Evidence							
FG3.1.1	Confirm the identity of the person to be monitored.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
FG3.1.2	Provide people with clear information about: ♦ the hours and dates set for monitoring ♦ the area being monitored ♦ the operation of the monitoring equipment ♦ events that will trigger reports ♦ tasks the individual being monitored must undertake when requested						
FG3.1.3	Provide people with the relevant documentation.						
FG3.1.4	Provide all information in a way that is appropriate to the people involved, taking account of any special communication needs.						
FG3.1.5	Check that the people involved have understood the information you have given them and obtain their written confirmation.						
FG3.1.6	Answer any questions they may have correctly, but with due regard to confidentiality.						

Unit FG3 (D7F4 04) Help People Comply with Electronic Monitoring Requirements

Element	Element Title	Portfolio Reference					Confirmations
FG3.2	Provide ongoing support during the monitoring period						
Performance Evidence							
FG3.2.1	Identify and record information about any relevant special needs of the individual being monitored.						Candidate Signature/Date: _____
FG3.2.2	Explore possible methods of meeting these special needs within the context of the electronic monitoring process.						
FG3.2.3	Provide the individual being monitored with clear and correct advice about how their special needs might be met.						Assessor Signature/Date: _____
FG3.2.4	Identify any special needs that require specific authorisation and provide clear and correct information as to what they will need to do to obtain it.						
FG3.2.5	Inform relevant people of your advised course of action in accordance with organisational procedures.						IV Signature/Date: _____
FG3.2.6	Follow organisational procedures in facilitating the provision of any agreed special needs support.						

Unit FG3 (D7F4 04) Help People Comply with Electronic Monitoring Requirements

Element	Element Title	Portfolio Reference					Confirmations
FG3	Help people to comply with electronic monitoring requirements						
Knowledge and Understanding for the whole Unit							
1	Your responsibilities for the legal requirements for the types of electronic monitoring carried out by your organisation.						Candidate Signature/Date: _____
2	How each of your responsibilities for legal and organisational requirements must be dealt with, and within what timescales.						
3	The operation of electronic monitoring equipment, and how the person being monitored can live with it most effectively and comfortably.						Assessor Signature/Date: _____
4	The documentation that must be provided to the person.						
5	What documentation is appropriate.						IV Signature/Date: _____
6	How to establish and take account of individual's special communication and language needs when providing information.						
7	The importance of checking the individual's understanding of what they have been told, and how to do so.						
8	The types of questions individuals are likely to have, and how to answer these.						
9	Issues that must be treated confidentially.						
10	What procedures to follow where there is a willful lack of compliance by the individual being monitored.						
11	The types of needs that individuals have during electronic monitoring.						
12	Methods of meeting individuals' needs within the terms of their electronic monitoring requirements including special authorisation.						
13	Other people who may need to be informed of any needs and actions taken.						

Unit FG3 (D7F4 04) Help People Comply with Electronic Monitoring Requirements

Evidence Requirements for the whole Unit

To achieve this Unit you must provide your assessor with evidence that you have consistently met all the Performance Criteria and Knowledge and Understanding.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Simulation **is not permitted** for this Unit.

The nature of this Unit means that **all** of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in a Custodial Environment.

Unit FG3 (D7F4 04) Help People Comply with Electronic Monitoring Requirements

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit FG4 (D7F1 04) Identify Electronic Monitoring Incidents and Initiate a Response

Element	Element Title	Portfolio Reference					Confirmations
FG4.1	Identify electronic monitoring incidents						
Performance Evidence							
FG4.1.1	Continuously monitor for reports of possible incidents.						Candidate Signature/Date: _____
FG4.1.2	Identify incidents that require a response and prioritise them correctly.						
FG4.1.3	Seek additional information from other sources that may confirm the reported incident.						Assessor Signature/Date: _____
FG4.1.4	Evaluate all available information and choose an appropriate method of dealing with the incident.						IV Signature/Date: _____

Unit FG4 (D7F1 04) Identify Electronic Monitoring Incidents and Initiate a Response

Element	Element Title	Portfolio Reference					Confirmations
FG4.2	Provide an initial response to electronic monitoring incidents						
Performance Evidence							
FG4.2.1	Contact the individual being monitored within the agreed timescales, and establish their identity.						Candidate Signature/Date: _____
FG4.2.2	Request information from the individual being monitored about the incident and its causes.						
FG4.2.3	Where necessary, you contact other people to seek confirmation of the incident and its causes.						Assessor Signature/Date: _____
FG4.2.4	Record and evaluate all available information.						
FG4.2.5	Based on this evaluation, take action consistent with your organisation’s procedures and contractual requirements for incident response.						IV Signature/Date: _____

Unit FG4 (D7F1 04) Identify Electronic Monitoring Incidents and Initiate a Response

Element	Element Title	Portfolio Reference					Confirmations
FG4	Contribute to planning the installation and decommissioning of electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
1	Your responsibilities for implementing the legal requirements relevant to the type of electronic monitoring carried out by your organisation.						Candidate Signature/Date: _____
2	The actions you should take for the main types of incident that may occur, how each must be dealt with and within what timescales.						
3	How electronic monitoring equipment operates and the data it can generate.						Assessor Signature/Date: _____
4	The different sources of reports about incidents.						
5	Incidents that require a response and how to prioritise these.						IV Signature/Date: _____
6	Situations in which you should seek additional information about an incident.						
7	How to evaluate the available information and choose an appropriate response.						
8	The importance of contacting the individual being monitored when there is a reported incident.						
9	The importance of establishing the identity of the individual being monitored, and how to do so.						
10	How to question people about incidents and possible causes.						
11	Situations in which you need to seek additional information, the organisations and organisations appropriate to each of these and the procedures and protocols for contacting them.						
12	The importance of recording the information, and how to do so.						
13	How to evaluate the information you have collected.						

