

SFJCTDC1 - SQA Unit Code F2ST 04

Prepare the court/tribunal room for proceedings



Overview

This standard is about preparing a court/tribunal room for a case. It includes ensuring that the required facilities are available in readiness.

Cases can be either criminal or civil in courts, or tribunal cases.

There is one element

- 1 Prepare the court/tribunal room for proceedings

Target Group

This standard is for individuals whose responsibilities include ensuring that court/tribunal rooms are ready for use.

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Performance criteria

You must be able to:

- P1 identify correctly the room(s) to be used and the facilities required
- P2 identify correctly the numbers of personnel, including court officials and other parties, likely to be present
- P3 identify the court officials/panel members presiding over the hearing and identify any particular seating arrangements or facilities required
- P4 ensure that all required seating is available, and laid out according to the needs of the hearing
- P5 check that the room has been serviced, with all waste removed, taking the relevant actions to address any aspects remaining
- P6 ensure that all facilities are clean and in good repair
- P7 report promptly and correctly any damaged or faulty facilities to the relevant person
- P8 identify the requirements for refreshments and make these available, including the necessary number of glasses and filled water jugs
- P9 ensure that recording equipment is ready for use, where required, with sufficient blank tapes available
- P10 determine correctly where special arrangements are required, and take the necessary actions to ensure that relevant equipment and facilities are provided
- P11 demonstrate behaviour which shows respect, helpfulness and cooperation
- P12 ensure that the court/tribunal room is prepared in good time to allow proceedings to begin on schedule

Knowledge and understanding

You need to know and understand:

- K1 current organisational requirements and procedures relating to preparing court/tribunal rooms, covering those for the different types of hearings within your scope of responsibility
- K2 seating layout and facilities appropriate for the different types of hearings within your scope of responsibility
- K3 any particular seating arrangements and/or facilities required by particular court officials/panel members for those hearings within your scope of responsibility
- K4 the relevant person(s) to contact to arrange for the servicing of rooms and how to do this
- K5 the relevant person(s) to contact to arrange for the general maintenance of facilities, and to arrange for any faulty or damaged facilities to be addressed
- K6 the principal types of special arrangements that may be required and the procedures for arranging for these to be made available

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Suite Courts and Tribunals

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