

## **H5RR 04 (SFJC JDA2) — Exchange Information and Present at Courts and Formal Hearings**

### **Overview**

This standard is about representing your organisation in courts, at formal hearings and relevant meetings through exchanging information and presenting reports.

It involves representing your agency in courts and at formal hearings through exchanging information and presenting reports at courts and formal hearings. Reports are any which are relevant to your agency. Due to the nature of such work, you need to be able to develop effective relationships with others and liaise with them.

'Courts and formal hearings' includes criminal courts, civil courts, prison establishments, parole boards, mental health and other tribunals, youth courts, children's hearings, multi-agency public protection panels, multi-agency risk assessment conferences, appeals or other formal hearings. You need to apply your knowledge to only those courts and formal hearings in relation to your area of responsibility.

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

- 1 Obtain and analyse information for use at courts and formal hearings.
- 2 Present reports at courts and formal hearings.

### **Target Group**

This standard is applicable to those with responsibility for representing their organisation in courts, formal hearings or relevant meetings.

## Performance Criteria — What you do in your job

You must provide evidence to meet all the 18 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

### Obtain and analyse information for use at courts and formal hearings

	<b>Performance Criteria</b>	<b>Evidence Number where this criteria has been met</b>
1	Establish the reports required by courts, hearings and meetings, confirming by when they are required and their purpose.	
2	Plan how to obtain the information required for the reports and work effectively with colleagues and other organisations to obtain the information on time.	
3	Gather relevant, accurate and current details from relevant people where further information is required, in a manner which is sensitive to their situation.	
4	Analyse the information collected, identify correctly any problems with it and address them promptly.	
5	Prepare and provide accurate, legible and complete written reports to the courts/hearings, on time and in the required format.	
6	Provide information which is consistent with requests, your work role, your organisation's policy and statutory requirements.	
7	Identify any tensions and areas of conflict with others and seek to address them constructively.	
8	Maintain accurate and up to date records, in line with your organisation's requirements.	
9	Communicate information to people who are authorised to receive it.	

## Present reports at courts and formal hearings

	<b>Performance Criteria</b>	<b>Evidence Number where this criteria has been met</b>
10	Identify and discuss the issues which may be raised at courts, formal hearings and relevant meetings with your line manager prior to the event.	
11	Present the information which the court and formal hearing requires clearly, accurately and succinctly, and in a manner which is consistent with court conventions.	
12	Present yourself and interact with others in a manner which promotes the work of your organisation.	
13	Make timely and appropriate interventions which challenge others when they misinterpret information or are discriminating unfairly.	
14	Seek advice and support from an appropriate person if difficulties arise.	
15	Clarify details of court requests for further information.	
16	Take action to gain further information about the report promptly.	
17	Maintain accurate and up to date records, in line with your organisation's requirements.	
18	Communicate information to people who are authorised to receive it.	

## Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 11 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

### Legislative, regulatory and organisational requirements

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number</b> <b>where this knowledge</b> <b>point has been met</b>
1	Legal and organisational requirements which relate to the provision of information at courts and formal hearings, and their impact for your area of operations.	
2	Legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations.	
3	The role of your organisation and the services which it provides at courts and formal hearings.	
4	Your organisation's policy and procedures regarding confidentiality of information and the disclosure of information to third parties, and the specific circumstances under which disclosure may be made.	
5	The limits of your authority and responsibility, and the actions to take if these are exceeded.	

## Working within the community justice sector

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number where this knowledge point has been met</b>
6	The functions, procedures and resources of the different courts, formal hearings and meetings relevant to your work, including the appropriate administration and etiquette.	
7	The different forms of report which are required for the different courts, formal hearings and meetings relevant to your work, and the reasons for these.	
8	The ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations.	
9	Ways of identifying and addressing problems with the information.	
10	The nature of the sector in which you work, and the nature, roles and functions of the principal organisations within it.	
11	Your organisation's structures, functions, methods of communication and decision making processes.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's name</b>	
<b>Candidate's signature</b>	
<b>Date submitted to Assessor as complete</b>	

<b>Assessor's name</b>	
<b>Assessor's signature</b>	
<b>Date assessed complete</b>	

**Internal Verification**

To be completed in accordance with centre's internal verifier (IV) strategy.

<b>Evidence for this Unit was sampled on the following date/s</b>	<b>Internal verifier's signature</b>	<b>Internal verifier's name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>Internal verifier's signature</b>	<b>Internal verifier's name</b>

**Unit completion confirmed**

<b>Internal verifier's name</b>	
<b>Internal verifier's signature</b>	
<b>Date completed</b>	