Unit FG4 (D7F1 04) Identify Electronic Monitoring Incidents and Initiate a Response

Evidence Requirements

To achieve this Unit you must provide your assessor with evidence that you have consistently met all the Performance Criteria and Knowledge and Understanding.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Simulation **is not permitted** for this Unit.

The nature of this Unit means that **all** of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in a Custodial Environment.

Unit FG4 (D7F1 04) Identify Electronic Monitoring Incidents and Initiate a Response

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit FG5 (D7F5 04) Follow Up Electronic Monitoring Incidents in the Field

Element	Element Title	Portfolio Reference					Confirmations
FG5.1	Assess the incident and prepare to take action						
Performance Evidence							
FG5.1.1	Obtain the available information about the incident.						Candidate Signature/Date: _____
FG5.1.2	Clarify anything you are not sure about and confirm what you are to do.						
FG5.1.3	Where applicable, you agree the priority of the incident in terms of your work schedule.						Assessor Signature/Date: _____
FG5.1.4	Verify you have the necessary equipment and, where required, access to other key personnel.						
FG5.1.5	Where applicable, you identify the location, plan and follow the best route and in accordance with procedures, advise relevant people of your arrival in the area.						IV Signature/Date: _____
FG5.1.6	Carry out an initial risk assessment of the location including what you know about the individual being monitored.						

Unit FG5 (D7F5 04) Follow Up Electronic Monitoring Incidents in the Field

Element	Element Title	Portfolio Reference					Confirmations
FG5.2	Deal with the incident						
Performance Evidence							
FG5.2.1	Introduce yourself and show proof of your identity.						Candidate Signature/Date: _____
FG5.2.2	Correctly identify the individual being monitored.						
FG5.2.3	Evaluate any further risks in the situation and take action accordingly.						Assessor Signature/Date: _____
FG5.2.4	Obtain information from the individual being monitored about the incident and its causes.						
FG5.2.5	Correct any equipment problems, following safe and approved procedures.						IV Signature/Date: _____
FG5.2.6	Obtain a signed statement from the individual being monitored, as necessary.						
FG5.2.7	Advise relevant people of actions taken and departure from site in accordance with organisational procedures.						
FG5.2.8	Complete all records clearly and accurately.						

Unit FG5 (D7F5 04) Follow Up Electronic Monitoring Incidents in the Field

Element	Element Title	Portfolio Reference					Confirmations
FG5.3	Carry out random alternative monitoring						
Performance Evidence							
FG5.3.1	Establish that random alternative monitoring is needed.						Candidate Signature/Date: _____
FG5.3.2	Obtain the necessary information to proceed with random alternative monitoring.						
FG5.3.3	Make sure you have the necessary equipment for random alternative monitoring, and that the equipment is functioning correctly.						Assessor Signature/Date: _____
FG5.3.4	Make sure you are within range of the required site to receive a clear signal.						
FG5.3.5	Configure the monitoring equipment and verify it is functioning correctly.						IV Signature/Date: _____
FG5.3.6	Report the result as required by your organisation’s procedures.						
FG5.3.7	Repeat random alternative monitoring at the required intervals.						
FG5.3.8	Complete all records clearly and accurately.						

Unit FG5 (D7F5 04) Follow Up Electronic Monitoring Incidents in the Field

Element	Element Title	Portfolio Reference					Confirmations
FG5	Contribute to planning the installation and decommissioning of electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
1	Your responsibilities for the types of electronic monitoring carried out by your organisation and the authorisation procedures.						Candidate Signature/Date: _____
2	The common type of electronic monitoring incidents, and how to respond to them.						
3	The essential pieces of information that you should have when you assess an incident.						Assessor Signature/Date: _____
4	How to prioritise an incident in terms of work schedules.						
5	How to select ‘best’ routes including using navigational aids.						IV Signature/Date: _____
6	How to carry out risk assessments of an area, and making use of information you have been given about the individual being monitored.						
7	How to carry out random alternative monitoring and the equipment you require.						
8	How to ensure that you are within adequate range for a clear signal.						
9	Why is it important to correctly identify the individual being monitored and how to do so.						
10	The importance of introducing yourself and showing proof of identity.						
11	How to question people about incidents and what may have led to these.						

Unit FG5 (D7F5 04) Follow Up Electronic Monitoring Incidents in the Field

Element	Element Title	Portfolio Reference					Confirmations
FG5	Contribute to planning the installation and decommissioning of electronic monitoring equipment						
Knowledge and Understanding for the whole Unit (cont)							
12	The testing, maintenance and replacement of electronic monitoring equipment.						
13	Where it is important to obtain signed statements from the individual being monitored.						
14	Your organisation’s procedures for keeping records including reporting the result of random alternative monitoring.						

