

# **F9RL 04 (EC8) Prepare and Present Verbal and Written Information at Courts and Meetings**

## **Elements of competence**

- DA8.1 Provide and obtain written information at courts and meetings**
- DA8.2 Make oral contributions to courts and meetings**

## **About this Unit**

This Unit is about preparing, presenting and obtaining information, both verbal and written, at courts and meetings. It includes providing accurate and timely written information, respecting the needs and rights of individuals, their parents or carers and the victims of crime.

## **Target Group**

This Unit is applicable to those who are involved in providing and obtaining written information for courts and meetings, and who may be asked to make oral contributions.

## **Evidence Requirements for the Unit**

**It is essential that you adhere to the Evidence Requirements for this Unit — please see details overleaf.**

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Specific Evidence Requirements for this Unit
<b>Simulation:</b>
Simulation is NOT permitted for this Unit.
<b>The following forms of evidence ARE mandatory:</b>
<b>Direct Observation:</b> Your assessor or expert witness must observe you in real work activities, which provide a significant amount of the Performance Criteria for most of the Elements in this Unit. For example your assessor may observe you at courts and/or in any meetings where you are providing verbal and written information which is consistent with your role.
<b>Reflective Account/professional discussion:</b> These will be an explanation or a description of your practice in particular situations based on current working practices. For example an account of your actions in gathering information, the sources of information, how you verified the information and any further information that is required. You could explain how you prepared for the court/hearing/meeting and how the level of formality and nature of the meeting affects your actions. You could also include an explanation of how legislation, policies and procedures affect your practice.
<b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b>
<b>Questioning/professional discussion:</b> May be used to provide evidence of knowledge, legislation, policies and procedures, which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.
<b>Expert witness:</b> A designated expert witness may provide direct observation of practice, questioning, undertaking a professional discussion or providing feedback on a reflective account.
Working within the Youth Justice field can pose a number of challenges for Direct Observation of practice by assessors not based in the workplace and it is vital that expert witnesses are identified at the planning stage as they will be require to work closely with your assessor in the evidence gathering process.
<b>Witness testimony:</b> Can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or another key person. It is NOT appropriate to use witness testimony from any member of their family or circle of friends.
<b>Products:</b> These can be anonymised copies of any reports you have completed for courts, meetings and hearings or any other agency approved forms.
Due to the nature of this Unit considerable care should be given to the inclusion of any anonymised records in your portfolio. They should remain where they are normally stored and checked for their authenticity by your assessor as well as occasionally by your Verifier. Where records are included great care should be taken to ensure they are anonymised to ensure confidentiality.

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### General guidance

- ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods (including potential products) and the tasks you will be undertaking to demonstrate your competence.
- ◆ Evidence must be provided for ALL of the Performance Criteria and ALL of the knowledge.
- ◆ Candidates and assessors should ensure that knowledge evidence should be **integrated** into the reflective accounts, direct observations and if appropriate in professional discussions. Care should be taken to **avoid** assessment of knowledge through set or banks of questions, as they generally do not reflect real work practice.
- ◆ The evidence must reflect the policies and procedures of your workplace and be linked to the current legislation, values and principles of best practice within the Justice Sector and in particular those staff working with the Youth Justice Sector.
- ◆ ALL evidence must relate to your own work practice.

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### Knowledge Specification for this Unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.**

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 Legislation which relates to your work, and its impact for your activities in providing and obtaining information.	
2 The functions, associated statutory requirements, procedures (eg administration and etiquette) and resources of the different courts and meetings relevant to your work.	
3 Possible hearing outcomes and associated statutory requirements of the different courts and meetings relevant to your work.	
4 The different forms of report which are required for the different courts and meetings relevant to your work, and the reasons for these.	
5 The ways in which it is necessary to alter communication when working with different individuals and representatives of different agencies.	
6 Ways of identifying and addressing problems with the information.	
7 The principles of effective equality, diversity and anti-discriminatory practice.	

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### DA8.1 Provide and obtain written information at courts and meetings

Performance Criteria		DO	RA	EW	Q	P	WT
1	Prepare and provide accurate, legible and complete written reports to the meeting, on time and in the required format.						
2	Provide information which is consistent with your role, organisational and statutory requirements.						
3	Explain where further information is required, confirming when it is required and its purpose.						
4	Gather relevant, accurate and current information from relevant people in a manner which is sensitive to their situation.						
5	Verify the collected information, identifying correctly if there are any problems with it and address these appropriately.						
6	Complete records accurately and clearly and store them according to your organisation's requirements.						

### DA8.2 Make oral contributions to courts and meetings

Performance Criteria		DO	RA	EW	Q	P	WT
1	Present the information which the hearing requires clearly, accurately and succinctly, and in a manner which is consistent with the court or meeting's requirements.						
2	Provide additional information to support and update written reports, as and when required.						
3	Answer any questions in a manner which is likely to increase the understanding of those involved.						
4	Present yourself, and interact with others, in a manner which promotes the work of your organisation and is likely to lead to a constructive outcome.						
5	Seek advice and support promptly when team discussion and supervision are appropriate.						
6	Complete records accurately and clearly and store them according to your organisation's requirements.						

DO = Direct Observation  
EW = Expert Witness

RA = Reflective Account  
P = Product (Work)

Q = Questions  
WT = Witness Testimony

# F9RL 04 (EC8) Prepare and Present Verbal and Written Information at Courts and Meetings

*To be completed by the candidate*

**I submit this as a complete Unit**

Candidate's name: .....

Candidate's signature: .....

Date: .....

*To be completed by the assessor*

*It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.*

**I certify that sufficient evidence has been produced to meet all the Elements, PCs and Knowledge of this Unit.**

Assessor's name: .....

Assessor's signature: .....

Date: .....

## **Assessor/internal verifier feedback**

*To be completed by the internal verifier if applicable.*

***This section only needs to be completed if the Unit is sampled by the internal verifier.***

Internal verifier's name: .....

Internal verifier's signature: .....

Date: .....