

SFJCCFG3 - SQA Unit Code D7F4 04

Help people to comply with electronic monitoring requirements



Overview

This unit is about giving the necessary advice and support to people who are being electronically monitored and to their families. It will include dealing with those who have communication and language difficulties.

There are two elements

- 1 Induct people into electronic monitoring
- 2 Provide ongoing support during the monitoring period

Target Group

This unit applies to field staff working for electronic monitoring organisations.

Performance criteria

Induct people into electronic monitoring

You must be able to:

- P1 confirm the identity of the person to be monitored
- P2 provide people with clear information about
 - P2.1 the hours and dates set for monitoring
 - P2.2 the area being monitored
 - P2.3 the operation of the monitoring equipment
 - P2.4 events that will trigger reports
 - P2.5 tasks the individual being monitored must undertake when requested
- P3 provide people with the relevant documentation
- P4 provide all information in a way that is appropriate to the people involved, taking account of any special communication needs
- P5 check that the people involved have understood the information you have given them and obtain their written confirmation
- P6 answer any questions they may have correctly, but with due regard to confidentiality

Provide ongoing support during the monitoring period

You must be able to:

- P7 identify and record information about any relevant special needs of the individual being monitored
- P8 explore possible methods of meeting these special needs within the context of the electronic monitoring process
- P9 provide the individual being monitored with clear and correct advice about how their special needs might be met
- P10 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
- P11 inform relevant people of your advised course of action in accordance with organisational procedures
- P12 follow organisational procedures in facilitating the provision of any agreed special needs support

Knowledge and understanding

You need to know and understand:

- K1 your responsibilities for the legal requirements for the types of electronic monitoring carried out by your organisation
- K2 how each of your responsibilities for legal and organisational requirements must be dealt with, and within what timescales
- K3 the operation of electronic monitoring equipment, and how the person being monitored can live with it most effectively and comfortably
- K4 the documentation that must be provided to the person
- K5 what documentation is appropriate
- K6 how to establish and take account of individual's special communication and language needs when providing information
- K7 the importance of checking the individual's understanding of what they have been told, and how to do so
- K8 the types of questions individuals are likely to have, and how to answer these
- K9 issues that must be treated confidentially
- K10 what procedures to follow where there is a willful lack of compliance by the individual being monitored
- K11 the types of needs that individuals have during electronic monitoring
- K12 methods of meeting individuals' needs within the terms of their electronic monitoring requirements including special authorisation
- K13 other people who may need to be informed of any needs and actions taken

SFJCCFG3 - SQA Unit Code D7F4 04

Help people to comply with electronic monitoring requirements

Developed by Skills for Justice

Version number 1

Date approved November 2006

Indicative review date November 2008

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN FG3

Relevant occupations Health, Public Services and Care; Public Services; Skilled Trades Occupations; Electrical Trades

Suite Custodial Care

Key words Electronic monitoring, Tagging, Curfew