Unit FG5 (D7F5 04) Follow Up Electronic Monitoring Incidents in the Field

Evidence Requirements for the whole Unit

To achieve this Unit you must provide your assessor with evidence that you have consistently met all the Performance Criteria and Knowledge and Understanding.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Simulation **is not permitted** for this Unit

The nature of this Unit means that **all** of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in a Custodial Environment.

Unit FG5 (D7F5 04) Follow Up Electronic Monitoring Incidents in the Field

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

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

Element	Element Title	Portfolio Reference					Confirmations	
AD1.1	Develop effective working with staff in other agencies							
Performance Evidence								
AD1.1.1	Need to understand the roles and responsibilities of the different people and agencies you will be working with.						Candidate Signature/Date: _____	
AD1.1.2	Agree and record arrangements for joint working that are: ♦ appropriate to the nature and purpose of the work ♦ likely to be effective in achieving their aims						Assessor Signature/Date: _____	
AD1.1.3	Agree the information that needs to be shared, the reasons for this and how to maintain the security of information.						IV Signature/Date: _____	
AD1.1.4	Discuss and agree how and when the joint work will be monitored and reviewed.							
Range								
Roles and responsibilities of: ♦ the worker in the joint working ♦ individuals with whom the arrangements are being made ♦ other people within the agencies involved in the joint working.							Candidate Signature/Date: _____	
								Assessor Signature/Date: _____
								IV Signature/Date: _____

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

Element	Element Title	Portfolio Reference						Confirmations
AD1.1	Develop effective working with staff in other agencies							
Knowledge and Understanding								
1	The relevant legislation, organisational policies and procedures that apply to joint working and how they must affect what you need to do.							Candidate Signature/Date:
2	The nature and purpose of the sector.							_____
3	The roles and functions of the main agencies within the sector and their broad structures, methods of communication and decision making processes.							Assessor Signature/Date:
4	How agency structure and culture can affect joint working.							_____
5	The principles and benefits of joint working between different agencies.							IV Signature/Date:
6	The factors likely to hinder joint working (such as stereotyping, discrimination).							_____
7	The reasons for reaching agreement on how joint working is to take place when different individuals become involved and in clarifying roles and responsibilities.							
8	Your own competence in joint working and when to seek further support.							

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

Element	Element Title	Portfolio Reference					Confirmations
AD1.2	Sustain effective working with staff in other agencies						
Performance Evidence							
AD1.2.1	Undertake your role in the joint working in a way that is consistent with agreements made, your own job role and relevant policies and standards.						Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:
AD1.2.2	Interact with people in the other agency in ways which: ◆ encourage effective relationships and participation ◆ respect their views, roles and responsibilities ◆ promote equality and value diversity ◆ acknowledge the value of joint working						
AD1.2.3	Represent your agency's views and policies in a clear and constructive way.						
AD1.2.4	Identify any tensions and issues in the joint working and seek to address them with the people involved.						
AD1.2.5	Seek appropriate support when you are having difficulty working effectively with staff in other agencies.						
Range							
Undertake your role in the joint working: ◆ providing information ◆ acting on information received ◆ time commitments ◆ achieving agreed objectives.							Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:

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

Element	Element Title	Portfolio Reference					Confirmations
AD1.1	Sustain effective working with staff in other agencies						
Knowledge and Understanding							
1	The relevant legislation, organisational policies and procedures that apply to joint working and how they must affect what you need to do.						Candidate Signature/Date: _____
2	The nature and purpose of the sector.						
3	The roles and functions of the main agencies within the sector and their broad structures, methods of communication and decision making processes.						Assessor Signature/Date: _____
4	How agency structure and culture can affect joint working.						
5	The factors likely to hinder joint working (such as stereotyping, discrimination).						IV Signature/Date: _____
6	Effective methods of identifying and resolving tensions and issues.						
7	Methods of reviewing the effectiveness of joint working relationships.						
8	Your own competence in joint working and when to seek further support.						

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

Evidence Requirements for the whole Unit

Simulation is not allowed for any performance evidence within this Unit.

You must practically demonstrate in your work that you have met the standard for contributing to the quality of team working, all Performance Criteria and all aspects of Range, except those detailed below:

Element AD1.1 Develop effective working with staff in other agencies

From Range 1 in Element 1 you must show that you:

- ♦ have identified two of the three types of roles and responsibilities

Element AD1.2 Sustain effective working with staff in other agencies

From the Range in Element 2 you must show that you:

- ♦ have carried out two of the four ways of undertaking your role in joint working

*Items from the range not covered by performance evidence should be supported by knowledge evidence.

