SFJCHCC061 SQA Unit Code FN75 04
Verify critical dates for sentences

Overview

This unit is about verifying critical dates for sentences so that individuals are released from custody on time. You have to check and interpret the relevant documentation and verify the calculations made by other staff. Accuracy, timeliness and confidentiality are critical in this area of work.

There are two elements

1. Verify and interpret documentation relevant to the imprisonment or detention of individuals
2. Verify sentence calculations

Target Group

This unit applies to experienced administrators working in the custodial care sector who have the responsibility for verifying the calculations for sentences made by others.

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Performance criteria

You must be able to:

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Verify and interpret documentation relevant to the imprisonment or detention of individuals

P1   verify that the **documentation** allows lawful imprisonment or detention of the individual in the establishment

P2   check that all information on the **documentation** has been interpreted correctly

P3   check with the **relevant authority** if you are in doubt about how to interpret information

P4   check that all information has been accurately entered into **systems**, in line with organisational procedures

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Verify sentence calculations

You must be able to:

P5   provide advice and guidance to those interpreting **documentation** and calculating **critical dates**

P6   check the interpretation of **documentation** and calculations of critical dates to ensure they are accurate every time

P7   identify any errors in interpretation of **documentation** or calculation of **critical dates** and ensure these errors are corrected

P8   check with the **relevant authority** where you are in doubt about **critical dates**

Knowledge and understanding

You need to know and understand:

K1   current, relevant legislation, policies, procedures, codes of practice and practice advice for verifying critical dates for sentences

K2   current, relevant legislation and organisational requirements in relation to race, diversity and human rights

K3   current, relevant legislation and organisational requirements in relation to health and safety

K4   the legal requirements which impact on the calculation of critical dates

K5   your organisation's policies and procedures for calculating critical dates

K6   the documentation required in order to imprison or detain an individual lawfully

K7   the different types of documentation which are relevant to the imprisonment or detention of individuals and the calculation of critical dates for sentences, and how to interpret the information they contain

K8   the relevant authorities to contact when in doubt about how to interpret information or calculate sentences

K9   the organisation's systems and how to use them

K10   the range of different types of information which may have an impact on critical dates, where to obtain this information, and how to assess its impact accurately

K11   the range of critical dates which apply to different types of sentences, and how to calculate these accurately

K12   the importance of ensuring critical dates are entered accurately on systems

K13   the people who are authorised to have information about critical dates

K14   the formats and time limits within which information about critical dates must be supplied

K15   how to explain clearly how critical dates have been calculated

K16   the types of advice and guidance people may need in interpreting documentation and calculating critical dates, and how to provide this advice and guidance

K17   the importance of checking the interpretation of documentation and calculation of sentences to ensure accuracy

K18   the types of documentation which must be completed and how to complete it correctly

Additional Information

Verify and interpret documentation relevant to the imprisonment or detention of individuals

1. **documentation**
   1.1.   warrants of imprisonment
   1.2.   detention orders
   1.3.   recall orders
   1.4.   accompanying documentation

2. **relevant authority**
   2.1.   the originator or endorser of the documentation
   2.2.   supervisor or line manager
   2.3.   specialist in sentence calculation

3. **systems**
   3.1.   manual
   3.2.   computerised

Verify sentence calculations

4. **documentation**
   4.1.   warrants of imprisonment
   4.2.   detention orders
   4.3.   recall orders
   4.4.   accompanying documentation

5. **critical dates**
   5.1.   the critical dates relating to sentences awarded by a court in your own country
   5.2.   the critical dates relating to sentences awarded by a court in another country in the UK

6. **relevant authority**
   6.1.   the originator or endorser of the documentation
   6.2.   supervisor or line manager
   6.3.   specialist in sentence calculation

Links to other NOS

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

It links closely with Unit CC060 Calculate critical dates for sentences, which

applies to administrators who calculate critical dates for sentences, but do not verify the calculations made by others.

It also links closely with Unit CC021 Receive and discharge individuals and property into and out of the custodial establishment.

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