

## Assess individuals' needs and plan agreed activities

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### Overview

This standard is about the assessment of an individual based on their identified needs in order to plan agreed activities. The activities might be as part of an intervention plan designed to address aspects of an individual's behaviour, and may also be part of a programme entered into voluntarily by the individual. Activities also include those aimed at the development of the individual, at raising self awareness, and/or with a therapeutic purpose.

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

1. Contribute to the assessment of individuals' abilities and needs
2. Plan agreed activities for individuals

#### **Target group**

This standard is for those working within the community justice sector and who are assessing individuals' needs to plan for activities that help individuals develop their skills and/or address problematic behaviour.

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### Performance criteria

You must be able to:

#### **Contribute to the assessment of individuals' abilities and needs**

1. obtain information required for the assessment from the appropriate source
2. collect and prepare the necessary resources for the assessment, appropriate to the individual, and which build upon the individual's strengths and interests
3. encourage individuals to participate at a level appropriate to their abilities
4. communicate using techniques appropriate to the individual and their needs
5. identify prioritised goals for the individual that are clear and realistic and achievable within set timescales
6. specify how the success of the activity is to be evaluated, in terms of addressing the individual's identified needs
7. encourage individuals to ask questions and seek clarification and support when they need it
8. minimise distractions and disturbances as far as possible
9. carry out the assessment in accordance with organisational requirements
10. seek advice from an appropriate person where there are any concerns regarding the assessment method
11. make records of the assessment in line with organisational requirements
12. pass records of the assessment to those who require them and are entitled to receive them

#### **Plan agreed activities for individuals**

13. identify development activities that can contribute to identified goals, and which are consistent with individuals' abilities, learning styles and needs
14. encourage individuals to participate at a level appropriate to their abilities and incorporate the individual's interests and preferences in the plan
15. plan development activities that meet individuals' needs and that are in line with organisational requirements
16. specify in the plan how the success of the activity is to be evaluated and by whom

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### Knowledge and understanding

You need to know and understand:

1. legal and organisational requirements which relate to the assessing of individuals' needs and planning agreed activities, and their impact for your area of operations
2. good practice communication techniques relevant to the situation and how to apply them
3. the importance of learning to take place in a context that is meaningful to the individual
4. the importance of clear links between the individual's needs and the level and intensity of activities planned
5. the importance of clear, prioritised objectives, and why development objectives should be constantly evaluated and reviewed
6. why individuals should be encouraged to participate in planning, and why the individual's views on the effectiveness of the activity are of particular significance
7. where the individual's consent to the activities should be established and the relationship of this to the promotion of individual rights
8. why the individual and their families, relatives and friends should be actively encouraged to become involved, and methods of achieving this
9. the reasons why individuals should be given time and space to develop the skills they possess and to comment constructively on their progress
10. why difficulties experienced by the individual or adverse reactions to the development activity should be reported to the appropriate person
11. the purpose and methods of evaluating programmes for individuals
12. why advice should be sought and acted on as soon as there is doubt about particular programmes for individuals
13. the type and form of activities which are suitable for particular individuals and the manner in which activities can be used to increase potential, effectiveness, self-development and personal responsibility
14. methods for adapting environments to meet the needs of individuals and groups
15. normal patterns of development and the likely progress which individuals will make to the achievement of goals
16. the difference between positive and constructive feedback and how this can assist the individual's development
17. methods of providing feedback to individuals in a manner which will assist their development and provide support to individuals when they experience difficulties or react adversely
18. the importance of acting as a role model for the individual, and the impact

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this can have on their development

19. who activities need to be agreed with, and how to do this

20. how the role of your organisation and its services relate to other organisations and services in the sector

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**Links to other NOS** This NOS is linked to SFJEC4 Prepare, implement and evaluate group activities.

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