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

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit AF2 (DK4L 04) Protect Yourself from the Risk of Violence at Work

Element	Element Title	Portfolio Reference					Confirmations
AF2.1	Help to de-escalate a potentially violent situation						
Performance Evidence							
AF2.1.1	Maintain a calm, reassuring and professional attitude towards those presenting unacceptable behaviour.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
AF2.1.2	Maintain a safe distance to avoid physical contact if possible.						
AF2.1.3	Communicate with those presenting unacceptable behaviour in a way that: ♦ shows respect for them, their property and their rights ♦ is free from discrimination and oppressive behaviour						
AF2.1.4	Keep the situation under review and act appropriately to ensure the immediate safety of: ♦ yourself ♦ other people in the vicinity ♦ the individual						
AF2.1.5	Take constructive action to defuse the situation which: ♦ will not make the situation worse ♦ is consistent with your organisation’s policy and procedures and your legal responsibilities						
AF2.1.6	Request assistance promptly when you are unable to calm the situation down and it is appropriate and feasible to do so.						
AF2.1.7	Look for opportunities to end contact with the individual and leave the situation if the risk of violence looks set to escalate.						
AF2.1.8	Explain clearly to the people involved, if it is appropriate: ♦ what you will do ♦ what they should do ♦ the likely consequences if the situation continues						
AF2.1.9	Leave the scene of the incident if the threat to your own safety and that of other people is too great, minimising the risk of injury to yourself and other people as you leave.						

Unit AF2 (DK4L 04) Protect Yourself from the Risk of Violence at Work

Element	Element Title	Portfolio Reference					Confirmations
AF2.1	Help to de-escalate a potentially violent situation						
Knowledge and Understanding for the whole Unit							
1	Your legal duties for ensuring your well-being, safety and health in the workplace as explained by relevant legislation pertaining to health and safety at work.						Candidate Signature/Date: _____
2	Your job role, responsibilities and limitations.						
3	Your own capabilities and limitations in terms of protecting yourself in potentially violent situations.						Assessor Signature/Date: _____
4	When it is appropriate and possible to maintain a safe distance and avoid physical contact.						
5	The importance of showing respect for people, their property and rights and how to do so.						IV Signature/Date: _____

Unit AF2 (DK4L 04) Protect Yourself from the Risk of Violence at Work

Element	Element Title	Portfolio Reference					Confirmations
AF2.2	Review the incident for recording and monitoring purposes						
Performance Evidence							
AF2.2.1	Review the sequence of events leading up to the incident.						Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
AF2.2.2	Discuss with relevant persons whether organisational procedures helped or hindered the incident.						
AF2.2.3	Complete records in accordance with organisational requirements about: ♦ your actions at the time of the incident ♦ the circumstances and severity of the incident ♦ the measures taken to protect yourself and other people ♦ action taken to try to calm the situation down						
AF2.2.4	Look through the organisation’s and your own risk assessment relevant to your activities and assess its adequacy for dealing with similar incidents.						
AF2.2.5	Make recommendations to reduce the risk of further similar incidents to relevant people which will make you and other people feel safer and identify areas where you would benefit from training.						
AF2.2.6	Contribute to good practice by sharing relevant non-confidential information with other people in similar job roles which could help reduce incidents of violence.						
AF2.2.7	Make use of available support and advice to help alleviate any incident-related health problems.						

Unit AF2 (DK4L 04) Protect Yourself from the Risk of Violence at Work

Element	Element Title	Portfolio Reference					Confirmations
AF2.2	Review the incident for recording and monitoring purposes						
Knowledge and Understanding							
1	Your legal duties for ensuring your well-being, safety and health in the workplace as explained by relevant legislation pertaining to health and safety at work.						Candidate Signature/Date: _____
2	Your job role, responsibilities and limitations.						
3	Your organisation’s procedures in regard to dealing with violent behaviour.						Assessor Signature/Date: _____
4	The importance of having the opportunity to talk to someone about the incident afterwards.						IV Signature/Date: _____
5	The reports that have to be made and the records that have to be kept about a potential or actual incident of violence.						_____

Unit AF2 (DK4L 04) Protect Yourself from the Risk of Violence at Work

Evidence Requirements for the whole Unit

Simulations (such as case studies or role play) can be used as one source of evidence for this Unit and should reflect the requirements of real working situations.

You must practically demonstrate in your work that you have met the standard for contributing to the quality of team working, all Performance Criteria and all of the aspects of the Range, except those detailed below:

Element AF2.1 Help to de-escalate a potentially violent situation

From the Range in Element 1 you must show that you:

- ◆ have identified two of the four triggers to maintain calmness and safety
- ◆ have identified two of the four triggers to abusive or aggressive behaviour

*Items from the range not covered by performance evidence should be supported by knowledge evidence.

Unit AF2 (DK4L 04) Protect Yourself from the Risk of Violence at Work

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

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

Element	Element Title	Portfolio Reference					Confirmations
DA1.1	Provide and obtain written information at courts and formal hearings						
Performance Evidence							
DA1.1.1	Provide timely written reports to the hearing.						Candidate Signature/Date: _____
DA1.1.2	Provide information which is consistent with your work role, agency policy and statutory requirements.						
DA1.1.3	Explain to the relevant people any further information which is required, by when and for what purpose and liaise effectively with them.						Assessor Signature/Date: _____
DA1.1.4	Explain clearly your role and responsibility to the people from whom information is requested.						
DA1.1.5	Gather relevant, accurate and current information from the relevant people in a manner which is sensitive to their situation.						IV Signature/Date: _____
DA1.1.6	Summarise the information received from people and reflect it back to them to confirm that you have interpreted the information correctly.						
DA1.1.7	Verify the collected information, identify correctly if there are any problems and seek to address them appropriately.						
DA1.1.8	Complete records accurately and clearly and store them according to agency requirements.						

