

H5T7 04 (SFJCJ EA1) — Obtain Information From Offenders Regarding Their Behaviour

Overview

This standard is about obtaining, verifying and recording information from offenders regarding their behaviour. Information needs to focus upon the cause of the offending behaviour, the individual's views of their behaviour, and the consequences of the offending behaviour. The information obtained needs to be verified towards informing decision-making.

There are four elements:

- 1 Prepare for a discussion with the individual.
- 2 Obtain and verify information about the individual's offending behaviour.
- 3 Obtain information from individuals about their offending behaviour.
- 4 Close discussions and record information regarding individuals.

Target Group

This standard is applicable to those with responsibility for obtaining, recording and verifying information from individuals relating to their offending behaviour. For example, the information may be needed for risk assessment (ie assessing the individuals' risk of reoffending, risk of harming others, and their risk of vulnerability), pre-sentence reports, decisions relating to bail, planning community and custodial sentences, planning other programmes, court and panel reports and progress reports.

Performance Criteria — What you do in your job

You must provide evidence to meet all the 38 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.

Prepare for a discussion with the individual

	Performance Criteria	Evidence Number where this criteria has been met
1	Identify and review the circumstances of the individual, determining their personal circumstances, including any relevant care history, any known or potential risk factors and their likely motivation to provide information.	
2	Establish, where the information is available, the individual's attitude to offending, their motivation to change, self-perception, and their reasoning abilities.	
3	Identify the need for an interpreter, and where necessary, make the relevant arrangements.	
4	Identify the information which needs to be gathered.	
5	Make arrangements for meeting the individual which are consistent with the priority of the situation, and which include the appointment time and length, its location, and identifying and confirming relevant details with others who need to be present.	
6	Make sure that those involved are aware of the nature of the information that you are seeking and your purpose in seeking it.	

Obtain and verify information about the individuals' offending behavior

	Performance Criteria	Evidence Number where this criteria has been met
7	Seek information relevant to the individual's offending behaviour, including their personal circumstances, motivation, reasoning skills, and the impact of the behaviour upon the individual and others.	
8	Explain clearly and accurately your role and responsibility to those from whom you wish to obtain the information.	
9	Explain clearly the information which is sought, the reasons for the request and how it will be used, including who will have access to it, taking into account requirements for confidentiality.	
10	Communicate in a manner which encourages an open exchange of views and information, and which is designed to develop rapport and which acknowledges their role, and area of expertise.	
11	Summarise the information obtained, confirming that it is relevant, accurate and current, and that you have interpreted it correctly.	
12	Agree a schedule for the provision of any further information required.	
13	Verify information provided through corroboration against other available sources, identifying any conflicts or anomalies in the information provided.	
14	Address correctly and promptly any conflicts or anomalies in the information provided.	
15	Seek advice and support promptly, where appropriate.	

Obtain information from individuals about their offending behavior

	Performance Criteria	Evidence Number where this criteria has been met
16	Explain clearly and accurately your role and responsibility to the individual.	
17	Explain clearly the information being sought and the reasons for seeking it.	
18	Explain what kind of information you may have to share with others and what may happen as a result.	
19	Obtain, where appropriate, the individual's consent to the process.	
20	Communicate throughout the process in a manner which is appropriate to the individual, which encourages an open exchange of views and information, and which is free from discrimination and oppression.	
21	Advise individuals to explore their behaviour, its impact upon others, and any patterns associated with it, and their beliefs and attitudes about themselves and others.	
22	Identify the individual's personal circumstances, including those people and relationships significant to the individual, details of their accommodation, their educational experience and achievements, their physical and mental health, and the use of drugs and alcohol by the individual.	
23	Identify whether the individual has any experience of violence, discrimination, oppression, abuse or other traumatic events.	
24	Determine, where relevant, the relationship of the individual to their victims.	
25	Challenge attitudes and behaviour which are aggressive, abusive or discriminatory, while taking account of personal safety.	

Obtain information from individuals about their offending behavior (cont)

	Performance Criteria	Evidence Number where this criteria has been met
26	Instruct the individual to take responsibility for their behaviour.	
27	Verify the information provided through corroboration against that available already, identifying and checking any conflicts or anomalies in the information provided.	
28	Identify and address promptly, where relevant, any risk factors identified which require immediate action.	
29	Seek advice and support promptly when team discussion and supervision are appropriate.	

Close discussions and record information regarding individuals

30	Explain to the individual what will happen next and, where possible, obtain their consent to the course of action.	
31	Explain what information will be recorded and with whom it will be shared.	
32	Identify what the individual hopes to achieve in order to reach the best possible and fair conclusion.	
33	Encourage questions, check and confirm understanding.	
34	Distinguish clearly between facts and opinions.	
35	Structure information in ways which will allow others to use it readily.	
36	Maintain accurate and up to date records, in line with your organisation's requirements.	
37	Make information available promptly and readily to those who are entitled and need to see it.	

Close discussions and record information regarding individuals (cont)

	Performance Criteria	Evidence Number where this criteria has been met
38	Maintain the confidentiality of information, consistent with the requirements of legislation and organisational policy.	

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 15 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

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
1	Legal and organisational requirements which relate to obtaining and verifying information from offenders regarding their behaviour, 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 in relation to assessing the behaviour of offenders.	
4	The 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

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
6	The types of information required towards assessing offending behaviour and associated risk and protective factors.	
7	The importance of verifying the information received from individuals and methods for doing this.	
8	The difference between fact and opinion, their relative advantages and disadvantages, and the importance of distinguishing between fact and opinion.	
9	The ways in which an individual's culture and gender may influence practice.	
10	The impact of crime on victims and their need for protection, respect, recognition and information.	
11	Factors which influence an individual's behaviour, including their physical, social, psychological and emotional development.	
12	Relevant research into the relationship between known factors which influence offending behaviour and the evidence of effective practice in tackling these factors.	
13	Current definitions of risk and the purpose of risk assessment and management.	
14	The ways in which stereotyping and discrimination might affect risk assessment and how to guard against this.	
15	The ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations.	

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

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

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

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

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

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	