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### Overview

This unit is about checking that individuals are eligible for release and that all administrative arrangements have been made correctly.

#### **There are two elements**

- 1 Verify the eligibility of individuals for release
- 2 Verify that the correct documentation and entitlements have been prepared

#### **Target Group**

This unit applies to experienced administrators working in the custodial care sector who are required to verify that all the administrative arrangements for the release of individuals are correct.

## Verify the release process

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### Performance criteria

#### Verify the eligibility of individuals for release

- You must be able to:*
- P1 maintain **systems** which give you accurate information about individuals' eligibility for release
  - P2 recalculate release dates for individuals accurately and at the required time prior to release
  - P3 refer promptly to the **releasing authorities** if there is any doubt about an individual's eligibility for release

#### Verify that the correct documentation and entitlements have been prepared

- You must be able to:*
- P4 communicate in ways that can be understood by individuals, responding to their different needs, abilities and preferences
  - P5 provide advice and guidance to those preparing **documentation** and **entitlements** for individuals on release
  - P6 check that the correct **documentation** and **entitlements** have been prepared for each individual to be released
  - P7 identify any errors in the preparation of **documentation** and **entitlements** and ensure these errors are corrected
  - P8 present **documentation** in the required format so that the release of individuals from custody can be authorised

## Knowledge and understanding

*You need to know and understand:*

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for verifying the release process
- 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 and organisational requirements which impact on the release of individuals from custody
- K5 manual and computerised systems for providing information about individuals' eligibility for release, and how to use them
- K6 the different types of documentation which are relevant to the calculation of critical dates of sentences, and how to interpret the information they contain
- K7 the critical dates which apply to different types of sentences and how to calculate these accurately
- K8 the range of releasing authorities and how to contact them
- K9 the range of documentation required on release, and how to prepare it
- K10 the range of entitlements of individuals on release, and how to prepare these
- K11 the types of advice and guidance people may need in preparing documentation and entitlements for release, and how to provide this advice and guidance
- K12 the importance of checking individuals' eligibility for release and that the correct documentation and entitlements have been prepared
- K13 the format in which documentation should be presented so that the release of individuals from custody can be authorised
- K14 the types of documentation which must be completed and how to complete it correctly

### Additional Information

#### Scope/range related to performance criteria

#### Verify the eligibility of individuals for release

1. **systems**
  - 1.1. manual
  - 1.2. computerised
  
2. **releasing authorities**
  - 2.1. parole board
  - 2.2. prison governor/controller

#### Verify that the correct documentation and entitlements have been prepared

3. **documentation**
  - 3.1. licences
  - 3.2. information to be provided to individuals on release
  - 3.3. information to be provided to internal and external authorities on release
  
4. **entitlements**
  - 4.1. personal cash and wages
  - 4.2. grants
  - 4.3. travel warrants
  - 4.4. personal property
  - 4.5. official documentation

#### Links to other NOS

This unit links to all the other administration units in the custodial care framework. It links closely to CC067 Make administrative arrangements for the release of individuals from custody and CC021 Receive and discharge individuals and property into and out of the custodial establishment.

## SFJCHCC068 SQA Unit Code FN76 04

### Verify the release process

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**Relevant occupations** Public Services; Public Service and Other Associate Professionals

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**Suite** Custodial Administration

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