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

Element	Element Title	Portfolio Reference					Confirmations
DA1.2	Make oral contributions to courts and formal hearings						
Performance Evidence							
DA1.2.1	Present the information which the hearing requires: ♦ clearly, accurately and succinctly ♦ in a manner which is consistent with the court or hearing’s conventions						Candidate Signature/Date: _____
DA1.2.2	Provide additional information to support and update written reports, as and when required.						
DA1.2.3	Answer any questions in a manner which is likely to increase the understanding of those involved.						Assessor Signature/Date: _____
DA1.2.4	Present yourself, and interact with others, in a manner which promotes the work of the agency and is likely to lead to a constructive outcome.						IV Signature/Date: _____
DA1.2.5	Make oral contributions in accordance with agency policy and statutory requirements.						
DA1.2.6	Seek advice and support promptly when team discussion and supervision are appropriate.						
DA1.2.7	Complete records accurately and clearly and store them according to agency requirements.						

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

Range for the whole Unit					
Relevant people ◆ staff in own agency ◆ staff in other agencies ◆ individuals who are the subject of courts and formal hearings ◆ people who are significant to individuals who are the subject of courts and formal hearings Problems ◆ factual errors ◆ omissions ◆ discriminatory language and content ◆ doubts about the authenticity of information Conventions ◆ style of presentation ◆ use of language					Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:

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

Element	Element Title	Portfolio Reference					Confirmations
DA1	Provide and Obtain Information at Courts and Formal Hearings						
Knowledge and Understanding for the whole Unit							
Working with individuals and groups							Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:
1	The functions, associated statutory requirements, procedures (e.g. Administration and etiquette) and resources of the different courts and formal hearings in which the worker practises or to which their work is related.						
2	Possible hearing outcomes and associated statutory requirements of the different courts and formal hearings in which the worker practises or to which their work is related.						
3	The different forms of report which are required for the different courts and formal hearings in which the worker practises or to which their work is related and the reasons for these.						
4	The ways in which it is necessary to alter communication when working with different individuals and representatives of different agencies.						
5	Ways of identifying and addressing problems with the information and examples of how they have done this in their work.						
6	How they have applied the principles of equality, diversity and anti-discriminatory practice to their work.						
Working within the community justice sector							
7	The specific legislation (national and European) which relates to the work they undertake and how they have taken this into account in their work.						
8	Any particular factors relating to the agency’s policies and practices which have affected the work undertaken.						
Working to improve individual practice							
9	How they evaluate their own competence when at work and decide when further support and expertise are needed.						

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

Evidence Requirements for the whole Unit

To achieve this Unit you must provide your assessor with evidence that you have consistently met all the Performance Criteria and Knowledge and Understanding.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Simulation **is not permitted** for this Unit.

The nature of this Unit means that **all** of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in a Custodial Care environment.

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

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Element	Element Title	Portfolio Reference						Confirmations
DA2.1	Exchange information at courts and formal hearings							
Performance Evidence								
DA2.1.1	Clarify the reports which the courts and formal hearings require, by when and for what purpose.							Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
DA2.1.2	Plan how to obtain the necessary information.							
DA2.1.3	Work effectively with staff from own and other agencies to obtain the necessary information.							
DA2.1.4	Gather relevant, accurate and current information from relevant people in a supportive manner which is sensitive to their needs.							
DA2.1.5	Summarise the information received from people and reflect it back to them to confirm that the worker has interpreted the information correctly.							
DA2.1.6	Analyse the collected information, identify correctly any problems with it and address them promptly.							
DA2.1.7	Provide accurate, legible and complete written information in the required format at the appropriate time.							
DA2.1.8	Provide information which is consistent with requests, their work role, agency policy and statutory requirements.							
DA2.1.9	Explain clearly and accurately the nature of, and rationale for, their agency’s policies and practices when these are questioned.							
DA2.1.10	Identify any tensions and areas of conflict with others and seek to address them constructively.							
DA2.1.11	Complete records accurately and clearly and store them according to agency requirements.							
DA2.1.12	Communicate information to people who are authorised to have it.							

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Range										
Relevant people ♦ individuals who are subject to the court or formal hearing ♦ people who are significant to the individual and/or who are affected by their behaviour ♦ people within the worker's agency ♦ partner agencies in the community justice system ♦ other staff in the legal and judicial system ♦ staff in other relevant services Problems ♦ factual errors ♦ omissions ♦ discriminatory language and content ♦ doubts about the authenticity of information.										
										Candidate Signature/Date: Assessor Signature/Date: IV Signature/Date:

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Element	Element Title	Portfolio Reference					Confirmations
DA2.2	Present reports at courts and formal hearings						
Performance Evidence							
DA2.2.1	Identify and discuss the issues which may be raised at courts and formal hearings with their line manager prior to the hearing.						Candidate Signature/Date: _____
DA2.2.2	Present the information which the court requires clearly, accurately and succinctly and in a manner which is consistent with court conventions .						
DA2.2.3	Present themselves and interact with others in a manner which promotes the work of the agency and is consistent with the promotion of individuals’ rights.						Assessor Signature/Date: _____
DA2.2.4	Make timely and appropriate interventions which challenge others when they misinterpret information or are discriminating unfairly.						
DA2.2.5	Seek advice and support from an appropriate person if difficulties arise.						IV Signature/Date: _____

