



Regulated Qualifications Unit and Assessment Specification

Unit title	Allocate, List and Arrange Resources for Court/Tribunal Cases
Regulator unit code	T/601/4846
SQA unit code	FE7K 68
SSC ref	DB2

History of changes

Publication date: April 2011

Version: 02 (October 2017)

Version number	Date	Description	Authorised by
02	October 2017	Unit Specification updated to reflect current Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Allocate, List and Arrange Resources for Court/Tribunal Cases	
Level	2	
Credit value	5	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Understand the principles of allocating and listing cases for court/tribunals.	1.1	Explain the importance of allocating and listing cases correctly, and the potential issues arising where this is not carried out.
2 Understand factors affecting court/tribunal cases when allocating and listing cases.	2.1	Identify current organisational requirements and procedures relating to allocating and listing cases.
	2.2	Identify the jurisdiction and types of cases for the courts/tribunals which they are responsible.
	2.3	Identify factors to consider when assessing the likely duration of cases, according to own organisation's jurisdictional procedures.
	2.4	Identify those personnel required to hear different types of cases including: <ul style="list-style-type: none"> ◆ judiciary ◆ other court officials/panel members
	2.5	Identify accurate timescales within which different types of cases must be heard, within own area of responsibility.
	2.6	Identify the range of individuals to be notified of the dates of hearings.

Learning outcomes	Assessment criteria
The learner will:	The learner can:
<p>3 Be able to allocate, list and arrange resources for court/tribunal cases.</p>	<p>3.1 Ensure that all necessary information is available to enable cases to be listed, and address any gaps promptly and correctly.</p> <p>3.2 Confirm that the jurisdiction of cases has been identified correctly at registration.</p> <p>3.3 Estimate the likely duration of different types of cases, in line with own organisation's jurisdictional procedures.</p> <p>3.4 Allocate the relevant personnel to hear cases for the anticipated duration of court/tribunal sittings in:</p> <ul style="list-style-type: none"> ◆ different types of cases ◆ different locations <p>3.5 Allocate the necessary facilities to be available for the anticipated duration of court/tribunal sittings.</p> <p>3.6 List cases, in line with own organisation's procedures.</p> <p>3.7 Confirm, where relevant that the dates for cases are within required timescales, notifying relevant internal and external authorities of any potential difficulties in meeting such timescales.</p> <p>3.8 Notify all relevant internal and external parties of the necessary details of the listed cases, where required.</p> <p>3.9 Notify relevant authorities of any barriers identified with respect to the attendance of:</p> <ul style="list-style-type: none"> ◆ witnesses ◆ others

Additional information about the unit
Unit purpose and aim(s)
<p>This standard is about allocating, listing and arranging resources for cases progressing to hearings. It includes establishing that the relevant facilities and resources are available and that court officials/panel members are notified.</p> <p>Cases can be either criminal or civil in courts, or tribunal cases.</p> <p>This standard is for individuals whose responsibilities include listing or scheduling, individual cases.</p>
Unit start date
01/12/2010
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
This unit of assessment relates directly to <i>Allocate, list and arrange resources for court/tribunal cases</i> (approved as National Occupational Standard) unit DB2 .
Details of the relationship between the unit and other standards or curricula (if appropriate)
Not applicable
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.</p> <p>Individuals must demonstrate they have allocated, listed and arranged resources for court/tribunal cases for at least two separate courts/tribunals sittings within their organisational guidelines.</p>
Endorsement of the unit by a sector or other appropriate body (if required)
This unit is endorsed by Skills for Justice, the Sector Skills Council for Justice
Location of the unit within the subject/sector classification system
01.4 Public services
Name of the organisation submitting the unit
Skills for Justice
Guided learning hours
20

Regulated qualifications assessment specification

Assessment (evidence) requirements

The unit requires the assessment of occupational knowledge and understanding wherever practicable. Assessment can take place either in the workplace or in a learning and development environment. Individuals must demonstrate their knowledge and understanding of allocating, listing and arranging resources for cases progressing to hearings is supported within their organisational guidelines.

Assessment for this unit may include records of:

- ◆ Knowledge and understanding
- ◆ Questions
- ◆ Product evidence
- ◆ Personal statement

Guidance on assessment

- ◆ Observation
- ◆ Professional discussion
- ◆ Witness testimony