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Range							
Court conventions relating to: ♦ style of presentation ♦ use of language. Presenting themselves in: ♦ dress ♦ speech and body language. Appropriate person: ♦ line manager ♦ court officer/duty officer. Information on: ♦ the outcomes of the court or hearing ♦ requirements for further work ♦ implications for other work ♦ requirements and timing of progress reports ♦ critical comment and positive feedback ♦ factors relating to the management of risk.						Candidate Signature/Date:	

							Assessor Signature/Date:

							IV Signature/Date:

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Element	Element Title	Portfolio Reference					Confirmations
DA2	Represent the agency in courts and formal hearings						
Knowledge and Understanding for the whole Unit							
Working with individuals and groups							Candidate Signature/Date: _____ Assessor Signature/Date: _____ IV Signature/Date: _____
1	The functions, associated statutory requirements, procedures (eg administration and etiquette) and resources of the different courts and formal hearings in which the worker practises or to which their work is related.						
2	Possible hearing outcomes and associated statutory requirements of the different courts and formal hearings in which the worker practises or to which their work is related.						
3	The different forms of report which are required for the different courts and formal hearings in which the worker practises or to which their work is related and the reasons for these.						
4	The ways in which it is necessary to alter communication when working with different individuals and representatives of different agencies.						
5	Ways of identifying and addressing problems with the information and examples of how they have done this in their work.						
6	How they have applied the principles of equality, diversity and anti-discriminatory practice to their work.						
Working within the community justice sector							
7	The nature of the sector in which the worker is practising, and the nature, roles and functions of the principal agencies within it.						
8	Agency structures, functions, methods of communication and decision making processes.						
9	The specific legislation (national and European) which relates to the work being undertaken — both the context and the individual — and the impact of this on the work.						

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Element	Element Title	Portfolio Reference					Confirmations
DA2	Represent the agency in courts and formal hearings						
Knowledge and Understanding for the whole Unit							
10	Any particular factors relating to the agency’s policies and practices which have affected the work undertaken.						
Working to improve individual practice							
11	Methods of evaluating their own competence, determining when further support and expertise are needed and the measures taken to improve own competence in this area of work.						

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Evidence Requirements for the whole Unit

The candidate's package of evidence from their performance needs to cover all the Performance Criteria and all of the aspects of Range, except those detailed below. If performance evidence is not available during the assessment period, evidence from Knowledge and Understanding can be used for these Performance Criteria and aspects of the Range:

- ◆ DA2.1, Range 2: three of the four problems
- ◆ DA2.2, performance criterion 5 and range 3: If no difficulties arise that require the candidate to seek support (PC5) in the course of their work, they should provide evidence from their knowledge and understanding to show that they can recognise when this is the case and decide from whom they should seek support. If the situation described in performance criterion 5 does arise, evidence from knowledge and understanding can be used for one of the two appropriate people.

In order to meet Evidence Requirements, it is likely that a candidate would need to gather evidence from work in relation to more than one occasion on which they have represented the agency in courts or formal hearings.

The candidate must provide evidence from different sources in order to have their achievement recognised for this Unit, ie evidence must come not only from the candidate or one other source (such as records) but must also be from other people (such as from others who saw the candidate working, minutes from meetings which recorded the candidate's contributions, etc). Simulations (such as case studies or role play) can be used as a source of evidence for this Unit. Evidence from real practice must, however, form the majority of the candidate's performance evidence.

Evidence from Knowledge and Understanding

Candidates must demonstrate they know and understand the areas listed below. Much of their knowledge and understanding will be evident from their performance. Where the candidate's knowledge and understanding is not evident from their performance, it may be necessary for additional evidence of knowledge and understanding to be provided.

Unit DA2 (B83X 04) Represent the Agency in Courts and Formal Hearings

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

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

Element	Element Title	Portfolio Reference					Confirmations
FE3.1	Check the vehicle and prepare for the journey						
Performance Evidence							
FE3.1.1	Are in possession of a valid license to drive the vehicle.						Candidate Signature/Date: _____
FE3.1.2	Have the correct authorisation to use the vehicle.						
FE3.1.3	Make sure all relevant aspects of the vehicle meet legal and organisational requirements.						Assessor Signature/Date: _____
FE3.1.4	Correctly undertake any minor maintenance, according to your role and responsibilities.						
FE3.1.5	Report any maintenance needs that you cannot deal with according to your role and responsibilities.						IV Signature/Date: _____
FE3.1.6	Load the vehicle and stow tools and equipment safely and correctly.						
FE3.1.7	Identify the destination and plan, as appropriate, the most efficient route, taking account of the time of day and other circumstances.						
FE3.1.8	Have sufficient fuel for the planned journey.						
FE3.1.9	Complete all required records clearly and accurately.						

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

Element	Element Title	Portfolio Reference					Confirmations
FE3.2	Operate and control the vehicle safely and efficiently						
Performance Evidence							
FE3.2.1	Follow the designated route, identifying and correcting any navigation errors.						Candidate Signature/Date: _____
FE3.2.2	Carry out all manoeuvres in a safe and controlled manner.						
FE3.2.3	Follow all legal requirements.						Assessor Signature/Date: _____
FE3.2.4	Drive the vehicle in a way that is fuel efficient and minimises wear and damage.						
FE3.2.5	Identify and respond correctly to actual or potential road hazards.						IV Signature/Date: _____ _____
FE3.2.6	Take prompt and appropriate action in the event of incidents relating to the vehicle, driving conditions and other emergencies.						
FE3.2.7	Show consideration for other road users.						
FE3.2.8	Park the vehicle safely and legally, and make sure it is secure when you leave it.						

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

Element	Element Title	Portfolio Reference					Confirmations
FE3	Drive Vehicles to Carry Out Custodial Duties						
Knowledge and Understanding for the whole Unit							
1	The vehicle safety requirements that are the responsibility of the driver under the law, and according to your organisation’s procedures.						Candidate Signature/Date: _____
2	The minor maintenance procedures that are part of your role and responsibilities, and how to carry these out.						
3	Maintenance procedures that you are not allowed to deal with, and how to report these correctly.						Assessor Signature/Date: _____
4	How to estimate distances and fuel requirements.						
5	How to lift and handle materials safely.						IV Signature/Date: _____
6	How to secure loads and stow tools and equipment safely.						
7	How to plan your route, read maps and navigate.						
8	How to select alternative routes to take account of traffic and weather conditions.						
9	The vehicle and other records that need to be kept up-to-date, and how to do so.						
10	The Highway Code as it applies to the vehicles you drive.						
11	Who to seek additional directions from when necessary.						
12	The principles of defensive driving.						
13	How to drive the vehicle in a way that is fuel efficient and minimises damage and wear, and why this is necessary.						

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

Element	Element Title	Portfolio Reference					Confirmations
FE3	Drive Vehicles to Carry Out Custodial Duties						
Knowledge and Understanding for the whole Unit (cont)							
14	The main warning signs that the vehicle is not operating correctly, and what to do when you identify these.						
15	What your responsibilities are in the event of an accident and other types of emergencies.						
16	The importance of reporting significant delays.						
17	Your responsibilities for parking, valeting and securing the vehicle when you have finished using it.						

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

Evidence Requirements for the whole Unit

To achieve this Unit you must provide your assessor with evidence that you have consistently met all the Performance Criteria and Knowledge and Understanding.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Simulation **is not permitted** for this Unit.

The nature of this Unit means that **all** of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in a Custodial Environment.

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

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____

Unit GA7 (F79A 04) Communicate and Engage with Children, Young People, and their Families and Carers

Element	Element Title	Portfolio Reference					Confirmations
GA7.1	Build empathy with children, young people, their families and carers						
Performance Evidence							
GA7.1.1	Use appropriate forms and styles of communication suited to the needs and abilities of children and young people, and their families and carers.						Candidate Signature/Date: _____
GA7.1.2	Hold conversations at the appropriate time and place.						
GA7.1.3	Explain situations fully and accurately, setting out what has happened or will happen next and the reasons for such actions.						Assessor Signature/Date: _____
GA7.1.4	Encourage questions and check for understanding.						
GA7.1.5	Inform, involve and help the child or young person, and their families and carers, to assess different courses of action and to understand the consequences of each.						IV Signature/Date: _____
GA7.1.6	Identify what the child or young person, and their family or carers, hopes to achieve in reaching the best possible and fair conclusion.						
GA7.1.7	Listen actively and respond constructively to any concerns.						
GA7.1.8	Obtain, where appropriate, the consent of the child, or young person, and their family or carers, to an agreed course of action.						
GA7.1.9	Explain clearly to the child or young person, and their family and carers, what information you may have to share with others and why.						
GA7.1.10	Summarise situations in a manner which promotes understanding for the individual, taking into account their background, age and personality.						
GA7.1.11	Maintain accurate and up to date records of points discussed and the outcomes of your discussions.						

Unit GA7 (F79A 04) Communicate and Engage with Children, Young People, and their Families and Carers

Element	Element Title	Portfolio Reference					Confirmations
GA7.2	Safeguard and promote the welfare of children and young people						
Performance Evidence							
GA7.2.1	Identify and assess signs of possible abuse or neglect affecting a child or young person.						Candidate Signature/Date: _____
GA7.2.2	Seek to verify, where possible, concerns and information gained from others.						
GA7.2.3	Consult, where appropriate, with the child, young person, their parent or carer, over factors that may be hindering realisation of their potential or impairing their health and well-being.						Assessor Signature/Date: _____
GA7.2.4	Involve the child or young person, where appropriate, in decisions affecting them, taking into account their age, ability, wishes and feelings.						
GA7.2.5	Make considered judgements about how to act to safeguard and promote a child or young person’s welfare.						IV Signature/Date: _____
GA7.2.6	Act promptly and correctly in taking action to safeguard and protect the welfare of children and young people.						
GA7.2.7	Maintain accurate and up to date records of your actions and the outcomes.						

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Element	Element Title	Portfolio Reference					Confirmations
GA7.3	Share information with those that need it						
Performance Evidence							
GA7.3.1	Identify all relevant available information and determine any gaps to be addressed.						Candidate Signature/Date: _____
GA7.3.2	Determine and agree with the appropriate person(s) how any information that is still required will be obtained, including who is to provide it and by when.						
GA7.3.3	Assess correctly the relevance and status of available information, distinguishing between observation or opinion.						Assessor Signature/Date: _____
GA7.3.4	Identify those parties with whom information needs to be shared, or who are entitled to receive it, and make the required information available promptly and accurately.						
GA7.3.5	Communicate information clearly and unambiguously, encourage questions and check for understanding.						IV Signature/Date: _____ _____
GA7.3.6	Seek consent, where possible and appropriate, from the child or young person, and their family or carer, for the sharing of information.						
GA7.3.7	Respect the skills and expertise of other professionals.						
GA7.3.8	Maintain accurate and up to date records of the information provided and the outcomes.						

Unit GA7 (F79A 04) Communicate and Engage with Children, Young People, and their Families and Carers

Element	Element Title	Portfolio Reference					Confirmations
GA7	Contribute to planning the installation and decommissioning of electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
Build empathy with children, young people, their families and carers							
1	The importance of building trust and empathy with the children, young people and their families and carers, with whom you work, and the methods for achieving this.						Candidate Signature/Date: _____
2	Different styles and forms of communication that may be appropriate, including electronic channels and communication in different languages.						
3	The importance of non-verbal communication, such as body language, and how different cultures use and interpret body language in different ways.						Assessor Signature/Date: _____
4	Possible barriers to communication, their causes, and ways to overcome them.						
5	The role and value of families and carers as partners in supporting their children to achieve positive outcomes.						IV Signature/Date: _____
6	The importance of involving the child/young person and their families/carers in the process and how to do this.						
7	How children and young people see and experience the world in different ways, and the impact of this in communicating and engaging with them.						
8	The importance of ensuring understanding and of avoiding assumptions.						
9	Procedures and legislation relating to confidentiality issues applying to your job role.						
10	Limits of confidentiality applying to your job role, and the circumstances when it is necessary to go against a child/young person’s expressed wishes in their best interests, and in such cases, the importance of ensuring that they understand what is happening and why.						

Unit GA7 (F79A 04) Communicate and Engage with Children, Young People, and their Families and Carers

Element	Element Title	Portfolio Reference					Confirmations
GA7	Contribute to planning the installation and decommissioning of electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
Safeguard and promote the welfare of children and young people							
11	What is meant by safeguarding, and the different ways in which children and young people might be harmed, including by other children and young people, and through the internet.						
12	The key roles of parents and carers in safeguarding and promoting the welfare of children and young people.						
13	When and how to discuss concerns with parents and carers, and factors that can affect parenting and increase the risk of abuse.						
14	Signs of possible abuse, recognising that these can be subtle, and how these can be expressed in play, artwork, and in the way that children and young people approach relationships with other children and/or adults.						
15	Different forms and extent of abuse, and their impact upon children’s development.						
16	Relevant legislation and guidelines, and their impact for procedures applying to your job role.						
17	The boundaries of your own personal competence and responsibility, when to involve others and how to obtain advice and support.						
18	How assumptions, values and discrimination can influence practice, and may prevent some children and young people from having equality of opportunity and equal protection from harm.						

Unit GA7 (F79A 04) Communicate and Engage with Children, Young People, and their Families and Carers

Element	Element Title	Portfolio Reference					Confirmations
GA7	Contribute to planning the installation and decommissioning of electronic monitoring equipment						
Knowledge and Understanding for the whole Unit							
19	The Common Assessment Framework for Children and Young People (CAF), and where appropriate, how to use it.						
Share information with those that need it							
20	The roles of other agencies, local procedures on child protection and variations in the use of terminology.						
21	The importance of information sharing in the context of children and young people’s well-being and safety.						
22	How inference or interpretation can result in a difference between what is said and what is understood, and how to address this.						
23	Different sources for relevant information.						
24	How consent is not always required to share information.						
25	The principles governing when young people are considered sufficiently mature to give consent to their information, in particular taking into account the Gillick test of competence						
26	Those parties who need, and/or are entitled to, information and when, and the difference between information sharing on individual, organisational and professional levels						
27	Requirements regarding confidentiality and how different confidentiality procedures may apply in different contexts						
28	The differences between permissive statutory gateways and mandatory statutory gateways, and their implications for sharing information						

Unit GA7 (F79A 04) Communicate and Engage with Children, Young People, and their Families and Carers

Evidence Requirements for the whole Unit
To achieve this Unit you must provide your assessor with evidence that you have consistently met all of the Performance Criteria and Knowledge and Understanding. The use of simulation is not allowed for any performance evidence within this Unit.

Unit GA7 (F79A 04) Communicate and Engage with Children, Young People, and their Families and Carers

Notes/Comments

Assessor Statement

I confirm as the candidate's assessor, that the evidence contained within this portfolio is authentic, sufficient, accurate, current and valid. I also confirm that all criteria on which to base a judgement of candidate's competence has been met and all Evidence Requirements are satisfied.

Signature _____

Date _____

Candidate Statement

I confirm that all the evidence within this portfolio is authentic and produced by myself and that I was assessed under the conditions specified by SQA.

Signature _____

Date _____